Before Starting the CoC Application

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

 The Collaborative Applicant is responsible for:

- Reviewing the FY 2015 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions for assistance with completing the application in e-snaps.
- Answering all questions in the CoC Application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing so, please keep in mind that:

 - This year, CoCs will see that a few responses have been imported from the FY 2013/FY 2014 CoC Application. Due to significant changes to the CoC Application questions, most of the responses from the FY 2013/FY 2014 CoC Application could not be imported.
  - For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses.
 - For other questions, the Collaborative Applicant must be aware of responses provided by project applicants in their Project Applications.
- Some questions require that the Collaborative Applicant attach a document to receive credit. This will be identified in the question.
 - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

 For Detailed Instructions click here.

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: NJ-508 - Monmouth County CoC

1A-2. Collaborative Applicant Name: County of Monmouth

1A-3. CoC Designation: CA

1A-4. HMIS Lead: NJHMFA

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

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

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

The CoC meetings are open to all interested agencies. Subcommittees are structured around areas of concern from the 10 year plan. The Board authorizes new ad hoc committees based on input from community agencies.

The Coordinated Systems committee is developing the coordinated entry and includes shelters, TH & prevention agencies. Manna House, a transitional program for families, provided guidance on key agencies to target for committee participation & assists in facilitating meetings. Manna House is a voting member of the CoC Board and provides guidance on subcommittee agendas.

The PIT/PHC committee organizes the annual count. Covenant House and the Mental Health Association operate street outreach programs. These agencies coordinate the street count planning through the committee. The committee meeting frequency was determined by the key agencies involved in planning. The meetings moved from once a year to a monthly process throughout the year based on agency input.

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

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

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

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

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

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

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

All CoC committees were created in the CoC by-laws and in accordance with strategies outlined in the local plan to end homelessness. Committee tasks are assigned by the Executive Committee to implement the local plan and address areas of concern identified by the community.

The Coordinated Systems committee is developing the coordinated entry process. This committee is developing the system structure to set a path to end all homelessness as identified in the federal plan and in the local plan.

The permanent housing committee is working to increase access to permanent housing opportunities for the chronically homeless, veterans, families and youth. The committee is developing a prioritization process and increasing permanent housing options.

The data committee is working to develop an open HMIS system that will assist in coordinating services to better assist homeless households. The committee sets the community performance standards and monitors/reports progress.

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

The local process is open to all eligible applicants, non-funded and currently funded agencies. The application announcement is distributed widely via listservs, announced at community meetings and posted on the CoC website. There is a technical assistance session for all those interested in applying to discuss the eligible activities, target populations, application process, priorities and scoring criteria. New organizations can learn about the CoC program and local priorities. New projects are scored on project quality, agency experience in serving the population or providing the identified service, program impact, target population and how they fit with priorities. This criteria enables all interested agencies to have an equal opportunity for funding, even those without previous HUD experience.

In FY2015 several new agencies attended the TA session and one new agency submitted a proposal. That proposal was accepted and included in the new project listing.

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

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
HeadStart Program	No
Other housing and service programs funded through Federal, State and local government resources.	Yes

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

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

	Number	Percentage
Number of Con Plan jurisdictions with whom the CoC geography overlaps	4	
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	1	25.00%
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	1	25.00%
How many of the Con Plan jurisdictions are also ESG recipients?	2	
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1	50.00%
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1	50.00%

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

The CoC consults with the Monmouth County Division of Community Development on a monthly basis. The director of the division participates in quarterly CoC meetings, monthly sub-committee meetings and monthly executive committee meetings. This equates to about 3.25 hours per month in planning meetings.

In addition, the CoC worked closely with the Division in the development of the rapid re-housing program model through monthly planning meetings that were about 3 hours per month.

The CoC has provided input to the Division regarding the targeting of funding for rapid re-housing through ESG and HOME Tenant Based Rental Assistance.

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

The CoC actively works with MC Division of Community Development regarding the ESG funding in the community. Two – three members of the CoC executive committee sit on the ESG allocation committee each year and work with the group to identify the projects that will be supported for funding.

The CoC data committee evaluates program performance for all homeless programs in the community, including ESG programs. The data committee creates recommendations for performance standards that are approved by the executive committee. The performance standards are established through review of HMIS data and Point in time data for the CoC.

The CoC evaluates the ability of ESG funded programs to meet the standards established by the CoC. This information is shared with the ESG recipient at Executive Committee meetings to help inform program effectiveness.

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

Households with a DV issue that present to general homeless service providers in the community are immediately referred to the Domestic Violence Agency in the Community. Non-victim providers obtain household permission to process the referral and call the DV agency directly to inform them of the household. Household are also connected with the DV agency through the DV hotline.

In instances where a household connects first with the DV agency and is found not to have an immediate housing need, they are referred to the Division of Social Services to determine appropriateness for non-victim sheltering options.

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 10/1/14 to 3/31/15 who were homeless at entry	PHA has General or Limited Homeless Preference
Long Branch Housing Authority		
Monmouth County PHA		
Asbury Park Housing Authority		
Neptune Housing Authority		
Keansburg Housing Authority		

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

In New Jersey LIHTC projects are incentivized to set aside at least 5 units for homeless and/or special needs populations. Since the development of this incentive 12 new tax credit projects have created 60 new units set aside for the homeless and special needs populations.

The closure of Fort Monmouth has created an opportunity to develop new housing for the homeless. There are 60 units for the homeless currently in the housing plan that will be created over the next few years.

Affordable Housing Alliance has successfully secured state rental assistance vouchers to house 8 homeless veterans.

The DV agency secures 1-2 state rental assistance vouchers each year for victims leaving their safe house and/or transitional housing program. This agency also has a partnership with the state child welfare agency to house 5 families that have housing issues.

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

Engaged/educated local policymakers:	
Engaged/educated law enforcement:	X
Implemented communitywide plans:	
No strategies have been implemented:	

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

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

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

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

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

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

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

The Coordinated Systems committee is developing the coordinated entry process. The committee is finalizing the pilot and will use the standard assessment tool by the end of the year.

The system will feature a centralized intake and centralized exit. Intakes are completed by a single agency in multiple locations and via phone. All shelter seekers must contact the intake agency where a diversion questionnaire is completed. If the household can not be diverted the intake agency completes an eligibility questionnaire and assigns an initial determination of need based. According to need, households are referred to the appropriate service: shelter, transitional housing, prevention or permanent housing managed by the housing placement agency.

The housing placement agency complete the housing barriers assessment and housing plans for sheltered households and those referred through central intake. They connect households to the best housing based on the assessment.

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

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

	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐

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

Instructions

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

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

How many renewal project applications were submitted in the FY 2015 CoC Program Competition?	22

How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	2

How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2015 CoC Program Competition?	20

Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2015 CoC Competition?	100.00%

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

Type of Project or Program (PH, TH, HMIS, SSO, RRH, etc.)	X

Performance outcomes from APR reports/HMIS	
Length of stay	X
% permanent housing exit destinations	X
% increases in income	X

Monitoring criteria	
Participant Eligibility	X
Utilization rates	X
Drawdown rates	X
Frequency or Amount of Funds Recaptured by HUD	X

Need for specialized population services	
Youth	
Victims of Domestic Violence	
Families with Children	X
Persons Experiencing Chronic Homelessness	X
Veterans	

None	

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

The CoC Executive Committee established funding priorities for the FY2015 CoC application cycle. One of the funding priorities for the FY2015 cycle included an examination of the target population. Specifically "The Executive Committee has prioritized projects that provide permanent housing to the chronically homeless keeping in line with federal goals of ending chronic homelessness. The 2nd priority population is homeless families."

The ranking process for projects took into account their score based on program review, application and presentation as well as how the project fit into local priorities.

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

The local application process was sent out by email on May 4, 2015 to various listservs and announced at a number of public community planning meetings. The application process was posted on the CoC website on May 3, 2015 as well as the County website. The announcement of the local selection process included the local application, scoring criteria, and FY2015 funding priorities. The CoC website contained these documents as well as the CoC policies regarding the local selection process, monitoring process for renewal applications and appeals process.

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

11/17/2015

1F-5. Did the CoC use the reallocation process in the FY 2015 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)

Yes

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

10/06/2015

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

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

Instructions

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

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

Monitoring includes a review of performance and compliance through a desk monitoring and on-site monitoring conducted in alternating years. The Lead Agency completes the monitoring. Agencies must submit a desk monitoring questionnaire and documentation: HMIS monitoring report, program intake packet and information shared with clients, inspection forms. Performance information is pulled from HMIS. Monitoring is done in coordination with the local selection process. Renewals submit evidence of APR submission, close out certifications, eLOCCS screenshots and agency audit. Monitoring findings are sent to agencies. Agencies meet with the monitoring committee to discuss their program findings and present their action plan to address identified issues. The CoC Lead evaluates progress in addressing findings. Quarterly HMIS data is reviewed to determine project performance in stabilizing participants in permanent housing, connecting them with benefits and increasing their income.

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

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

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

Yes

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

ALT, 3-6

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

Yes

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

Yes

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

AWARDS

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

Foothold Technology, Inc.

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

Instructions

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

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

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

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	$81,727
ESG	$0
CDBG	$0
HOME	$0
HOPWA	$0
Federal - HUD - Total Amount	$81,727

2B-2.2 Funding Type: Other Federal

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

2B-2.3 Funding Type: State and Local

Funding Source	Funding
City	$0
County	$0
State	$24,082
State and Local - Total Amount	$24,082

2B-2.4 Funding Type: Private

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

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	$22,150
Other - Total Amount	$22,150

2B-2.6 Total Budget for Operating Year	$127,959

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

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

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

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

Project Type	Total Beds in 2015 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter beds	90	25	65	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	177	33	126	87.50%
Rapid Re-Housing (RRH) beds	36	0	36	100.00%
Permanent Supportive Housing (PSH) beds	306	0	272	88.89%
Other Permanent Housing (OPH) beds	0	0	0	

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

Not applicable

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

VA Domiciliary (VA DOM):	
VA Grant per diem (VA GPD):	
Faith-Based projects/Rescue mission:	X
Youth focused projects:	
HOPWA projects:	
Not Applicable:	

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

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

Instructions:

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

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

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	2%	5%
3.3 Date of birth	11%	0%
3.4 Race	2%	1%
3.5 Ethnicity	2%	1%
3.6 Gender	0%	0%
3.7 Veteran status	1%	2%
3.8 Disabling condition	1%	5%
3.9 Residence prior to project entry	1%	2%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	1%	3%
3.15 Relationship to Head of Household	0%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	2%	1%

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

CoC Annual Performance Report (APR):	X
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	X
Annual Homeless Assessment Report (AHAR) table shells:	X

	☐
None	☐

2D-3. If you submitted the 2015 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?   10

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

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

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

VA Supportive Services for Veteran Families (SSVF):	X
VA Grant and Per Diem (GPD):	☐
Runaway and Homeless Youth (RHY):	☐
Projects for Assistance in Transition from Homelessness (PATH):	X
	☐
None:	☐

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

The CoC does not have any VA Grant and Per Diem funded programs or
Runaway and Homeless Youth funded programs

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

Instructions:

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

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

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

2E-2. Indicate the date of the most recent sheltered PIT count (mm/dd/yyyy): 01/27/2015

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD? Not Applicable

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

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

Instructions:

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

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

Complete Census Count:	X
Random sample and extrapolation:	
Non-random sample and extrapolation:	

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

HMIS:	X
HMIS plus extrapolation:	
Interview of sheltered persons:	X
Sample of PIT interviews plus extrapolation:	

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

The CoC conducts a complete census count of the sheltered population through a combination of HMIS data and project and client-level surveys for non-HMIS participating agencies/programs. All sheltering agencies submit project level surveys the day immediately following the PIT count. This is used to verify the accuracy of HMIS data and client-level survey data.

HMIS includes unique identifies (based on SSN, name etc) that are used for deduplication across HMIS records. The client surveys collect initials, ages, race, gender and family composition. This information is used to create unique identifiers that are compared against other client level surveys and HMIS records to eliminate duplicates.

The CoC conducts a full census due to involvement of all sheltering programs in the process and high data quality of HMIS data. Client-level surveys are used for increased accuracy, to assist in deduplication, and to collect additional information for local planning.

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

Not Applicable

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

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

Due to the harsh winter weather experienced in New Jersey during the 2014-2015 winter, there were several churches that provided emergency shelter to unsheltered homeless persons as part of the community code blue system. During the 2014 count, there were no code blue shelters provided through local churches.

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

Instructions:

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

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

Training:	X
Provider follow-up:	X
HMIS:	
Non-HMIS de-duplication techniques:	X

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

In the FY2015 Count the CoC engaged the soup kitchens and food pantries as well as the outreach organizations to a greater degree. The outreach organizations coordinated their efforts better and were able to complete both street outreach as well as more extensive service based outreach. This enabled broader coverage in the count.

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

Instructions:

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

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

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

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy):
01/27/2015

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD?
Not Applicable

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

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

Instructions:

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

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

Night of the count - complete census:	
Night of the count - known locations:	X
Night of the count - random sample:	
Service-based count:	X
HMIS:	

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

The CoC uses a client-level survey in known locations along with service-based counts for the unsheltered. The count was conducted the night of the PIT & the 7 following days. The survey included questions about if the survey had been completed before, where they slept on the night of the count and identifying information to allow for de-duplication. Interviews were conducted with each unsheltered person encountered. The street count was conducted from 5am – 9am and again from 6pm – 9pm. The service based count was conducted at drop in centers, churches and feeding programs.

The known locations strategy was selected based on the suburban nature of the region and the number of volunteers available. The hours were selected according to volunteer availability and the times of day when unsheltered persons would be most accessible and available. The 7 day window was used for the service based count to capture persons who may have been missed the night of the count.

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

Not Applicable

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

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

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

Instructions:

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

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

Training:	X
"Blitz" count:	
Unique identifier:	X
Survey question:	X
Enumerator observation:	
None:	

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

The CoC worked to improve the implementation of the PIT count methodology. The CoC expanded the timeframe in which the street count and service based count took place. In 2014 the count was conducted within a 24 hour period. For the 2015 process the count was conducted over a 7 day period. The CoC engaged the assistance of two outreach organizations in the community in coordinating the unsheltered count and focused more planning time on improving the unsheltered count. Through the expanded planning efforts on the street count, the CoC secured more volunteers for the street count. The CoC also conducted a specialized street count training with all the volunteers in addition to the survey training to ensure everyone was familiar with the street count process and expectations.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

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

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

		2014 PIT (for unsheltered count, most recent year conducted)	2015 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons		588	456	-132
Emergency Shelter Total		392	280	-112
Safe Haven Total		0	0	0
Transitional Housing Total		184	140	-44
Total Sheltered Count		576	420	-156
Total Unsheltered Count		12	36	24

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

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

		Between October 1, 2013 and September 30, 2014
Universe: Unduplicated Total sheltered homeless persons		1,231
Emergency Shelter Total		1,100
Safe Haven Total		0
Transitional Housing Total		315

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

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors for becoming homeless for the first time.
(limit 1000 characters)

The CoC developed a diversion questionnaire to distinguish between the households that are in need of shelter versus those that have other resources. The CoC reviews HMIS data for those seeking prevention and the first time homeless households in shelter to develop a profile of the households most likely to fall into homelessness. The CoC is working with prevention services providers to determine the most effective targeting of prevention resources. The CoC is working to determine the profile of at risk households for which prevention resources will have an impact in stabilizing their housing versus those delaying the inevitable entry into the homeless service system. The CoC is working with providers to determine the types of services other than financial assistance, that would be most effective in helping households maintain their housing. The CoC is working to tailor services offered to at risk households to most effectively stabilize them.

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

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.
(limit 1000 characters)

The CoC Board uses HMIS to monitor system measures such as the average length of time homeless for households served in the system. The Board reviews length of program stay for shelter and transitional housing as well as length of time homeless prior to program entry to get a sense of the average length of homelessness in the CoC.

The CoC is developing the coordinated exit process which will seek to prioritize households for permanent supportive housing and provide services to help them quickly access housing. The Coordinated Exit system operated by the Housing Placement Agency will utilize a priority system that targets those with the most severe needs and longest lengths of homelessness. This system will be used to place households in CoC funded and other homeless dedicated units in the community.

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

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

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

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

		Between October 1, 2013 and September 30, 2014
Universe: Persons in SSO, TH and PH-RRH who exited		7
Of the persons in the Universe above, how many of those exited to permanent destinations?		2
% Successful Exits		28.57%

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

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

		Between October 1, 2013 and September 30, 2014
Universe: Persons in all PH projects except PH-RRH		269
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?		243
% Successful Retentions/Exits		90.33%

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

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

The CoC Board reviews destination at program exit in relation to residence prior to program entry for all programs entering information in HMIS. The HMIS Lead Agency is currently working with the HMIS vendor to develop an easy report feature in the system to calculate the rate of returns to homelessness.

The CoC has identified several strategies to help reduce returns to homelessness including the following:
1. provision of technical assistance to PSH programs to encourage low barrier program entry and flexibility to prevent unnecessary terminations.
2. development of a post placement follow up assessment to determine household stability
3. creation of expanded aftercare services for those in housing without supports to catch and address stability issues prior to homelessness.

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

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

The CoC evaluates the rate of connection to jobs and mainstream benefits and income growth. This information is reviewed quarterly by the CoC Board. The CoC has discussed several strategies to increase financial stability, including:

1. Encouraging non-profit service providers to register as Work First sites with the local WIOA so that TANF and GA households who are homeless have an opportunity to gain work experience in a supportive environment with local non-profits that understand the population.

2. The CoC is working to establish partnerships with the local community college to help connect homeless households with the free and low-cost training programs they offer

3. The CoC is working to formalize the connection between the local financial counseling agencies and the shelter, transitional, rapid re-housing and permanent supportive housing programs to help households stabilize their finances to increase their success in permanent housing.

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

The Director of the Monmouth County Division of Workforce Development which oversees the region's one-stop centers and workforce investment board is a member of the CoC Executive Committee. In this role, Workforce Development is working with the CoC to identify ways of increasing connection to employment income for the homeless in the region.

Workforce Development strategic plan includes the following surveys to assist homeless households in growing their income:

1. Occupational skills training
2. Soft skills training (academic, computer literacy and employability skills)
3. GED training
4. CORE Training workshops to increase employability skills

In addition to these training services, Workforce Development hosts a variety of job fairs and coordinates the Work First NJ program for participants with TANF or GA.

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

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

Mental Health Association operates the PATH outreach that serve persons with mental health issues. Covenant House operates the youth street outreach program. Both programs cover the CoC region and track encounters in HMIS.

MHA works to connect all unsheltered households to the Division of Social Services to assist them in determining the benefits eligibility. If eligible, they may be placed in shelter through Emergency Assistance. If ineligible, MHA works with the Rescue Mission and the faith-based sheltering programs to connect clients to shelter. MHA assists clients in putting together the necessary paperwork to apply for permanent supportive housing programs in the community.

Covenant House places unsheltered youth in one of their sheltering programs in the state or connects them with other youth shelters in neighboring communities.

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

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

Not Applicable

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

Objective 1: Ending Chronic Homelessness

Instructions:

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

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

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

		2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons		80	99	19
Sheltered Count of chronically homeless persons		77	81	4
Unsheltered Count of chronically homeless persons		3	18	15

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

The Monmouth CoC experienced an increase in the chronically homeless population.

Between the 2014 and 2015 PIT count the CoC worked to improve the unsheltered count. This was accomplished through coordinating the count through existing outreach teams, pre-planning to identify count locations and involving formerly unsheltered homeless in the count as well as increasing the volunteers.

50% of the chronically homeless population qualified as such due to being homeless 12 months or longer. While there are PSH programs in the region, there are not enough programs available to assist all those that qualify. As a result a number of homeless households become chronically homeless due to being unable to access existing PSH beds.

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

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

1. The CoC is working with all permanent housing providers to secure a commitment to prioritize chronically homeless individuals and families at turnover. In FY2013 the CoC has secured 15 units that will be prioritized at turnover. In FY2014 the CoC will work to secure an additional 15 units prioritized at turnover.
2. The CoC will consider reallocating funds for new projects to dedicate to the chronically homeless.
3. The CoC will monitor the rapid lease up of 6 recently awarded vouchers dedicated to the chronically homeless

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

1. The CoC worked with all PSH providers funded through the CoC program and discussed the use of units not dedicated to the chronically homeless. Through this process the CoC was able to identify 14 beds that providers were willing to dedicate to the chronically homeless.
2.The CoC is proposing 2 new projects funded through the PH Bonus in the FY2015 application that if awarded will provide 28 beds for chronically homeless families and individuals.
3. The CoC monitored the lease up of a leasing grant funded in FY2011. Although the program only had 6 beds dedicated to the chronically homeless, they have provided 11 beds to chronically homeless persons.

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

	2014	2015	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	97	111	14

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

The CoC examined all of the CoC funded PSH beds between 2014 and 2015 and worked with the providers to ensure they dedicated a portion of the beds to the chronically homeless. Through this process the CoC was able to identify and dedicate 14 additional beds for the chronically homeless.

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

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

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

Percentage of CoC Program funded PSH beds prioritized for chronic homelessness		FY2015 Project Application

Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness.	132

Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness that will be made available through turnover in the FY 2015 operating year.	25

Based on all of the renewal project applications for PSH, enter the estimated number of PSH beds made available through turnover that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year.	9

This field estimates the percentage of turnover beds that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year.	36.00%

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

This question will not be scored.

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

The CoC is working to implement strategies to end chronic homelessness.

The Permanent Housing Subcommittee has proposed adoption of the HUD prioritization notice. This prioritization will be approved by the Executive Committee and included in the CoC written standards. Once included in the written standards, the CoC will provide trainings to all CoC funded PSH programs to help them understand how to implement the prioritization.

The CoC will work with the local PHAs to obtain a preference for homeless persons in which the chronically homeless will be prioritized for housing.

The CoC intends to work with all CoC funded programs to increase the rate of non-dedicated beds that are prioritized for the chronically homeless

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

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

Instructions:

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

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

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

Vulnerability to victimization:	
Number of previous homeless episodes:	X
Unsheltered homelessness:	X
Criminal History:	
Bad credit or rental history (including not having been a leaseholder):	
Head of household has mental/physical disabilities:	X
N/A:	

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

The CoC is working to expand the rapid re-housing program through the use of ESG and CoC funding. In addition the CoC is adding to the program with the use of HOME TBRA vouchers for the rapid re-housing program.

The development of the coordinated entry process includes an initial eligibility assessment which screens for shelter and transitional housing placement. All sheltered and unsheltered households will be assessed by the housing placement agency which operates the coordinated exit for the region. The HPA identifies housing barriers, assists the household in developing a housing plan and coordinates with existing case managers to help the household identify and secure permanent housing.

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

	2014	2015	Difference
RRH units available to serve families in the HIC:	7	10	3

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

CoC policies and procedures prohibit involuntary family separation:	
There is a method for clients to alert CoC when involuntarily separated:	
CoC holds trainings on preventing involuntary family separation, at least once a year:	X
None:	

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

PIT Count of Homelessness Among Households With Children

	2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: **Total PIT Count of sheltered and unsheltered homeless households with children:**	126	86	-40
Sheltered Count of homeless households with children:	126	86	-40
Unsheltered Count of homeless households with children:	0	0	0

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

The region experienced a decrease in the number of homeless families between FY2014 and FY2015. There was no change in the unsheltered family population. The CoC did not identify any unsheltered families due to procedures in place to ensure every family is housed. The CoC utilizes Emergency Assistance funding, state funding and local funding to ensure no families remain on the street. This is done in an effort to prevent involuntary family separation through the involvement of the child welfare agency when a family is homeless.

The sheltered family population decreased as a direct result of the expansion of the rapid re-housing program in the region.

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

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

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

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

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

Vulnerability to victimization:	X
Length of time homeless:	X
Unsheltered homelessness:	X
Lack of access to family and community support networks:	
N/A:	

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

	FY 2013 (October 1, 2012 - September 30, 2013)	FY 2014 (October 1, 2013 - September 30, 2104)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	3	7	4

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

Not Applicable

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

	Calendar Year 2015	Calendar Year 2016	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	$431,000.00	$433,000.00	$2,000.00
CoC Program funding for youth homelessness dedicated projects:	$0.00	$0.00	$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	$431,000.00	$433,000.00	$2,000.00

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

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	6
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenille justice or out of school time) attended by CoC representatives:	15
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	28

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

The Monmouth County Children's Inter-agency Coordinating Council (CIACC) plans for the needs of school aged children in the community. Homeless liaisons as well as the CoC Lead attend the CIACC monthly meetings and additional trainings. At least one of the trainings features a presentation from the CoC regarding homeless programs in the community and current planning activities of the CoC.

LEA participated in the full membership CoC meetings and the coordinated systems subcommittee meetings.

Youth service providers attend quarterly CoC full membership meetings as well as monthly subcommittee meetings for Coordinated Systems, PIT/PHC, and Permanent Housing

All homeless programs serving school-aged youth, including CoC & ESG projects, assess youth education plans within one week of program entry. In the event that youth are in need of additional assistance regarding their education, programs connect with the homeless liaisons in the appropriate school/district.

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

The CoC coordinates meetings between LEAs and CoC funded programs serving families to enable the sharing of information regarding services and student rights. The CoC instructs all ESG and CoC funded programs serving youth and families to evaluate the educational needs of the youth in the program and connect them with the school homeless liaisons to address their educational needs.

The CoC on-site monitoring process includes a review of program policies and interview of program staff to ensure they have a process in place to address the educational needs of youth in their program and that they provide evidence of policy implementation.

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

Objective 3: Ending Veterans Homelessness

Instructions:

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

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

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

	2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	12	11	-1
Sheltered count of homeless veterans:	10	5	-5
Unsheltered count of homeless veterans:	2	6	4

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

There was an overall decrease in homeless veterans.

The sheltered veterans population decreased due to increased coordination with the local SSVF providers. Within the las year the community gained two SSVF agencies that have developed relationships with the local shelters. In addition, an FY2011 funded leasing program filled all of its units between 2014 and 2015. 6 of the program beds were filled by homeless veterans.

There was an increase in the unsheltered veterans population. This is due to increased efforts to improve the unsheltered PIT count in 2015. The CoC engaged new partners to organize the unsheltered count and increased the volunteers that assisted with the count. The CoC also made a bigger effort to identify unsheltered locations.

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

There are two community based SSVF providers in the community. The SSVF providers conduct outreach at the local shelters, soup kitchens and regularly attend community meetings to connect with local service providers and provide information about the SSVF program. As a result of this outreach, all homeless veterans are immediately referred to the SSVF hotlines and connected with SSVF case managers. Once connected, the SSVF case managers screen those veterans for eligibility and appropriateness for SSVF. If veterans are better suited to the HUD-VASH program the SSVF case managers connect them with the local VA to begin the enrollment process.

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

The CoC is working to create additional housing opportunities for veterans that may not be eligible for VA service. The state of New Jersey has recently set aside state rental assistance vouchers for homeless and at risk veterans. An affordable housing provider, who also runs one of the shelters in the community, was awarded 8 vouchers to house homeless veterans. Additionally 2 other developers have bid for 20 vouchers to house homeless veterans.

Through the base closure in the region (Fort Monmouth), new units for veterans will be created in the next year or two. The redevelopment committee has partners with a housing developer who will create 60 units of housing for veterans.

In addition to these resources, a portion of the CoC projects have beds set aside for homeless veterans.

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

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2015	% Difference
Total PIT count of sheltered and unsheltered homeless veterans:	11	11	0.00%
Unsheltered count of homeless veterans:	0	6	0.00%

3B-3.5. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2015.   No

This question will not be scored.

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

While the CoC does not anticipate ending veteran's homelessness by 2015, there are several strategies in place that will enable the CoC to end veterans homelessness within 2 years.

The Fort Monmouth redevelopment plan includes the creation of 60 units of affordable housing for veterans. A portion of the units will be set aside for homeless veterans. This development is anticipated in 2017.

An affordable housing developer in the region was recently awarded 8 state funded rental assistance vouchers to serve homeless veterans. These vouchers will be leased up over the next year and serve homeless veterans in the community.

The CoC intends to work with CoC funded PSH to identify 5 units to be dedicated to homeless veterans.

4A. Accessing Mainstream Benefits

Instructions:

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

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

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

FY 2015 Assistance with Mainstream Benefits

Total number of project applications in the FY 2015 competition (new and renewal):	23
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 3a, 3b, 3c, 4, and 4a on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	1
Percentage of renewal and new project applications in the FY 2015 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	4%

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

New Jersey is a Medicaid expansion state.

The Foodbank of Monmouth and Ocean County (FBMOC) was awarded funding to provide Healthcare Navigators for the region to assist individuals with healthcare enrollment. The FBMOC is a member of the CoC Board and routinely connects with local shelters, outreach organizations and homeless service providers to enroll homeless individuals in Medicaid.

FBMOC provides education to the community about ACA changes and enrollment options. In addition, navigators assist households with the enrollment process.

The Monmouth Family Health Center is the FQHC in the region and routinely assists uninsured households in Medicaid enrollment. All uninsured persons that seek services at area hospitals are enrolled in temporary Medicaid and are then connected to the local welfare agency for full enrollment.

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

Educational materials:	X
In-Person Trainings:	X
Transportation to medical appointments:	
Not Applicable or None:	

4B. Additional Policies

Instructions:

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

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

FY 2015 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2015 competition (new and renewal):	23
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2015 competition:	14
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2015 competition that will be designated as "low barrier":	61%

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

FY 2015 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2015 competition (new and renewal):	23
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2015 competition:	9
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2015 competition that will be designated as Housing First:	39%

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

Direct outreach and marketing:	X
Use of phone or internet-based services like 211:	X
Marketing in languages commonly spoken in the community:	
Making physical and virtual locations accessible to those with disabilities:	X
Not applicable:	

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

		2014	2015	Difference
RRH units available to serve any population in the HIC:		25	17	-8

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

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

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

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

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

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

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

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

This response does not affect the scoring of this application.

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

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

This response does not affect the scoring of this application.

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

4C. Attachments

Instructions:

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

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

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

Attachment Details

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

Attachment Details

Document Description:

Attachment Details

Document Description: CoC Rating and Review Procedure

Attachment Details

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

Attachment Details

Document Description: CoC Process for Reallocating

Attachment Details

Document Description: CoC Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: CoC HMIS MOU

Attachment Details

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Submission Summary

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

Subject: FY2015 CoC Application

Date: Tuesday, October 6, 2015 at 5:51:55 PM Eastern Daylight Time

From: Kelly, Taiisa

To: Moody, Frances, Malnak-Renn, Sheri

CC: Duhovny, Laurie

Priority: High

Monmouth County Homeless System Collaborative

Thank you for submitting an application to the Monmouth County Homeless System Collaborative (HSC) for FY2015 Continuum of Care funding. The review committee has evaluated your proposal as well as information submitted through the desk monitoring process and project presentation. The HSC regrets to inform you that your project has not been selected for funding and will not be included as a renewal application in the FY2015 CoC application.

The HSC released a request for proposals on May 4, 2015. The request called for the submission of the notice of intent form for new and renewal projects by 4pm on May 29, 2015. In addition, the HSC held a mandatory technical assistance session for all applicants on May 6, 2015. The notice of intent announcement included the application form as well as the scoring criteria. The email included a link to the Monmouth HSC website which included the application documents and local selection policy that has been approved by the HSC Executive Committee. On May 7, 2015, following the technical assistance session, the HSC sent out the Desk Monitoring Questionnaire that was due on May 27, 2015.

There were no representatives from your agency that attended the mandatory technical assistance agency on May 6, 2015. A request for an extension on the submission of the NOI was submitted at 5pm on May 29, after the submission deadline. The Monmouth HSC local selection policy states that requests for extensions must be submitted to the CoC Lead Agency at least 5 days prior to the submission deadline. In addition, the local selection policy also states that the review committee will not accept late applications. Your renewal application was submitted on June 1, 2015. In addition to the late renewal application, the desk monitoring questionnaire was not submitted. A subsequent email was sent on July 17, 2015 with a second renewal application and the desk monitoring form. The review committee allowed your program to present during the presentation session scheduled August 11, 2015. At that time, your agency was not able to provide sufficient information to address the late submission of your renewal application or desk monitoring. As a result of this, the review committee has elected not to renew the Monmouth/CSP Shelter Plus Care 2014 program (NJ0112L2F081407).

Monmouth HSC website:
http://www.monmouthhsc.org

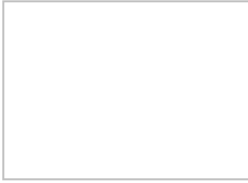Monmouth HSC Local Selection Process and Appeals Process:
http://www.monmouthhsc.org/wp-content/uploads/2015/05/HSC-localselectionpolicy.pdf

Very Truly Yours,

Taiisa Kelly | Associate
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website | bio | vCard | map | email

Building Homes, Transforming Lives

Monmouth County Homeless System Collaborative

Monmouth County Homeless System Collaborative
Local Selection Process

The Monmouth County HSC 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 approve the level of funding each selected agency is eligible to apply for. The HSC Executive Committee will take the following steps associated with the local selection process:

- Establish local funding priorities – funding priorities may reflect populations/subpopulations, project types, program models or other areas as determined by the executive committee based on community need and input
- Appoint a review committee – The review committee shall be made up of non-conflicted individuals who may be members of the HSC Executive Committee, members of the HSC full membership or other community members
- Establish timeframes for the local selection process – this shall include timeframes for the release of the application, submission deadlines, project presentations and approving final project selections
- Review and approve recommendations of the review committee
- Notify applicants of final recommendations – this may be done through the CoC Lead Agency or Executive Committee Chair
- Address any appeals to the review committee decisions from agencies applying for funding

Review Committee
   Membership
- The CoC Lead Agency shall identify a slate of review committee members from eligible community agencies
- Review Committee members may be selected from the Executive committee, the full Monmouth HSC membership, other Monmouth County committees or general non-conflicted community members willing to participate in the process
- The non-conflicted voting members of the Executive Committee shall approve the slate of review committee membership through a majority vote of those present
- All review committee members shall be required to sign a conflict of interest statement and must disclose any real or perceived conflicts of interest

   Responsibilities
- Sign Conflict of Interest Statement and disclose any real or perceived conflict of interest to the Executive Committee prior to begging the work of the review committee

Approved 4/20/2015

- Participate in the review committee orientation session which shall review the application, rating tool, local priorities and HUD priorities and/or special guidance
- Review all applications submitted as distributed by the CoC Lead Agency
- Participate in project presentations and prepare questions as necessary in making funding decisions
- Score each project based on the established scoring criteria
- Identify approved projects and their funding levels based on project scores, local priorities and HUD guidance provided through the annual CoC NOFA
- Provide feedback about the local Notice of Intent Form and scoring tool identifying updates to the documentation as necessary to improve the review and scoring process.

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 requests for funding will be required to present their project before the review committee prior to final determinations of funding. The review committee will not accept late applications. Any renewal project failing to submit an application will not be considered for.

Notice of Intent Form and Content

The Notice of Intent Form is designed to collect project information necessary to assist the review committee in making determinations about which projects to support and their funding level. The Notice of Intent Form shall be reviewed annually at the conclusion of the review process in preparation for the next review cycle. Updates to the Notice of Intent form may be made at any time prior to the local selection process at the request of the Executive Committee or any of its members. Updates to the Notice of Intent form will take effect upon approval by the Executive Committee. The Executive Committee shall review the Notice of Intent form prior to public release at the start of the local selection process.

The Notice of Intent form shall contain the following items at a minimum:
- Project name, type and target population
- Detailed budget
- Detailed list of leveraged resources
- Project description

Scoring Criteria

All projects submitting a Notice of Intent will be evaluated against scoring criteria approved by the Executive Committee. Each project will be scored and ranked based on information provided through the Notice of Intent Form, Project Presentation, Project Performance and CoC Monitoring results where applicable. The review committee, at the conclusion of the local

selection process will update the scoring criteria for the next review cycle. The Executive Committee or any of the non-conflicted members may request additional updates to the scoring criteria at any time prior to the local selection process. The scoring criteria must be reviewed and approved by the Executive Committee prior to the public release of the local selection process.

Scoring criteria will include the following items at a minimum:
- How the project fits in with established priorities
- Agency capacity and ability to implement the program appropriately
- Project monitoring results (renewal projects)
- Project performance based on locally established standards (renewal projects)

Publication of information regarding Notice of Intent Process
The Executive shall authorize the release of the request for Notices of Intent after review of the Notice of Intent Form, scoring criteria and establishment of the annual timeline. The Notice of Intent announcement shall be widely marketed. Information regarding the Notice of Intent shall be disseminated through:
- Publication on CoC Website
- Emails to the CoC listserv and other county/community listservs
- Announcements at CoC and other community meetings

The Notice of Intent Announcement shall include the following information:
- CoC Funding Priorities
- Notice of Intent Form (new & renewal applications)
- Notice of Intent Scoring Criteria
- Submission Deadline
- Appeals Process information

Submission Process
All agencies interest in receiving funding through the HUD Continuum of Care must submit a Notice of Intent by the identified deadline in order to be considered for funding. A separate Notice of Intent Form must be completed for each project requesting funding, both new and renewal projects. New and Renewal projects that fail to submit a Notice of Intent Form by the approved deadline will not be considered for funding.

All agencies submitting a Notice of Intent Form must participate in a mandatory Notice of Intent Technical Assistance session. The Notice of Intent technical assistance session shall cover:
- Eligible activities and costs
- Local funding priorities
- How to complete the Notice of Intent Form
- Scoring Criteria
- Local selection process timeframes

Notices of Intent must be completed and submitted in the format identified in the Notice of Intent Announcement. Incomplete applications may have points deducted or be removed from consideration if the review committee feels there is inadequate information to properly score the project.

Notice of Intent forms submitted after the submission deadline will not be considered. Agencies that have extreme extenuating circumstances that will prevent them from submitting by the identified deadline may request a waiver. The waiver must be submitted in writing (via email or hard copy letter) to the CoC Lead Agency at least 5 business days prior to the submission deadline. The waiver must include the reason for the agency's inability to submit by the identified deadline 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. Waivers will be reviewed on a case-by-case basis.

Project Presentations
Agencies submitting a Notice of Intent application for proposed new and renewal projects must present the project before the local review committee. The project presentations will be scheduled after the release of the HUD Continuum of Care NOFA. Applicants will share basic project information as well as additional or clarifying information during the project presentation. The review committee may ask questions of applicants for clarification or additional information based on the NOI form or information in the HUD CoC NOFA that may not have been included in the original Notice of Intent Form. Agencies submitting Notice of Intent Forms are strongly encouraged to read the HUD CoC NOFA prior to the project presentation. Agencies completing project presentations before the review committee should be prepared for the following:
- 5 minute overview of the program
- Address questions related to information included in Notice of Intent Form
- Address questions related to project monitoring and performance
- Address questions related to information from the HUD CoC NOFA

Project selection and announcements
The review committee shall score each project application using the approved scoring criteria based on information provided in the application as well as through the project presentations. Each project will be scored and ranked by the review committee.

The review committee will make funding determinations based on critical community needs in the continuum of homeless services as opposed to preservation of particular programs or agencies. Using information from the HUD CoC NOFA, the review committee will determine the maximum amount of funding that will be allocated to projects that are supported for funding.

The maximum funding allowable for renewal projects will be based on the approved funding levels identified on the HUD approved Grant Inventory Worksheet. Renewal projects seeking to make budget changes must do so directly with HUD prior to the finalization of the Grant Inventory Worksheet.

The review committee will submit project scoring, rank and funding level recommendations to the Executive Committee for approval prior to notification of applicants. The Executive Committee review and approval of CoC funding recommendations may be done through a special meeting, via email, or conference call if timing is an issue in relation to the HUD CoC application deadline.

Upon approval from the Executive Committee, the CoC Lead Agency shall send notification letters to all agencies submitting Notice of Intent forms for new and renewal projects. The Notification letter shall identify the maximum amount of funding approved for the project as well as any additional requirements identified by the Executive Committee. Projects supported for funding may not submit HUD CoC Exhibit 2 applications with a funding request greater than that approved by the Executive Committee.

Notification letters sent to projects that have been denied funding or awarded reduced funding shall indicate the Executive Committee decision to deny or reduce funding. The letter shall include information regarding the appeals process. Projects, which have been denied funding, that submit a HUD CoC Exhibit 2 application will not be included in the Continuum of Care Collaborative Application submitted on behalf of the Monmouth County HSC/CoC.

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 CoC 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 CoC 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 CoC 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

Agencies that have been denied funding or received reduced funding through the local selection process may appeal the decision of the review committee. An appeal letter must be submitted to the CoC Lead Agency within 3 business days from the receipt of the notification letter. The appeals letter must include the following information:

- Project name and requested amount
- Explanation of error in review committee determination; or
- Explanation of error in project selection process/procedures

The CoC Lead Agency will have 3 business days to notify the appeals committee of the submission of an appeal letter. The Appeals committee shall be comprised of 3 non-conflicted individuals who did not participate in the review committee.

Once an appeal letter has been received, the CoC Lead Agency will have 3 business days to put together a response letter in consultation with the review committee. The response letter shall include an explanation for the decision and supporting documentation where available.

The Appeal Committee shall have up to 5 business days to review the letter submitted by the agency requesting an appeal and the review committee response. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the CoC review committee. If determined necessary, the Appeal Committee may schedule a hearing, which shall be held within 14 business days of the receipt of the appeal letter. The Appeal hearing shall include Appeal Committee members, one representative from the CoC 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 CoC Executive Committee in writing no more than 5 business days after the Appeals hearing or 14 days after receipt of the appeals letter if no hearing is held. The appeal committee determination letter shall include the final determination of the appeal committee and the reasoning behind that decision. Determinations by the Appeals Committee shall be final.

Subject: Mounmouth HSC - 2015 CoC Process

Date: Monday, May 4, 2015 at 3:19:06 PM Eastern Daylight Time

From: Kelly, Taiisa

To: marylouk@180nj.org, annadw@180nj.org, aha-ceo@housingall.org, aha-properties@housingall.org, psmccrory@gmail.com, jbutcher-farkas@cspnj.org, ddean@nj.easterseals.com, sheisman@habcore.org, sheri.malnak@dca.nj.gov, Frances.Moody@dca.state.nj.us, cfahim@oceaninc.org, glowe@thecenterinap.com, bobkaeding@thecenterinap.com, Butch.Struszkiewicz@co.monmouth.nj.us, achapman@monmouthcares.org, aha-properties@housingall.org, AHA-Resasst@housingall.org, ahillson@njhmfa.state.nj.us, akneeley@verizon.net, anita.rivera@dhs.state.nj.us, annadw@180nj.org, ascottidantuono@oceansharborhouse.org, awatson@navicoresolutions.org, barry.johnson@co.monmouth.nj.us, bcueto@carcnj.org, ben_waldron@modc.com, bmiceli@middletownnj.org, boesterheld@carcnj.org, Brempel@lsnj.org, brennen.hinzman@use.salvationarmy.org, bscholz@foodbankmoc.org, Butch.Struszkiewicz@co.monmouth.nj.us, bwinters@navicoresolutions.org, Carolyn.Grapel@co.monmouth.nj.us, CatherineW@interfaithneighbors.org, ccenteno@vnahg.org, cfahim@oceaninc.org, cgilburn@cctrenton.org, cgrapel@co.monmouth.nj.us, chris@lbc4help.org, Christine.Aumack@co.monmouth.nj.us, cjagerburger@uwmc.org, cjoy@ymcanj.org, clservprojpaul@aol.com, Cneiman@meridianhealth.com, cogden@monmouthcares.org, cparry@nj.easterseals.com, crodriguez@foodbankmoc.org, Csugden@monmouthcares.org, cverriest@cymca.org, David.Moore@use.salvationarmy.org, dbergondo@nj.easterseals.com, dbunting@convenanthouse.org, ddean@nj.easterseals.com, ddobens@cymca.org, deborah4loveinc@aol.com, denise.brown@cityofasburypark.com, director@keyportfoodpantry.org, DJNeal@aol.com, dlenz@iepyouthservices.org, DLyonsSovern@mentalhealthmonmouth.org, Dorothy.Agostini@co.monmouth.nj.us, Dorothy.Sasson-Endler@co.monmouth.nj.us, doug.schultz@cityofasburypark.com, drudolph@njaconline.org, efarry@mentalhealthmonmouth.org, egannon@covenanthouse.org, eholliday@brookdalecc.edu, eileen.higgins@dol.state.nj.us, eyermanloveinc@aol.com, freeholdareaopendoor@yahoo.com, gcole@jsrescue.org, gdscott@marketstreet.org, glove@lunchbreak.org, glowe@thecenterinap.com, gmoussab@jsrescue.org, ileana@familypromisemc.org, j.mandel.3786@gmail.com, Janet.Wolff@co.monmouth.nj.us, jbarry@nj.easterseals.com, jbova@cspnj.org, jcalcagno@nj.easterseals.com, jcook@barnabashealth.org, JDonnelly@lsnj.org, Jeffrey.Schwartz@co.monmouth.nj.us, jenna.vaccaro@vnahg.org, Jesabel.Cruz@use.salvationarmy.org, jeven@oceansharborhouse.org, JMcGee@vnahg.org, JodyM@Epiphanyhouse.org, jspedaliere@mcsonj.org, jtwomey@foodbankmoc.org, Kathleen.Weir@co.monmouth.nj.us, kcole@navicoresolutions.org, kfiero@lsnj.org, Kmaier@habcore.org, larissa4loveinc@aol.com, Lauren@familypromisemc.org, Laurie.Duhovny@co.monmouth.nj.us, lbagwell@chlp.org, libby@loveincnj.org, lisa@lbc4help.org, littlecupcake512@aol.com, lking@foodbankmoc.org, llewis@covenanthouse.org, Lrichards@mcltrg.org, lsalka@brookdalecc.edu, lydiac@180nj.org, lynn@mercycenternj.org, marcella.difedele@co.monmouth.nj.us, marylouk@180nj.org, maurac@interfaithneighbors.org, mbick@arcofmonmouth.org, mcoghlan@chlp.org, melissak@180nj.org, merxleben@cspnj.org, MHA-CEO@housingall.org, michael.ruane@co.monmouth.nj.us, mimi@jbjsoulfoundation.org, mkrupnick@iepyouthservices.org, mmcaputo@aol.com, mquinones@convenanthouse.org, mwilcox@covenanthouse.org, p2twelch@verizon.net, PatMedley@aol.com, pattil@interfaithneighbors.org, paulf@jfcsmonmouth.org, PaulM@interfaithneighbors.org, pegmanna@yahoo.com, pierce_ricky@yahoo.com, pkozak@vetwork.org, projpaul@aol.com, psmamchak@comcast.net, randerson@cymca.org, randnflanigan@gmail.com, RFKAP@aol.com, rgermann@lsnj.org, rinnemcd1@verizon.net, rpage@iepyouthservices.org, rpeller@nj.easterseals.com, Sandra.Espinoza@co.monmouth.nj.us, sdepoe@cctrenton.org,

sfarris@nj.easterseals.com, sfils@nj.easterseals.com, Sharon.Rafter@co.monmouth.nj.us, sheisman@habcore.org, sjagodich@cpcbhc.org, sjetwani@lunchbreak.org, srosenthal1943@comcast.net, sruane@mcsonj.org, ssamuels@nj.easterseals.com, steve.horvath@co.monmouth.nj.us, sue.moleon@co.monmouth.nj.us, tgooding@oceaninc.org, Thearne@uwmc.org, tlaws@njaconline.org, tony.nuccio@cityofasburypark.com, tony.nuccio@cityofasburypark.com, tracy@familypromisemc.org, tsmith@marketstreet.org, tullyjoanne92@yahoo.com, vgerena@njhmfa.state.nj.us, Victor.Alvarado@dol.state.nj.us, vkinneman@barnabashealth.org, Wanda.Johnson@dhs.state.nj.us, wseaman15@verizon.net, yolanda.taylor@dol.state.nj.us, robin.fechter@va.gov, nicola.burnett@va.gov, aha-projects@housingall.org, gdiaz@communityhope-nj.org, afwilliams@lsnj.org, joannp@180nj.org, mbafaty@carcnj.org, apomales@meridianhealth.com

Priority: High

Monmouth County Homeless System Collaborative

The Monmouth County HSC Executive Committee is now accepting Notices of Intent forms from all agencies interested in applying for FY2015 Continuum of Care funding administered by the U.S. Department of Housing and Urban Development. Agencies interested in HUD CoC funding must submit a Notice of Intent form for each project which will be reviewed by a local selection committee appointed by the Monmouth HSC Executive Committee.

Completed NOIs must be submitted to Taiisa Kelly at tkelly@monarchhousing.org or by mail to: Laurie Duhovny, Monmouth County Department of Human Services – 3rd floor, 3000 Kozloski Road, Freehold, NJ by **4:00pm** on **May 29, 2015.**

There will be a **mandatory** technical assistance session for all applicants:
Wednesday, May 6, 2014
2:00 pm – 4:00 pm
Monmouth County Department of Human Services Bldg – Conference Room 239
3000 Kozloski Road, 2nd floor, room 239
Freehold, NJ 07728

Attached please find a copy of the NOI announcement, NOI form – renewal projects, NOI form – new projects, and 2015 score sheet that will be used by the local review committee.

We strongly encourage all agencies interested in CoC funding to review the CoC registration notice released by HUD which explains the 2015 funding priorities and eligible projects at the link below:
https://www.hudexchange.info/e-snaps/fy-2015-coc-program-nofa-coc-program-competition/

Further information about the Monmouth County HSC FY2015 process can be found at the website below:
http://www.monmouthhsc.org
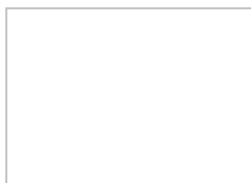
If you have any questions please feel free to contact me.

Very Truly Yours,

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

Building Homes, Transforming Lives

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Monmouth County Homeless System Collaborative

The Monmouth County HSC Executive Committee has adopted the following funding priorities for the FY2015 CoC application cycle (in no particular order):

1.   Leveraging – the Monmouth County HSC Executive Committee would like to see programs effectively utilize a variety of funding sources for project implementation. Agencies should be aware that, to the greatest extent possible, Monmouth HSC Executive Committee would like to reserve HUD CoC funds for creation of permanent housing activities. Projects leveraging 100% or more of their HUD request will receive priority. All programs approved for funding are expected to submit the same level of leveraging from their local application in the HUD application.
2.   Permanent Housing – The Executive Committee has prioritized projects providing permanent supportive housing using a housing first model as supported by HUD in the federal CoC priorities, and projects providing rapid rehousing as identified in the Monmouth County Strategic Plan to End Homelessness.
3.   Target Populations – The Executive Committee has prioritized projects that provide permanent housing to the chronically homeless keeping in line with federal goals of ending chronic homelessness. The 2nd priority population is homeless families.

The Executive Committee recognizes that support services are critical in helping homeless individuals and families maintain stable permanent housing. At the same time, the Executive Committee understands that the HUD CoC funding stream is one of the few funding sources available to create new permanent supportive housing opportunities. In order to strengthen the community's ability to respond to the housing needs of the homeless population in Monmouth County and create new housing opportunities, the Monmouth County Executive Committee has made the determination that starting in FY2016, Monmouth County HSC will no longer fund services in CoC projects. All programs currently using CoC funds for services will need to begin the process of identifying alternate funding sources. The Executive Committee will provide technical assistance and information about alternate funding sources when possible.

Agencies may feel free to incorporate information about these priorities in the project NOIs submitted. Programs will not be penalized for failure to include information about these priorities in the submitted NOIs however questions regarding these priorities may come up during the project presentation. Agencies submitting NOIs are strongly encouraged to review the NOI funding priorities and to evaluate how the proposed projects fit in with the funding priorities in preparation for the project presentations.

Please remember the NOI submission deadline is **Friday, May 29, 2015**.

Completed NOIs must be submitted to Taiisa Kelly at tkelly@monarchhousing.org or by mail to: Laurie Duhovny, Monmouth County Department of Human Services – 3rd floor, 3000 Kozloski Road, Freehold, NJ by **4:00pm** on **May 29, 2015.**

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

2015 Continuum of Care New Application
Rank and Review Tool

Scoring Category	Possible Points	Reviewer Score
Project Type	15	
Permanent Housing (15pts)		
Transitional Housing (10pts)		
Supportive Services Only (5pts)		
Program Impact	20	
Agency Experience	15	
Services Provided	15	
Agency Capacity	20	
Project Leveraging	15	
50% (5pts)		
100% (10pts)		
150% (15pts)		
Total Score	100	
Total Percentage	100%	

2015 Continuum of Care Renewal Application
Rank and Review Tool

Scoring Category	Possible Points	Reviewer Score
Project Type	15	
Permanent Housing (15pts)		
Transitional Housing (10pts)		
Supportive Services Only (5pts)		
Program Performance	45	
Housing Stability/Movement to PH (15)		
Income Growth/Connection to benefits (15)		
Data Quality (15)		
Monitoring Score	10	
Program Compliance	5	
Project Leveraging	15	
50% (5pts)		
100% (10pts)		
150% (15pts)		
Application Accuracy	10	
Completeness of application (5)		
Budget (5)		
Total Score	100	
Total Percentage	100%	

Agency & Project Information

Applicant Name	
Sponsor Name	
Project Name	
Project Location (physical location of the project, if scattered site write "scattered site")	
HUD Component Type (PH, PSH, TH, SSO)	
Total HUD request	

Contact Information

Agency representative completing application	
Job Title	
Email Address	
Mailing Address	
Telephone Number	
Agency representative authorized to sign grant documents	
Job Title	
Email Address	
Telephone Number	

Certification: *The undersigned certifies that to the best of his or her knowledge and belief, data in this application and its attachments are true and correct, the document has been duly authorized by the governing body of the organization, and the organization will comply with all regulations and guidelines applicable to Monmouth County's Continuum of Care program. The applicant agrees that this application is a public document and is subject to the Freedom of Information Act.*

Printed Name: _____ **Title:** _____

Authorized Signature: _____ **Date:** _____

A. Program Description/Impact

Please provide a narrative of no more than 2 pages describing your proposed project. The narrative should include the following information:

- Program purpose
- Population serving and need (including how you will outreach for participants)
- Program goals (short term and long term)
- How does your program fill an unmet need in the area (please include the source of your information on the specific unmet need)

B. Agency Experience

Please provide a narrative of no more than 2 pages describing the experience of the applicant agency as well as any partner agencies in administering a similar program type or other HUD funded program. The narrative should include:

- Experience of agencies working with HUD and completing necessary reporting requirements
- Ability of agencies to enter information into HMIS
- Capacity of agencies to administer funds and provide designated services to clients

C. Services and Community Coordination

Services Directly Provided - check the box for all services provided to clients by your agency:

	Rental Assistance		Utility Assistance		Housing Counseling
	Financial Management		Counseling/Advocacy		Legal Assistance
	Outreach		Medical/Dental Services		Law Enforcement Services
	Case Management		Life Skills Training		Substance Abuse Counseling/Treatment
	Mental Health Counseling/Treatment		HIV/AIDS Support		Education
	Employment		Childcare		Transportation
	Domestic Violence Services		Housing Location/Placement		Benefits Assistance
	Soup Kitchen/Food		Prescription Assistance		Mortgage Assistance
	Other				

Services Not Directly Provided – Please check the box for all services provided to program participants by partner agencies:

	Rental Assistance		Utility Assistance		Housing Counseling
	Financial Management		Counseling/Advocacy		Legal Assistance
	Outreach		Medical/Dental Services		Law Enforcement Services
	Case Management		Life Skills Training		Substance Abuse Counseling/Treatment
	Mental Health Counseling/Treatment		HIV/AIDS Support		Education
	Employment		Childcare		Transportation
	Domestic Violence Services		Housing Location/Placement		Benefits Assistance
	Soup Kitchen/Food		Prescription Assistance		Mortgage Assistance
	Other				

Please provide a narrative of no more than 2 pages describing how services are provided to program participants and in coordination with partner agencies. Narrative should include:

- Description of level of interagency involvement with other community agencies. List should indicate level of partnership (formal agreement, informal agreement, referral agency)
- Description of how participants are connected with partner agencies
- Frequency of services
- Process for developing/revising service plan
- Describe how services are coordinated
- Describe level of CoC and homeless planning attendance and participation of both applicant agency as well as partner agencies
- Explain the process the agency follows when a person is referred that is ineligible for the program

D. Staff Training and Continuing Education

Please provide a narrative of no more than 1 page describing staff capacity and ability to provide the services for the proposed project. Narratives should include:

- Level of staff training
- Information on the continuing education of the staff to ensure ability to adequately serve clients

E. Project Leveraging

Please provide a short narrative describing how your project is leveraging other resources to support the program. Please be specific in identifying the funding sources leveraged and how those resources are used in the program.

Complete the chart below identifying the type of resources available to the project and their value.

A. Type of Contribution	B. Source of Contribution	C. Value of Commitment
Example: Child Care	*Agency Name*	*$10,000*
Total:		

F. Project Budget

The project Budget should reflect the full HUD request, any cash match requirements and the total project leveraging (column C. other funding sources should match the leveraging chart in Section E.)

d. Proposed HUD Activities	A. HUD Request	B. Cash Match	C. Other funding sources	D. Total Budget (A + B + C)
1. Acquisition				
2. Rehabilitation				
3. New Construction				
4. Subtotal (Lines 1 through 3)				
5. Real Property Leasing				
6. Rental Assistance				
7. Supportive Services				
8. Operations				
9. Subtotal (Subtotal lines 4 through 8)				
10. Administrative Costs (Up to 7% of line 9)				
11. Total Program Budget (Total lines 9 and 10)				

Rental Assistance/Leasing Budget Details

Type of Housing Assistance:

☐ Leasing   ☐ Tenant Based Rental Assistance   ☐ Sponsor Based Rental Assistance

☐ Project Based Rental Assistance

Rental Assistance/Leasing Budget				
Size of Unit	Number of Units	FMR	Number of Months	Total
SRO	X	X	=	$
0 Bedroom	X	X	=	$
1 Bedroom	X	X	=	$
2 Bedroom	X	X	=	$
3 Bedroom	X	X	=	$
4 Bedroom	X	X	=	$
5 Bedroom	X	X	=	$
6 Bedroom	X	X	=	$
Other:	X	X	=	$
Totals				$

Monmouth County Homeless System Collaborative
HUD Continuum of Care Program
2015 Renewal Project Application

Project Name: _____

Project Grantee: _____

Project Sponsor: _____

Contact: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Fax** _____

E-mail: _____

Type of Funding (double click the appropriate box and select "checked")**:**

☐ Permanent Supportive Housing ☐ Rapid Re-Housing ☐ Transitional Housing ☐ Supportive Services Only

Total Project Cost: $ _____

Total HUD CoC Request: $ _____

Number of unduplicated people to be served by project: _____

Population to be served: _____

Project location address: _____

Expiring Grant Number: _____ **Program Operating Year:** _____

Date of most recent APR Submission: _____

Project Description: Briefly describe the activity for which you are requesting funds. If there are any changes to your program please explain.

The following information will be pulled from the Homeless Management Information System for the 2014 calendar year:
1. HMIS Data quality
2. Program utilization rates
3. Exits to permanent housing
4. Stability in permanent housing
5. Participant residence prior to program entry
6. Participant destination at program exit
7. Discharge reason
8. Participant connect to employment income at program exit
9. Participant connection to mainstream benefits

Program Compliance
1. Please provide a listing of the eligibility documentation present in client files
2. Please provide a copy of the screen shot from e-snaps showing the most recent APR submitted
3. For housing programs (temporary & permanent) please provide the following information:
   a. How often are units inspected
   b. Who completes the inspections
   c. What type of documentation is on file regarding inspections
   d. Are copies of inspection documentation available for review by the CoC Review Committee
4. Please describe how you have met your service match requirement in the most recent operating year completed
5. Please identify any significant changes in the project
6. Please describe how homeless and/or formerly homeless individuals are involved in program or agency decision making bodies

Program Utilization information
- How many vacancies did your program have within the last year? (housing programs only)
- How many vacancies did your program have within the last 3 years? (housing programs only)
- What is the average length of time for vacancies occurring within the last year? (length of vacancy in months)
- What was the average monthly rate of unspent funds during vacancy periods
- Please provide a copy of the last operating year close out documentation sent by HUD.
- For programs with service funding, please provide the average service cost per client.
- For programs with operating funding, please provide the average operating cost per unit.

Budget Information
- Please describe your internal accounting system to track program expenditures and drawdowns from LOCCS
- Please provide a copy of your program expenditure and LOCCS drawdown report from the most recently completed operating year and the current operating year to date.
- Please provide a copy of your most recent program closeout certification provided by HUD.
- Please provide a copy of the total project budget indicating the sources covering identified costs in budget format provided
- Please provide a copy of your agency's most recent audit and your 990

Leveraging Information
- What percent of your total project budget is drawn from leveraged funds?
- Please identify all cash leveraging. Indicate the source, amount and type of project activity those funds cover.
- Please identify all in-kind leveraging associated with the project. In-kind leveraging can refer to services provided by the agency or outside agencies with which agreements have been signed. Indicate the source, amount and type of project activity the in-kind services cover.

Leveraging type (in-kind/cash)	Source	Amount	Activity leveraging supports

Program Budget						
	HUD	Source 1:	Source 2:	Source 3:	Total Budget	% Leveraging
Rental Assistance						
Leasing						
Supportive Services						
Assessment of Service Needs						
Assistance with Moving Costs						
Case Management						
Child Care						
Education Services						
Employment Services						
Food						
Housing/Counseling Services						
Legal Services						
Life Skills						
Mental Health Services						
Outpatient Health Services						
Outreach Services						
Substance Abuse Treatment Services						
Transportation						
Utility Deposits						
Operating Costs						
Operating Budget						
Maintenance/Repair						
Property Taxes and Insurance						
Replacement Reserve						
Building Security						
Electricity, Gas, and Water						
Furniture						
Equipment (lease, buy)						
Administration						
Sub-Total						

Subject: 2015 Monmouth HSC - CoC Desk Monitoring

Date: Thursday, May 7, 2015 at 11:57:28 AM Eastern Daylight Time

From: Kelly, Taiisa

To: marylouk@180nj.org, annadw@180nj.org, aha-ceo@housingall.org, aha-properties@housingall.org, psmccrory@gmail.com, jbutcher-farkas@cspnj.org, ddean@nj.easterseals.com, sheisman@habcore.org, sheri.malnak@dca.nj.gov, Frances.Moody@dca.state.nj.us, cfahim@oceaninc.org, glowe@thecenterinap.com, bobkaeding@thecenterinap.com, Butch.Struszkiewicz@co.monmouth.nj.us

CC: Laurie Duhovny, Jeffrey.Schwartz@co.monmouth.nj.us, Sharon.Rafter@co.monmouth.nj.us

Priority: High

Monmouth County Homeless System Collaborative

The Monmouth County HSC has recently adopted a new monitoring policy for all CoC grantees. In an effort to ensure that programs receiving HUD funding are operating in compliance with program regulations and local performance standards, the HSC will monitoring projects on a regular basis. This local monitoring will help identify areas of concern so we can better target technical assistance and troubleshoot program issues before they impact program implementation.

The initial roll-out of this monitoring process will include a Desk Monitoring of all programs receiving CoC funding. Attached please find a copy of the Desk Monitoring Policy as well as the Desk Monitoring Tool. Please fill out one Desk Monitoring Questionnaire for each Monmouth County CoC funded project your agency currently operates. Desk Monitoring Questionnaires must be submitted by email (tkelly@monarchhousing.org & Duhovny@co.monmouth.nj.us) or mail (attn: Laurie Duhovny – 3000 Kozloski Road, Freehold, NJ) by Wednesday, May 27, 2015. If you have any questions please feel free to contact me.

Very Truly Yours,

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

Building Homes, Transforming Lives

Monmouth County HSC
Desk Monitoring Review

All renewal programs within the Monmouth County CoC are required to submit information about the management and implementation of their HUD funded program for review. All projects will be reviewed for compliance with HUD requirements. Projects will receive a score of 0, 1, or 2 in each topic area based on the extent to which they meet the HUD requirements. Below is a brief description of the HUD requirements for each topic area.

Scoring - 0=inadequate 1=partially meets 2= fully meets

Area of consideration	HUD requirement
Partner agency MOU	If the project operates through the participation of community partners who either receive a portion of the HUD funding or whose services are reported as part of the program match, the HUD contracted agency is required to have a formal agreement with those community partners.
Homeless participation	HUD requires each funded agency and their subrecipients to have at least one homeless or formerly homeless person participating on the board of directors or other equivalent policy making entity that has oversight of the project. If this is not possible, the agency must have a HUD approved waiver. In addition, each funded agency must to the greatest extent possible, utilize the employment or volunteer services of homeless or formerly homeless persons in the project operations/activities
HMIS Audit	Every 2 years NJHMFA audits all HMIS entering agencies to ensure they meet the basic technical, security and privacy standards associated with the HMIS system. All funded agencies must submit evidence that they have passed the HMFA-HMIS site audit
HMIS data quality	All CoC funded programs are required to enter client information into the HMIS system. In order to ensure data integrity, all projects must have less than 10% of client data that is missing or unknown in the HUD required fields identified on the Annual Performance Report.
Budget Narrative	The budget narrative will be compared with the most recently submitted CoC application to ensure the project is spending HUD funds on the activities as submitted to HUD. The budget narrative will be used to ensure HUD funds are not spent on inelgibile activities and to confirm the appropriate type of backup documentation is on file to support the budget requests.
Document retention	HUD requires that program records be kept for a period of at least 5 years.
Documentation in client files	Client files should include documentation of homelessness, documentation of disability, HMIS consent form, annual service plan, evidence of on-going services. For programs providing housing files must also contain rent reasonableness forms, copy of lease, copy of HQS inspection, rent calculation worksheet, evidence of client income,.
Program intake packet	Clients should be informed at intake about the program requirements and termination procedures. The termination procedures must include due process.
Program goals	Projects should provide evidence that they are regularly evaluating progress in meeting program goals
Inspections	HUD requires each unit of housing be inspected prior to client move in, and annually. The inspection must meet the HUD HQS standardss and must be done by an entity other than the ower of the housing.

HMIS/APR review:	
Homeless Status	HUD funded projects must serve individuals and families that meet the HUD definition of homelessness as applicable to the particular project type. The HMIS data field of "Residence prior to program entry" will be reviewed to determine if the project is serving eligible participants
Disability Status	All HUD funded PH projects must serve individuals or families with disabling conditions. HMIS data fields for disability status and types of disability will be reviewed to determine if program participants meet the disability eligibility requirements.
Data quality	
Program utilization	Projects are expected to serve the number of participants proposed on their CoC application. Participants should have a utilization rate of 85% or higher
Target Population	All HUD programs indicate the target population their program will serve on their annual HUD application. HMIS disability data fields will be reviewed to ensure the number of individuals in each target populaiton identified on the application have been served
Stability in PH	Projects providing permanent housing are expected to maintain households in permanent housing or assist in their movement to other permanent housing opportunities. 80% of program participants are expected to remain in the program through the end of the operating year or move to other permanent housing opportunities.
Destination at exit	Programs are expected to reduce the number of participants exiting to homelessness. Projects will be evaluated on the rate of participants exiting to permanent housing (80%for PH programs, 65% for TH programs) and the rate of participants exiting to homelessness or other temporary situations (10% for PH, 20% for TH)
Connection to income & benefits	Programs are expected to help participants connect with income and mainstream benefits as a means of stabilizing the household. 20% of program participants should be connected to employment income. 54% of participants should be connected to non-earned cash benefits. 56% of participants should be connected to non-cash benefits
Increase in income	Programs are expected to help participants increase their income in order to stabilize them in housing. 20% of program participants should have an increase in income at program exit or annual update. 54% of participants should have an increase in non-earned cash benefits at program exit or annual update.
HMIS record updates	Programs should complete updates of client records when there are changes to HMIS information first entered at program entry, and during annual updates. 100% of client records for clients in the program longer than 1 year must show evidence of record updates

Monmouth County Homeless System Collaborative

Desk Monitoring Questionnaire

Program Name _____

Grant Number _____

Operating Year _____

1. Do you work with partner agencies in the implementation of this project?   ___Yes
   ___No

   If so, are there agreements in place identifying the roles and responsibilities of participating agencies? Please provide a copy of any agreements currently in place for this program.   ___Yes
   ___No

2. Please explain how you meet the HUD CoC program requirement mandating a homeless or formerly homeless person to participate on the board of directors or other equivalent policy-making entity for your agency or identified sponsor agencies.

3. Please provide a copy of the report from your most recent HMIS Audit

4. Does your agencies HMIS data quality meet current HUD standards (missing data less than 10% in required fields – information to be pulled directly from HMIS)   ___Yes
   ___No

5. Please provide a budget narrative explaining how the HUD money is used for this project. Within the narrative, please include information about the type of documentation kept on file to support drawdown requests from HUD funding.

6. How long are program records retained within the agency? _____

7. Please list the types of documents that are kept in client files

8. Please provide a copy of program intake packet and program information (program manual, program requirements, consent forms) distributed to new clients.

9. Please list your program goals and describe how you track progress in achieving those goals. Please identify current program performance in relation to the project goals identified.

10. Please describe how unit inspections are conducted (how frequently, who completes the inspections). Please provide a copy of the inspection form that is used.

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

1. Participant Eligibility
    a. Homeless Status of participants at program entry
    b. Disability Status of participants at program entry
2. Data Quality
3. Program utilization – number of households served vs. number of households proposed in application
4. Target population – is the project serving the subpopulations identified in the grant application
5. Stability in Permanent Housing
6. Destination at exit
7. Connection to income & benefits
8. Increase in income at follow-up or exit
9. HMIS record update

Monmouth County HSC		
Desk Monitoring Review		
Scoring - 0=inadequate 1=partially meets 2= fully meets		
Agency		
Program		
Area of consideration	Score	Notes
Partner agency MOU		
Homeless participation		
HMIS Audit		
Budget Narrative		
Document retention		
Documentation in client files		
Program intake packet		
Program goals		
Inspections		

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 proposed	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 %	Homeless/ Unknown	Homeless/ Unknown %	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	18		
Performance Score	24		
Total Monitoring Score	**42**		

Monmouth County Homeless System Collaborative (http://www.monmouthhsc.org/)

(http://www.monmouthhsc.org/)

MONMOUTH COUNTY HOMELESS SYSTEM COLLABORATIVE (HTTP://WWW.MONMOUTHHSC.ORG/)
MONMOUTH HSC ORGANIZING DOCUMENTS (HTTP://WWW.MONMOUTHHSC.ORG/?PAGE_ID=26)
HUD CONTINUUM OF CARE ▶

2015 Continuum of Care Process (http://www.monmouthhsc.org/?page_id=8)

The Monmouth County Homeless System Collaborative has begun the planning process for the 2015 Continuum of Care applications. In preparation for the final submission to the U.S. Department of Housing and Urban Development, the Monmouth County Homeless System Collaborative is now accepting applications from all agencies interested in 2015 CoC funding. All groups requesting funding through the Continuum of Care, must complete the notice of intent form and submit by **May 29, 2015.**

	★◀		November		★▶	
Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	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

Agencies interested in funding new programs and all those agencies requesting funding for renewal programs must submit an NOI by the May 29th deadline. The Monmouth County HSC review committee will not accept late applications. All potential applicants should keep in mind that this is a competitive grant process.

In keeping with the 2015 priorities established by the US Department of Housing and Urban Development (HUD), new projects may request funding for the following program types:

1. Permanent Housing Projects that serve chronically homeless individuals (including unaccompanied youth), and families
2. Rapid Re-housing projects for homeless individuals (including unaccompanied youth), and families coming directly from the streets or emergency shelter or fleeing domestic violence
3. New projects for dedicated HMIS
4. Supportive Services Only (SSO) projects for centralized or coordinated assessment systems

Interested Agencies can request an electronic copy of the application forms by emailing Taiisa Kelly at tkelly@monarchhousing.org (mailto:tkelly@monarchhousing.org) or Laurie Duhovny at Duhovny@co.monmouth.nj.us (mailto:Duhovny@co.monmouth.nj.us).

All agencies interested in applying for funding through the 2015 Continuum of Care must submit a completed Notice of Intent form with all required documentation by 4:00 pm, **May 29, 2015**.

Agencies should submit an electronic copy of their application to: tkelly@monarchhousing.org (mailto:tkelly@monarchhousing.org).

Alternatively, a hard copy may be delivered to:

Laurie Duhovny

Monmouth County Department of Human Services

3000 Kozloski Road, Freehold, NJ 07728

A **mandatory** technical assistance session on preparing the NOI will be held:

Wednesday, May 6, 2014

2:00 pm – 4:00 pm

Monmouth County Department of Human Services Bldg – Conference Room 239

Executive Committee Meetings

Full Membership Meetings

Sub-Committee Meetings

All categories

3000 Kozloski Road, 2nd floor, room 239

Freehold, NJ 07728

To obtain additional information, please contact Taiisa Kelly 908-272-5363 ext. 223 or Laurie Duhovny at 732- 683-2102.

2015 Notice of Intent – Renewal Projects (http://www.monmouthhsc.org/wp-content/uploads/2015/May/Monmouth2015NOIrenewalprojects.pdf)

2015 Notice of Intent – New Projects (http://www.monmouthhsc.org/wp-content/uploads/2015/May/Monmouth2015NOI-newprojects.pdf)

2015 Notice of Intent Score sheet (http://www.monmouthhsc.org/wp-content/uploads/2015/May/2015CoCNOIScoreSheet.pdf)

Author: admin

Posted On: May 4, 2015 @ 2:47 am

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Monmouth HSC Organizing Documents (http://www.monmouthhsc.org/?page_id=26)

The Monmouth County Homeless System Collaborative is committed to ensuring a transparent and community drive strategic planning process to end homelessness in Monmouth County.

Below are the organizing documents governing the operations of the Monmouth County Homeless System Collaborative:

HSC By-Laws (http://www.monmouthhsc.org/wp-content/uploads/2015/05/MonmouthHSCByLaws.pdf)

HSC Conflict of Interest Policy (http://www.monmouthhsc.org/wp-content/uploads/2015/05/ConflictofInterestPolicy.pdf)

HSC Monitoring Policy (http://www.monmouthhsc.org/wp-content/uploads/2015/05/DeskMonitoringPolicy.pdf)

HSC Monitoring Tool (http://www.monmouthhsc.org/wp-content/uploads/2015/05/DeskMonitoringQuestionnaire.pdf)

HSC Local Selection Policy (http://www.monmouthhsc.org/wp-content/uploads/2015/05/HSC-localselectionpolicy.pdf)

Author: admin

Posted On: May 13, 2015 @ 2:08 pm

★◀   November   ★▶

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	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	1	2	3	4	5	6

2014   2015   2016

Executive Committee Meetings

Full Membership Meetings

Sub-Committee Meetings

All categories

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Monmouth County Homeless System Collaborative

Local Selection Process

The Monmouth County HSC 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 approve the level of funding each selected agency is eligible to apply for. The HSC Executive Committee will take the following steps associated with the local selection process:

- Establish local funding priorities – funding priorities may reflect populations/subpopulations, project types, program models or other areas as determined by the executive committee based on community need and input
- Appoint a review committee – The review committee shall be made up of non-conflicted individuals who may be members of the HSC Executive Committee, members of the HSC full membership or other community members
- Establish timeframes for the local selection process – this shall include timeframes for the release of the application, submission deadlines, project presentations and approving final project selections
- Review and approve recommendations of the review committee
- Notify applicants of final recommendations – this may be done through the CoC Lead Agency or Executive Committee Chair
- Address any appeals to the review committee decisions from agencies applying for funding

Review Committee
  Membership
- The CoC Lead Agency shall identify a slate of review committee members from eligible community agencies
- Review Committee members may be selected from the Executive committee, the full Monmouth HSC membership, other Monmouth County committees or general non-conflicted community members willing to participate in the process
- The non-conflicted voting members of the Executive Committee shall approve the slate of review committee membership through a majority vote of those present
- All review committee members shall be required to sign a conflict of interest statement and must disclose any real or perceived conflicts of interest

  Responsibilities
- Sign Conflict of Interest Statement and disclose any real or perceived conflict of interest to the Executive Committee prior to begging the work of the review committee

- Participate in the review committee orientation session which shall review the application, rating tool, local priorities and HUD priorities and/or special guidance
- Review all applications submitted as distributed by the CoC Lead Agency
- Participate in project presentations and prepare questions as necessary in making funding decisions
- Score each project based on the established scoring criteria
- Identify approved projects and their funding levels based on project scores, local priorities and HUD guidance provided through the annual CoC NOFA
- Provide feedback about the local Notice of Intent Form and scoring tool identifying updates to the documentation as necessary to improve the review and scoring process.

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 requests for funding will be required to present their project before the review committee prior to final determinations of funding. The review committee will not accept late applications. Any renewal project failing to submit an application will not be considered for.

Notice of Intent Form and Content

The Notice of Intent Form is designed to collect project information necessary to assist the review committee in making determinations about which projects to support and their funding level. The Notice of Intent Form shall be reviewed annually at the conclusion of the review process in preparation for the next review cycle. Updates to the Notice of Intent form may be made at any time prior to the local selection process at the request of the Executive Committee or any of its members. Updates to the Notice of Intent form will take effect upon approval by the Executive Committee. The Executive Committee shall review the Notice of Intent form prior to public release at the start of the local selection process.

The Notice of Intent form shall contain the following items at a minimum:
- Project name, type and target population
- Detailed budget
- Detailed list of leveraged resources
- Project description

Scoring Criteria

All projects submitting a Notice of Intent will be evaluated against scoring criteria approved by the Executive Committee. Each project will be scored and ranked based on information provided through the Notice of Intent Form, Project Presentation, Project Performance and CoC Monitoring results where applicable. The review committee, at the conclusion of the local

selection process will update the scoring criteria for the next review cycle. The Executive Committee or any of the non-conflicted members may request additional updates to the scoring criteria at any time prior to the local selection process. The scoring criteria must be reviewed and approved by the Executive Committee prior to the public release of the local selection process.

Scoring criteria will include the following items at a minimum:
- How the project fits in with established priorities
- Agency capacity and ability to implement the program appropriately
- Project monitoring results (renewal projects)
- Project performance based on locally established standards (renewal projects)

Publication of information regarding Notice of Intent Process
The Executive shall authorize the release of the request for Notices of Intent after review of the Notice of Intent Form, scoring criteria and establishment of the annual timeline. The Notice of Intent announcement shall be widely marketed. Information regarding the Notice of Intent shall be disseminated through:
- Publication on CoC Website
- Emails to the CoC listserv and other county/community listservs
- Announcements at CoC and other community meetings

The Notice of Intent Announcement shall include the following information:
- CoC Funding Priorities
- Notice of Intent Form (new & renewal applications)
- Notice of Intent Scoring Criteria
- Submission Deadline
- Appeals Process information

Submission Process
All agencies interest in receiving funding through the HUD Continuum of Care must submit a Notice of Intent by the identified deadline in order to be considered for funding. A separate Notice of Intent Form must be completed for each project requesting funding, both new and renewal projects. New and Renewal projects that fail to submit a Notice of Intent Form by the approved deadline will not be considered for funding.

All agencies submitting a Notice of Intent Form must participate in a mandatory Notice of Intent Technical Assistance session. The Notice of Intent technical assistance session shall cover:
- Eligible activities and costs
- Local funding priorities
- How to complete the Notice of Intent Form
- Scoring Criteria
- Local selection process timeframes

Notices of Intent must be completed and submitted in the format identified in the Notice of Intent Announcement. Incomplete applications may have points deducted or be removed from consideration if the review committee feels there is inadequate information to properly score the project.

Notice of Intent forms submitted after the submission deadline will not be considered. Agencies that have extreme extenuating circumstances that will prevent them from submitting by the identified deadline may request a waiver. The waiver must be submitted in writing (via email or hard copy letter) to the CoC Lead Agency at least 5 business days prior to the submission deadline. The waiver must include the reason for the agency's inability to submit by the identified deadline 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. Waivers will be reviewed on a case-by-case basis.

Project Presentations
Agencies submitting a Notice of Intent application for proposed new and renewal projects must present the project before the local review committee. The project presentations will be scheduled after the release of the HUD Continuum of Care NOFA. Applicants will share basic project information as well as additional or clarifying information during the project presentation. The review committee may ask questions of applicants for clarification or additional information based on the NOI form or information in the HUD CoC NOFA that may not have been included in the original Notice of Intent Form. Agencies submitting Notice of Intent Forms are strongly encouraged to read the HUD CoC NOFA prior to the project presentation. Agencies completing project presentations before the review committee should be prepared for the following:
- 5 minute overview of the program
- Address questions related to information included in Notice of Intent Form
- Address questions related to project monitoring and performance
- Address questions related to information from the HUD CoC NOFA

Project selection and announcements
The review committee shall score each project application using the approved scoring criteria based on information provided in the application as well as through the project presentations. Each project will be scored and ranked by the review committee.

The review committee will make funding determinations based on critical community needs in the continuum of homeless services as opposed to preservation of particular programs or agencies. Using information from the HUD CoC NOFA, the review committee will determine the maximum amount of funding that will be allocated to projects that are supported for funding.

The maximum funding allowable for renewal projects will be based on the approved funding levels identified on the HUD approved Grant Inventory Worksheet. Renewal projects seeking to make budget changes must do so directly with HUD prior to the finalization of the Grant Inventory Worksheet.

The review committee will submit project scoring, rank and funding level recommendations to the Executive Committee for approval prior to notification of applicants. The Executive Committee review and approval of CoC funding recommendations may be done through a special meeting, via email, or conference call if timing is an issue in relation to the HUD CoC application deadline.

Upon approval from the Executive Committee, the CoC Lead Agency shall send notification letters to all agencies submitting Notice of Intent forms for new and renewal projects. The Notification letter shall identify the maximum amount of funding approved for the project as well as any additional requirements identified by the Executive Committee. Projects supported for funding may not submit HUD CoC Exhibit 2 applications with a funding request greater than that approved by the Executive Committee.

Notification letters sent to projects that have been denied funding or awarded reduced funding shall indicate the Executive Committee decision to deny or reduce funding. The letter shall include information regarding the appeals process. Projects, which have been denied funding, that submit a HUD CoC Exhibit 2 application will not be included in the Continuum of Care Collaborative Application submitted on behalf of the Monmouth County HSC/CoC.

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 CoC 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 CoC 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 CoC 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

Agencies that have been denied funding or received reduced funding through the local selection process may appeal the decision of the review committee. An appeal letter must be submitted to the CoC Lead Agency within 3 business days from the receipt of the notification letter. The appeals letter must include the following information:

- Project name and requested amount
- Explanation of error in review committee determination; or
- Explanation of error in project selection process/procedures

The CoC Lead Agency will have 3 business days to notify the appeals committee of the submission of an appeal letter. The Appeals committee shall be comprised of 3 non-conflicted individuals who did not participate in the review committee.

Once an appeal letter has been received, the CoC Lead Agency will have 3 business days to put together a response letter in consultation with the review committee. The response letter shall include an explanation for the decision and supporting documentation where available.

The Appeal Committee shall have up to 5 business days to review the letter submitted by the agency requesting an appeal and the review committee response. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the CoC review committee. If determined necessary, the Appeal Committee may schedule a hearing, which shall be held within 14 business days of the receipt of the appeal letter. The Appeal hearing shall include Appeal Committee members, one representative from the CoC 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 CoC Executive Committee in writing no more than 5 business days after the Appeals hearing or 14 days after receipt of the appeals letter if no hearing is held. The appeal committee determination letter shall include the final determination of the appeal committee and the reasoning behind that decision. Determinations by the Appeals Committee shall be final.

MONMOUTH COUNTY HOMELESS SYSTEM COLLABORATIVE

ARTICLE 1 – ORGANIZATION

A. Name: The name of this organization shall be the Monmouth County Homeless System Collaborative (Monmouth HSC)

B. Service Area: The Monmouth HSC will enable homeless provider agencies to serve the homeless and those at imminent risk of homelessness in the Monmouth County geographic area.

C. Address: The principal office of the Monmouth County Homeless System Collaborative shall be at the Monmouth County Department of Human Services, Division of Planning & Contracting, Human Services Building, 3000 Kozloski Road, Freehold, NJ 07728.

ARTICLE 11 – MISSION

Mission: The mission of the Monmouth HSC is to ensure that every resident of Monmouth County who experiences homelessness or is at imminent risk of homelessness will have access to community and system resources to resolve their immediate housing crisis and facilitate their transition from homelessness to stability in permanent, affordable and safe housing.

Vision: The HSC is charged with overseeing the implementation of the strategic plan to end homelessness and the annual application process to the U.S. Department of Housing and Urban Development (HUD).   The HSC provides a forum for analysis and discussion of emerging needs, development of program standards, and assessment of progress toward ending homelessness and identification and coordination of other sources of funding. The HSC shall implement the Monmouth County Strategic Plan to End Homelessness and monitor progress towards the plan goals.

The HSC coordinates a broad array of services that includes, but is not limited to:

- Outreach Assessments
- Prevention of Homelessness
- Emergency Shelter/Services
- Rapid Rehousing
- Transitional Housing
- Case Management/Support Services
- Permanent Housing
- Education Resources

The HSC agencies will provide these services through funding from local, state, federal and private sources. The HSC collaborates with other agencies, government; the faith based community and other concerned organizations and individuals.

ARTICLE III – HSC MEMBERSHIP

A. Membership:

Membership on the HSC shall consist of executive-level members (or their designees who have been granted decision-making powers). No agency shall be represented by more than one individual for the purposes of voting. The HSC shall be governed by an Executive Committee (See Article IV).

B. Designee:

The designee's name and title shall be submitted to the Monmouth County Department of Human Services, Division of Planning & Contracting, prior to the meeting at which the designee will appear. Designees may **not** be changed without written notification.

C. There shall be one member from each entity named below: (including but not limited to)

Category A: Local Government representatives
Monmouth County, Dept. of Human Services, Division of Planning & Contracting, HSAC Administrator
Monmouth County Planning Division, Office of Community Development
Monmouth County, Dept. of Human Services, Division of Social Services
Monmouth County WIB
Monmouth County Veterans Services

Category B: Public Housing Authority(s) located in Monmouth County

Category C: Education Community
Monmouth County Homeless Services Training Director
Brookdale Community College/Monmouth University/Rutgers
Superintendent of Schools

Category D: Federal/State Government (including but not limited to):
Veterans Administration, NJ Office
Department of Children & Families
Department of Human Services

Category E:
Providers of Homeless Services and/or Housing receiving local, county, state or Federal government funds (such as, but not limited to CDBG, SSH, ESG, HOME, HUD)

Category F:
    Providers of Services and/or Housing not receiving government funds but serving the
    following populations (if not represented in Category E): Youth, Single Adults, Reentry,
    Veterans, Families, People in housing crisis (Prevention).

Category G: Community Stakeholders (including but not limited to):
    United Way of Monmouth County
    Local Hospitals and Other Health Care Representatives
    Federally Qualified Health Centers
    An individual (consumer/advocate) who has an interest and/or works in the field of
    homelessness

D. There will be a minimum of two members representing consumers. One of these two
    members is a homeless consumer or formerly homeless consumer.

E. Category F & G Agencies wishing to be considered for membership on the HSC should
    submit an application to the Executive Committee.

   1. Membership Eligibility:

      a. Organizational membership
         1. Ascribe to the mission and program standards of the HSC.
         2. Have a demonstrated understanding and knowledge in the field of
            homelessness.
         3. Shall be committed to providing quality service through cooperative,
            noncompetitive means, and networking with programs in the field of
            homelessness.
         4. Maintain general and professional ethical standards.
         5. Have a governing board, i.e. a board of directors/board of governors or
            an advisory board.

      b. Individual membership
         1. Ascribe to the mission and program standards of the HSC.
         2. Have a demonstrated understanding and knowledge in the field of
            homelessness.
         3. Maintain general ethical standards.

   2. Approval and Removal of Members

      a. Approval of a new member is by majority vote of the HSC Executive
          Committee, upon recommendation of the HSC.

      b. Removal of a member shall be for good cause or for acting in a manner
          seriously detrimental to the corporation. Such a removal should be
          approved by a majority vote of the HSC Executive Committee, upon
          recommendation of the HSC Membership Committee.

F. Meetings:

The full HSC shall meet at least four times per year, but may meet more often, as determined by the Chair of the Executive Committee. The Chair shall establish the date, time and place of each meeting. There shall be at least two weeks' notice for regular meetings and at least 48 hours for emergency meetings. The notice shall contain a tentative agenda and minutes from the last meeting. The first meeting of the calendar year shall be designated as the Annual Meeting, at which time elections are to occur.

G. Attendance:

All members are expected to regularly attend HSC meetings. All members are expected to regularly attend 75% of the HSC meetings. The Executive Committee reserves the right to remove any member for consistent failure to attend without a reasonable explanation. Meetings are open to the general public. Anyone who attends any meeting will be considered a "Participant," but will not have voting rights.

H. Quorum & Voting

Those members present at any meeting will constitute a quorum. All votes will be taken by roll call or ballot of all official representatives.

I. Minutes of Meetings

Minutes shall be kept of every meeting and shall include, at a minimum, the date, time and place of the meeting, the number of the attending organization members, the topics discussed, the decisions reached and actions taken, the list of roll call votes on all motions, any reports made, and other information as may be deemed necessary by the Chairperson.

ARTICLE IV: LEADERSHIP & DECISION-MAKING

A. For the purposes of relating to HUD, the Monmouth County Department of Human Services, Division of Planning & Contracting will serve as the Collaborative Applicant and lead administrative agency of the HSC.

B. The HSC and all its committees shall be staffed by the County of Monmouth, Planning Division, Office of Community Development and Department of Human Services, Division of Planning & Contracting, and/or an entity designated by the Executive Committee of the HSC.

C. The leadership group of the HSC shall be known as the Executive Committee.

D. The purpose of the Executive Committee is annually:

➢ to set priorities for homelessness services and housing based on analysis of community data and need, in accordance with HUD and the State of New Jersey;

- to make funding recommendations to the Collaborative Applicant for the annual allocation from the U.S. Department of HUD;
- to assure that programs receiving HUD funding are appropriately monitored and meet program performance standards;
- to identify additional funding sources that contribute to the community's ability to respond to homeless populations;
- to monitor the effective functioning of the HSC, including review of attendance;
- and to oversee the Monmouth County Strategic Plan to End Homelessness.

E. Membership

The Membership of the Executive Committee shall consist of 12 to 15 voting members, as delineated below. The Executive Committee will also include up to 3 Ex-Officio members in addition to the voting members. The Director of the Monmouth County Department of Human Services shall serve as one of the 3 Ex-Officio members of the HSC Executive Committee. The additional Ex-Officio positions may be filled by appointment from the voting Executive Committee members. No more than one employee of an agency shall serve on the Executive Committee at any one time.

Category A: All Funders

- Monmouth County Board of Chosen Freeholders – (1) Member
- United Way of Monmouth County
- Foundations

Category B: Community Stakeholders

- Business
- Education
- Healthcare
- Two additional members (such as food pantries or other interested stakeholders)
- Homeless or formerly homeless person

Category C: Direct Providers of Homeless Services and/or Housing

- Three (3) provider agencies chosen from the membership by nomination and ballot at the annual meeting. Agencies chosen will rotate every two (2) years.

F. Terms of Service

Category C member organizations shall be elected for 2 (two) year terms and may stand for reelection upon the completion of their terms with a maximum of six years of service.

G. Chairmanship

The chair of the Executive Committee shall be elected annually. The maximum term of service is two (2) years.

H. Meetings

The Executive Committee shall meet at least 6 times annually. The Chair of the Executive Committee will establish the date, time and place. The notice shall contain a tentative agenda and minutes from the last meeting.

I. Quorum & Voting

A quorum shall consist of seven (7) members, at least one member of each category. Voting requires the presence of a quorum. Executive members cannot vote unless they have attended 65% of the meetings during the preceding twelve months and this allows for a designee who has voting rights to attend in the members place.

J. Minutes of Meetings

Minutes shall be kept of every meeting and shall include, at a minimum, the date, time and place of the meeting, a list of the attending members, the topics discussed, the decisions reached and actions taken, the list of roll call votes on all motions, any reports made, and other information as may be deemed necessary by the Chairperson. A copy of the minutes shall be made available to the HSC membership. The HSC Lead will keep official copies of the minutes for a minimum of seven years as is the standard for HUD documentation.

K. Conflicts of Interest

It is the policy of the Monmouth HSC that a conflict, or the appearance of a conflict between the HSC-decision making entity and the organizations receiving awards of grants shall in all cases be avoided. All members of the HSC decision-making entity shall absent themselves from discussing and voting on projects in which they or their agency have a financial or potential financial interest.

L. Homeless Management Information System (HMIS)

The Monmouth County Homeless Systems Collaborative shall require all HUD and County funded programs to participate in the Homeless Management Information System (HMIS), unless programs are otherwise exempt by federal regulations. Monmouth County, as a member of the Statewide New Jersey Homeless Management Information System Collaborative (NJHMIS Collaborative), has approved the New Jersey Housing and Mortgage Finance Agency (NJHMFA), acting as the administrative agent on behalf of the NJHMIS Collaborative, to serve as the lead agency for the Monmouth County HSC HMIS system. In accordance with the decisions of the NJHMIS Collaborative, Foothold Technology Service has been selected as the sole HMIS software provider and shall enter into contract with NJHMFA as the HMIS Lead Agency to provide for all of the HSC HMIS needs. The roles and responsibilities of the HSC

and HMIS Lead Agency will be defined in the HMIS Memorandum of Understanding that is reviewed annually and signed by the HSC Lead Agency and the HMIS Lead Agency. Local agencies entering information into the HMIS will be required to enter into an agreement with NJHMFA and pay a participation fee as defined by the HMIS Lead Agency. The HMIS policies and procedures as well as program standards will be developed through the NJHMIS Collaborative in consultation with the HMIS Lead Agency. Additional HMIS program standards may be developed by the Monmouth County HSC in order to facilitate the implementation of an effective homeless system. All agencies participating in HMIS shall be required to adhere to the program standards developed by the NJHMIS Collaborative as well as the local HSC Executive Board.

ARTICLE V: ANNUAL DECISION-MAKING PROCESS

A. The Executive Committee shall set community priorities in keeping with the overall mission of the HSC.

B. The Executive Committee shall set performance standards to be incorporated in contracts with all funded provider agencies and nothing in this document shall imply that the HSC supersedes the authority of the contractor.

C. The Proposal Review Committee shall consist of members of the Executive Committee from categories A. (All Funders) and B. (Community Stakeholders). This Proposal Review Committee will review all applications for new or renewal projects and make recommendations to the full Executive Committee for approval.

ARTICLE VI: COMMITTEES

A. The Executive Committee Chairperson shall appoint individuals to chair the various standing committees and other committees on an as-needed basis. The appointee may be an executive-level member of the HSC or other staff member or community volunteer.

B. Responsibilities of Committees

a. Responsibilities of the Committee Chairpersons are to:
1. Hold regularly scheduled meetings;
2. Send out meeting notices;
3. Facilitate committee meetings;
4. Carry out goals and objectives of committee with committee members;
5. Keep accurate attendance records; and
6. Report to the full HSC on a quarterly basis.

b. Committee Participation – HSC member agencies are expected to actively participate on pertinent committees. Committee members' responsibilities are to:

1. Regularly attend committee meetings called by the committee chair;
2. Participate in committee discussions;
3. Assist in the development and implementation of committee activities such as policy development, surveys, etc.;
4. Participate in committee activities related to preparation of relevant sections of HUD applications.

C. The following shall be the standing committees of the Monmouth County HSC

    a. Membership Committee
    Purpose: Solicit new members and make recommendations for removal of members who are in violation of the bylaws.

    b. Coordinated Systems Committee
    Purpose: To establish a single point of entry where all residents of Monmouth County can access appropriate benefits and referrals.

    c. Permanent Housing Committee
    Purpose: Development of permanent, affordable and safe housing.

    d. Discharge Planning Committee
    Purpose: To develop and implement policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

    e. Data/PIT Committee
    Purpose: To evaluate the HMIS data, look at outcomes, recidivism, trends etc. To develop methodology and tools to conduct point-in-time surveys to identify the homeless or those who are at imminent risk of homelessness and to implement such surveys on at least an annual basis.

    e. Emergency, Prevention & Housing Forum
    Purpose: To provide a forum for agencies to discuss trends and issues among those seeking services related to homelessness, prevention and permanent housing and to utilize data to inform committee recommendations.

    f. Housing Management Information System (HMIS) & Data Forum
    Purpose: To engage all funded providers in meeting expectations for maintaining accurate and up-to-date program-level data and to provide a forum to discuss HMIS issues or problems.

D. Other committees and subcommittees may be established to respond to community needs and/or emerging funding sources (e.g. frequent users of emergency services, veterans).

ARTICLE VII: ADOPTION AND AMENDMENT OF BYLAWS

These Bylaws may be amended at regular or special meeting of the HSC Consortium by a majority vote of the members present and voting. Amendments must be in written form and distributed to members of the Consortium at least two weeks prior to presentation and vote.

Monmouth County Homeless System Collaborative

CONFLICT OF INTEREST POLICY AND ANNUAL STATEMENT

Article 1 – Purpose

1. The purpose of this policy is to protect the Monmouth County HSC 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 Monmouth County HSC.
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 Monmouth County HSC had a transaction or arrangement, or
   b. A compensation arrangement with the Monmouth County HSC or with any entity or individual with which the Monmouth County HSC has a transaction arrangement, or
   c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Monmouth County HSC 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 Monmouth County HSC 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 Monmouth County HSC 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 Monmouth County HSC'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 Monmouth County HSC 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 Monmouth County HSC 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 Monmouth County HSC for services is precluded from voting on matters pertaining to that member's compensation.

3. Any voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Monmouth County HSC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Monmouth County Homeless System Collaborative

Desk Monitoring Policy

Purpose:

The Monmouth County Homeless System Collaborative is charged with planning, development and oversight of the homeless service system in Monmouth County. To that end, the Executive Committee works to ensure all homeless service programs operating in Monmouth County are working toward the collective goal of assisting homeless and at-risk households in securing permanent, affordable and safe housing. The Monmouth County HSC Executive Committee shall oversee the monitoring of homeless programs for the following purpose:

1. Assist in strengthening homeless service programs to ensure effective services are provided to those most in need
2. Improve program understanding of regulatory requirements and assist projects in remaining in full compliance with funding requirements
3. Identify program and community gaps in services and needs to better target resources and technical assistance

Types of Monitoring

Programs serving the homeless population in Monmouth County will be subject to two types of monitoring: Desk Monitoring and Site Visits. All programs will be monitored on a two-year cycle with a desk monitoring and site visit occurring during alternating years. During the first year of phasing in the new monitoring process, all programs will be monitored via desk monitoring which shall occur in the spring. Beginning in the fall of the same year, a portion of the programs will be selected for site visits. Thereafter, programs will have alternating years of desk monitoring and site visits.

Desk Monitoring

Monitoring Tool & Format

The Monmouth HSC Executive Committee shall review and approve the desk monitoring tool on an annual basis. Executive Committee approval shall occur annually prior to the issuance of the first desk monitoring notices in the Spring. The tool shall include at a minimum a review of items related to HUD compliance and program performance.

The Desk Monitoring shall include a questionnaire to be filled out by programs, a request for pertinent program documents, and a review of HMIS data. Information will be pulled from these three sources to examine program performance and program compliance with funding regulations.

Desk Monitoring Procedure

The CoC Lead Agency shall issue notification of the desk monitoring process to all programs approved for monitoring by the Executive Committee. The CoC Lead Agency shall issue notification via email and the notification shall include the following:

- Letter requesting participation in desk monitoring
- List of documents to submit for desk monitoring

- Desk Monitoring Questionnaire
- Identification of data to be reviewed in HMIS
- Submission and notification timelines

Agencies participating in the monitoring process must submit the requested information by the timeframes identified in the notification of monitoring. Materials may be sent by mail or email to the CoC Lead Agency.

Desk Monitoring Review

The CoC Lead Agency shall collect the Desk Monitoring Questionnaire and all supporting documents submitted by programs selected for review. In addition, the Lead Agency shall pull program reports directly from HMIS to review program compliance and performance in areas identified in the Desk Monitoring packet.

The CoC Lead Agency shall review all documentation submitted as well as HMIS reports and shall prepare a summary for each program selected for monitoring highlighting their project performance and compliance with program regulations. The CoC Lead Agency shall provide a copy of the monitoring questionnaire, all supporting documents, the HMIS reports and the summary report to the monitoring team for review.

The monitoring team shall review the prepared information and identify if corrective actions are required by any of the programs participating in the monitoring. The monitoring team shall make recommendations on the types of corrective actions necessary. The CoC Lead Agency shall send an official letter to the Director of the monitored agency upon completion of the Desk Monitoring and review by the Monitoring Team. The letter will generally contain the following information:
- Name of Program
- Scope of Desk Monitoring
- Findings and results of desk monitoring
- Specific recommendations for corrective actions to be taken by agency (if applicable)
- Timeframe for agency response
- If appropriate, an offer of technical assistance

Follow-up Action

If concerns or findings are identified in the Desk Monitoring Results Letter, the monitored agency must submit a response in writing or in person by the timeframe specified in the Desk Monitoring Results Letter. The response may include additional information to address concerns or findings and/or the anticipated timeframe in which the agency will correct/address the issues identified in the Desk Monitoring Results Letter.

Monmouth County Homeless System Collaborative

Desk Monitoring Questionnaire

Program Name _____

Grant Number _____

Operating Year _____

1. Do you work with partner agencies in the implementation of this project?   ___Yes
   ___No

   If so, are there agreements in place identifying the roles and responsibilities of participating agencies? Please provide a copy of any agreements currently in place for this program.   ___Yes
   ___No

2. Please explain how you meet the HUD CoC program requirement mandating a homeless or formerly homeless person to participate on the board of directors or other equivalent policy-making entity for your agency or identified sponsor agencies.

3. Please provide a copy of the report from your most recent HMIS Audit

4. Does your agencies HMIS data quality meet current HUD standards (missing data less than 10% in required fields – information to be pulled directly from HMIS)   ___Yes
   ___No

5. Please provide a budget narrative explaining how the HUD money is used for this project. Within the narrative, please include information about the type of documentation kept on file to support drawdown requests from HUD funding.

6. How long are program records retained within the agency? _____

7. Please list the types of documents that are kept in client files

8. Please provide a copy of program intake packet and program information (program manual, program requirements, consent forms) distributed to new clients.

9. Please list your program goals and describe how you track progress in achieving those goals. Please identify current program performance in relation to the project goals identified.

10. Please describe how unit inspections are conducted (how frequently, who completes the inspections). Please provide a copy of the inspection form that is used.

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

1. Participant Eligibility
   a. Homeless Status of participants at program entry
   b. Disability Status of participants at program entry
2. Data Quality
3. Program utilization – number of households served vs. number of households proposed in application
4. Target population – is the project serving the subpopulations identified in the grant application
5. Stability in Permanent Housing
6. Destination at exit
7. Connection to income & benefits
8. Increase in income at follow-up or exit
9. HMIS record update

Monmouth County Homeless System Collaborative

Local Selection Process

The Monmouth County HSC 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 approve the level of funding each selected agency is eligible to apply for. The HSC Executive Committee will take the following steps associated with the local selection process:

- Establish local funding priorities – funding priorities may reflect populations/subpopulations, project types, program models or other areas as determined by the executive committee based on community need and input
- Appoint a review committee – The review committee shall be made up of non-conflicted individuals who may be members of the HSC Executive Committee, members of the HSC full membership or other community members
- Establish timeframes for the local selection process – this shall include timeframes for the release of the application, submission deadlines, project presentations and approving final project selections
- Review and approve recommendations of the review committee
- Notify applicants of final recommendations – this may be done through the CoC Lead Agency or Executive Committee Chair
- Address any appeals to the review committee decisions from agencies applying for funding

Review Committee
    Membership
- The CoC Lead Agency shall identify a slate of review committee members from eligible community agencies
- Review Committee members may be selected from the Executive committee, the full Monmouth HSC membership, other Monmouth County committees or general non-conflicted community members willing to participate in the process
- The non-conflicted voting members of the Executive Committee shall approve the slate of review committee membership through a majority vote of those present
- All review committee members shall be required to sign a conflict of interest statement and must disclose any real or perceived conflicts of interest

    Responsibilities
- Sign Conflict of Interest Statement and disclose any real or perceived conflict of interest to the Executive Committee prior to begging the work of the review committee

- Participate in the review committee orientation session which shall review the application, rating tool, local priorities and HUD priorities and/or special guidance
- Review all applications submitted as distributed by the CoC Lead Agency
- Participate in project presentations and prepare questions as necessary in making funding decisions
- Score each project based on the established scoring criteria
- Identify approved projects and their funding levels based on project scores, local priorities and HUD guidance provided through the annual CoC NOFA
- Provide feedback about the local Notice of Intent Form and scoring tool identifying updates to the documentation as necessary to improve the review and scoring process.

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 requests for funding will be required to present their project before the review committee prior to final determinations of funding. The review committee will not accept late applications. Any renewal project failing to submit an application will not be considered for.

Notice of Intent Form and Content

The Notice of Intent Form is designed to collect project information necessary to assist the review committee in making determinations about which projects to support and their funding level. The Notice of Intent Form shall be reviewed annually at the conclusion of the review process in preparation for the next review cycle. Updates to the Notice of Intent form may be made at any time prior to the local selection process at the request of the Executive Committee or any of its members. Updates to the Notice of Intent form will take effect upon approval by the Executive Committee. The Executive Committee shall review the Notice of Intent form prior to public release at the start of the local selection process.

The Notice of Intent form shall contain the following items at a minimum:
- Project name, type and target population
- Detailed budget
- Detailed list of leveraged resources
- Project description

Scoring Criteria

All projects submitting a Notice of Intent will be evaluated against scoring criteria approved by the Executive Committee. Each project will be scored and ranked based on information provided through the Notice of Intent Form, Project Presentation, Project Performance and CoC Monitoring results where applicable. The review committee, at the conclusion of the local

selection process will update the scoring criteria for the next review cycle. The Executive Committee or any of the non-conflicted members may request additional updates to the scoring criteria at any time prior to the local selection process. The scoring criteria must be reviewed and approved by the Executive Committee prior to the public release of the local selection process.

Scoring criteria will include the following items at a minimum:
- How the project fits in with established priorities
- Agency capacity and ability to implement the program appropriately
- Project monitoring results (renewal projects)
- Project performance based on locally established standards (renewal projects)

Publication of information regarding Notice of Intent Process
The Executive shall authorize the release of the request for Notices of Intent after review of the Notice of Intent Form, scoring criteria and establishment of the annual timeline. The Notice of Intent announcement shall be widely marketed. Information regarding the Notice of Intent shall be disseminated through:
- Publication on CoC Website
- Emails to the CoC listserv and other county/community listservs
- Announcements at CoC and other community meetings

The Notice of Intent Announcement shall include the following information:
- CoC Funding Priorities
- Notice of Intent Form (new & renewal applications)
- Notice of Intent Scoring Criteria
- Submission Deadline
- Appeals Process information

Submission Process
All agencies interest in receiving funding through the HUD Continuum of Care must submit a Notice of Intent by the identified deadline in order to be considered for funding. A separate Notice of Intent Form must be completed for each project requesting funding, both new and renewal projects. New and Renewal projects that fail to submit a Notice of Intent Form by the approved deadline will not be considered for funding.

All agencies submitting a Notice of Intent Form must participate in a mandatory Notice of Intent Technical Assistance session. The Notice of Intent technical assistance session shall cover:
- Eligible activities and costs
- Local funding priorities
- How to complete the Notice of Intent Form
- Scoring Criteria
- Local selection process timeframes

Notices of Intent must be completed and submitted in the format identified in the Notice of Intent Announcement. Incomplete applications may have points deducted or be removed from consideration if the review committee feels there is inadequate information to properly score the project.

Notice of Intent forms submitted after the submission deadline will not be considered. Agencies that have extreme extenuating circumstances that will prevent them from submitting by the identified deadline may request a waiver. The waiver must be submitted in writing (via email or hard copy letter) to the CoC Lead Agency at least 5 business days prior to the submission deadline. The waiver must include the reason for the agency's inability to submit by the identified deadline 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. Waivers will be reviewed on a case-by-case basis.

Project Presentations
Agencies submitting a Notice of Intent application for proposed new and renewal projects must present the project before the local review committee. The project presentations will be scheduled after the release of the HUD Continuum of Care NOFA. Applicants will share basic project information as well as additional or clarifying information during the project presentation. The review committee may ask questions of applicants for clarification or additional information based on the NOI form or information in the HUD CoC NOFA that may not have been included in the original Notice of Intent Form. Agencies submitting Notice of Intent Forms are strongly encouraged to read the HUD CoC NOFA prior to the project presentation. Agencies completing project presentations before the review committee should be prepared for the following:
- 5 minute overview of the program
- Address questions related to information included in Notice of Intent Form
- Address questions related to project monitoring and performance
- Address questions related to information from the HUD CoC NOFA

Project selection and announcements
The review committee shall score each project application using the approved scoring criteria based on information provided in the application as well as through the project presentations. Each project will be scored and ranked by the review committee.

The review committee will make funding determinations based on critical community needs in the continuum of homeless services as opposed to preservation of particular programs or agencies. Using information from the HUD CoC NOFA, the review committee will determine the maximum amount of funding that will be allocated to projects that are supported for funding.

The maximum funding allowable for renewal projects will be based on the approved funding levels identified on the HUD approved Grant Inventory Worksheet. Renewal projects seeking to make budget changes must do so directly with HUD prior to the finalization of the Grant Inventory Worksheet.

The review committee will submit project scoring, rank and funding level recommendations to the Executive Committee for approval prior to notification of applicants. The Executive Committee review and approval of CoC funding recommendations may be done through a special meeting, via email, or conference call if timing is an issue in relation to the HUD CoC application deadline.

Upon approval from the Executive Committee, the CoC Lead Agency shall send notification letters to all agencies submitting Notice of Intent forms for new and renewal projects. The Notification letter shall identify the maximum amount of funding approved for the project as well as any additional requirements identified by the Executive Committee. Projects supported for funding may not submit HUD CoC Exhibit 2 applications with a funding request greater than that approved by the Executive Committee.

Notification letters sent to projects that have been denied funding or awarded reduced funding shall indicate the Executive Committee decision to deny or reduce funding. The letter shall include information regarding the appeals process. Projects, which have been denied funding, that submit a HUD CoC Exhibit 2 application will not be included in the Continuum of Care Collaborative Application submitted on behalf of the Monmouth County HSC/CoC.

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 CoC 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 CoC 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 CoC 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

Agencies that have been denied funding or received reduced funding through the local selection process may appeal the decision of the review committee. An appeal letter must be submitted to the CoC Lead Agency within 3 business days from the receipt of the notification letter. The appeals letter must include the following information:

- Project name and requested amount
- Explanation of error in review committee determination; or
- Explanation of error in project selection process/procedures

The CoC Lead Agency will have 3 business days to notify the appeals committee of the submission of an appeal letter. The Appeals committee shall be comprised of 3 non-conflicted individuals who did not participate in the review committee.

Once an appeal letter has been received, the CoC Lead Agency will have 3 business days to put together a response letter in consultation with the review committee. The response letter shall include an explanation for the decision and supporting documentation where available.

The Appeal Committee shall have up to 5 business days to review the letter submitted by the agency requesting an appeal and the review committee response. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the CoC review committee. If determined necessary, the Appeal Committee may schedule a hearing, which shall be held within 14 business days of the receipt of the appeal letter. The Appeal hearing shall include Appeal Committee members, one representative from the CoC 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 CoC Executive Committee in writing no more than 5 business days after the Appeals hearing or 14 days after receipt of the appeals letter if no hearing is held. The appeal committee determination letter shall include the final determination of the appeal committee and the reasoning behind that decision. Determinations by the Appeals Committee shall be final.

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

- o Litigation or comparable proceedings
- o Information about another individual
- o Promise of confidentiality, if disclosure would reveal source of information
- o 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
  - o Adopt own appeal procedure and describe within privacy notice
  - o Limit grounds for denial, by not stating specific basis for denial
  - o Allow client to add disagreement to PPI and allow to share disputed information to another person
  - o 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
  - o System Networks
  - o Desktops
  - o Laptops
  - o Mini-computers
  - o Mainframes
  - o 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
    - o   Reports
    - o   Data entry forms
    - o   Signed consent forms
- All paper or other hard copy containing PPI must be supervised at all times when in public area

a. <u>Protected Personal Information</u>

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 then a state, including street address, city, county, precinct, zip code, and their equivalent geo codes.

- All elements of dates (except year) directly related to an individual, including birth date, admission date, discharge date, and date of death.

- Telephone numbers

- Social Security numbers

- Medical record numbers

- Vehicle identifiers and serial numbers, including license plate numbers

- Device identifiers and serial numbers

- Any other unique identifying number, characteristic, or code

b. <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.

- If a client receives financial assistance that information will become visible to all of the partner agencies, except public (county, state or federal) that does cash disbursements on behalf of clients.

- All HMIS Participating Agencies will be required to follow all current data security practices detailed in the Policies and Procedures manual, and adhere to the ethical data use standards, regardless of the location where agency users connect to HMIS.

- The client will have access on demand to view, or keep a printed copy of, his or her own records contained in the HMIS.

- A privacy notice shall be prominently displayed in the program offices where intake occurs. The content of this privacy notice shall be in accordance with *HMIS Data and Technical Standards Notice* of July 30, 2004.

- An individual has the right to receive an accounting of disclosures of protected personal information made by a HMIS user or developer in the six years prior to the date in which the accounting is requested, except for disclosures for national security or intelligence purposes or to correctional institutions or law enforcement officials.

- Each Continuum of Care is required to have a written policy governing its use and disclosure of information collected by HMIS.

d. <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 ($750.00) dollars is due prior to the Participant's activation in the NJHMIS system. The annual fee is subject to change, and is the sole discretion of the NJHMFA.

c. <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. <u>Breach of System or Client Confidentiality Penalty</u>

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

Hardware

NJ HMIS Collaborative Hardware Technical Specifications

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

1. Minimum Recommendations for computer equipment/software.

PIII w/256k RAM
   Microsoft Windows 98 or above with IE Browser
   Communication
         Ethernet RJ45 connection - Cable/DSL
                Or
         Phone Line - RJ11 connection
   10 Gig Hard drive (not required for AWARDS, for agency use only)
   CD-ROM Drive

2. Recommended software for your local desktop computers.
   This software is not required for AWARDS, but would help protect your local computers.
    Antivirus
    Spy ware or Spam Blocker

3. Recommended software for your local servers.
   This software is not required for AWARDS, but would help protect your servers.
    Antivirus
    Firewall
    Spy ware or Spam Blocker

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

a. **<u>Participating Agency Hardware/Software Requirements</u>**

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. **Data Integrity**

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

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

b.   Data Integrity Expectations

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

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

Data Retrieval

a.   Participating Agencies

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

b. **HMIS Software Provider**

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

c. **<u>General Public</u>**

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. <u>Client Data</u>

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

b. Schedule of Data Loads

- NJHMIS data loads will take place weekly.

- NJHMIS users with data sources other than Foothold Technology AWARDS are encouraged to upload data weekly. However, every agency must upload their data by final business day of each month.

- Although data loads take place weekly, agencies can enter data into NJHMIS in real-time.

Training

a. <u>HMIS Train-the-Trainer</u>

- 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:
    o Answering the help desk 800 number
    o Documenting and distributing help desk related issues
    o Escalating help desk issues if unresolved
- Disseminate any NJ HMIS-related documents or information.
- Coordinate and scheduling meetings and trainings.
- Perform other duties as required.

d. Site Administrator

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

Responsibilities

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

e. **Participating Agencies**

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

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

f. <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. <u>HMIS User Access Levels</u>

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. <u>Client Grievance</u>

- 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.

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STATE OF NEW JERSEY
HOMELESS MANAGEMENT INFORMATION SYSTEM
COLLABORATIVE
<u>**Participation Agreement**</u>

</div>

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

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RECITALS

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

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

WHEREAS a statewide collaborative was created to address, among other things, HMIS planning and implementation issues; and

WHEREAS the purpose of the collaborative is to enable State agencies, service providers, homeless consumers and other stakeholders to understand the scope of homelessness in New Jersey, to improve service delivery to homeless persons and to evaluate the effectiveness of service interventions; and

WHEREAS The New Jersey Homeless Management Information System is a client information system that records the use of housing and services which can be used to determine the utilization of services of participating agencies, identify gaps in the local service continuum and develop outcome measurements; and

WHEREAS NJHMFA is the Administrator for the NJHMIS Collaborative;

NOW, THEREFORE in consideration of the mutual provisions contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, NJHMFA and Participant hereby agree as follows:

1. *Definitions.*
    a. Blind Service Providers are defined as agencies serving specific protected client populations. Those client populations typically have one or more of the following issues: (1) domestic violence; (2) HIV/AIDS; (3) Alcohol and/or substance abuse; or (4) mental health.
    b. Client is defined as a consumer of services.
    c. Client records are defined as Private Personal Information (PPI) collected and stored in a computer system.

d. Close to real-time data entry is defined as within three (3) working days of seeing the Client.

e. Partner Agencies are a group of agencies working together to provide services to homeless and low-income individuals and families and they participate in the New Jersey HMIS.

f. Project Manager Person – An HMFA agency staff assigned to manage the NJ HMIS Collaborative Project.

g. Non-partner agencies are those agencies not participating in the New Jersey HMIS.

2. *Participation Fee*. Each Participant will be charged an annual participation fee to be involved in the NJHMIS Collaborative. The annual fee will be invoiced and payable to the NJHMFA. The initial annual fee in the amount of seven Hundred and fifty ($0.00) dollars is due prior to the Participant's activation in the NJHMIS system. The annual fee is subject to change, in the sole discretion of the NJHMFA **(See Amendment "A")**.

3. <u>*Confidentiality*</u>. HMFA and Participant agree that the data, information and client records, related documentation, and data stored electronically relating to NJHMIS is confidential and shall be handled as follows:

a. The Participant shall comply with all Federal, State and Local laws and regulations pertaining to confidentiality of information and records to ensure that client records are protected and not subject to disclosure. The Participant shall only release client records to Non-partner agencies with written consent by the client, unless otherwise provided in the relevant laws and regulations.

b. The Participant shall abide by all Federal, State and Local confidentiality laws and regulations pertaining to:

1) all medical conditions, including, but not limited to, mental illness, alcohol and/or drug abuse, HIV/AIDS testing, diagnosis and treatment and other such covered conditions; and

2) a person's status as a victim of domestic violence.

A general authorization for the release of medical or other information is NOT sufficient for this purpose.

c. Federal, State and Local laws seek to protect the privacy of persons with physical and/or mental illness, who have been treated for alcohol and/or substance abuse, have been diagnosed with HIV/AIDS, and/or have been a victim of domestic violence. The Participant shall seek legal advice in the event that a Non-partner agency requests identifying confidential client information.

d. The Participant shall provide a verbal explanation of the NJHMIS database and the terms of consent to the Clients and shall arrange for a qualified interpreter or translator in the event that an individual is not literate in English or has difficulty understanding the Consent form.

e. The Participant agrees not to release any individual client information obtained from the NJHMIS to any organization or individual without prior written Client consent. Such written Client consent shall specify exactly what information the Client allows to be released. Information that is not approved for disclosure, in writing, by the Client shall not be released.   The Participant agrees to provide access (including a copy) of the client's own protected information to the client within thirty (30) days of the client's written request to the Participant.

f. The Participant shall ensure that all staff, volunteers and other persons, who are issued a User ID and password for the NJHMIS, receive confidentiality training regarding client information and records and have signed a User Policy, Responsibility Statement, and Code of Ethics Agreement.

g. Any staff, volunteer or other person who has been granted a User ID and password and is found to have willfully committed a breach of system security and/or client confidentiality shall have his or her access to the database revoked immediately, and will be subject to disciplinary action per the Participant's polices and procedures. The NJHMFA reserves the right to review Participant's polices and procedures, review discipline and seek remedies, in its sole discretion, against anyone found to have willfully committed a breach of system security and/or client confidentiality.

h. In the event of a breach of system security or client confidentiality, the Participant Administrator shall notify the NJHMIS Project Manager within 24 hours. Any Participant that is found to have had breaches of system security and/or client confidentiality shall enter a period of probation, during which technical assistance shall be provided to help the Participant prevent further breaches. Probation shall remain in effect until the Project Manager has evaluated the Participant's security and confidentiality measures and found them compliant with the policies stated in this Agreement and the User Policy, Responsibility Statement, and Code of Ethics Agreement. Subsequent violations of system security may result in suspension from the system. The NJHMFA reserves the right to conduct routine and random audits to monitor security and client confidentiality.

i. The Participant understands that the NJHMIS fileserver, which shall contain all HMIS-entered Client information, shall be located off-site in a physically secure and electronically monitored facility, and that the client information in the NJHMIS system is backed up and taken off-site daily. The Participant further understands that the fileserver containing all HMIS-entered Client information is maintained by vendor contracting with NJHMFA to provide said services. The contractor vendor has access to client information, said access being necessary to provide technical services to the NJHMFA. Further, the contractor has agreed to keep all

information confidential and maintained in accordance with HUD privacy standards.

j. The Participant may have access to all Client data entered by the Participant. The Participant shall diligently record in the NJHMIS all service delivery information pertaining to individual clients served by the Participant. The Participant shall not, under any circumstances, knowingly enter false, misleading or biased data, including any data that would unfairly prejudice a client's ability to obtain services.

k. If this Agreement is terminated, the remaining Partner Agencies shall maintain their right to the use of all Client data previously entered by the terminating Partner Participant, subject to the guidelines specified in this Agreement.

l. The Participant shall utilize the NJHMIS Client Consent—Release of Information form for all clients providing information to the NJHMIS. The Client Consent—Release of Information form, once agreed to and signed by the Client, authorizes Client data to be shared with Partner Agencies for the period of ____ year(s), subject to the restrictions defined by the Client Consent form. (See Exhibit A).

m. Participants' utilizing their own HIPAA-compliant Consent to Release Information for Data Sharing form should incorporate the first two paragraphs from the NJHMIS Collaborative form titled "Client Consent – Release of Information for Data Sharing" into their form. Agencies not using HIPAA-complaint consent for release of information forms shall use the NJHMIS Collaborative Client Consent – Release of Information for Data Sharing form.

n. All Participants are required to submit a copy of their consent form to the NJHMFA for review and confirmation that the form is in compliance with HUD requirements. Participants agree that the Participant is solely responsible for making sure their consent form meets HUD standards. Participants shall not rely upon the NJHMFA's review and shall hold the NJHMFA, its staff, officers, members and affiliates, harmless from and against any and all claims for damages, losses, liabilities, costs or reasonable expenses related to consent form and HUD requirements under this Agreement.

o. The Participant shall keep original signed copies of the Client Consent -- Release of Information for Data Sharing form for a period of no less than five (5) years.

p. In no way does the NJHMIS require or imply that services must be contingent upon a Client's participation in the NJHMIS database. Participant shall provide services to Clients regardless of Client's

participation in NJHMIS, provided the Clients would otherwise be eligible for the services.

1. The Participant shall have access to identifying and statistical data on all Clients who consent to have their information entered in the NJHMIS database, except for data input into the database by "Blind Service Providers".

q. A Participant that is a Blind Service Provider shall have access to identifying and statistical data that the Participant inputs into the NJHMIS database for clients served by that Participant.

r. A Participant that is a Blind Service Provider shall not have access to identifying and statistical data input into the NJHMIS database for clients served by other Blind Service providers.

4. *NJHMIS Use, Data Entry and System Security*. The Participant agrees to use the NJHMIS, enter data into the NJHMIS and operate in a manner to protect the integrity of the NJHMIS in complying with the following guidelines:

a. The Participant shall follow, comply with and enforce the User Policy, Responsibility Statement and Code of Ethics. Modifications to the User Policy, Responsibility Statement and Code of Ethics shall be established in consultation with Partner Agencies and may be modified as needed for the purpose of the smooth and efficient operation of the NJHMIS. NJHMFA shall announce approved modifications in a timely manner.

b. The Participant shall only enter individuals in the NJHMIS database that exist as Clients under the Participant's jurisdiction. The Participant shall not misrepresent its Client base in the NJHMIS database by knowingly entering inaccurate information. The Participant shall not use the NJHMIS database with intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity.

c. The Participant shall use Client information in the NJHMIS, as provided to the Participant or the Partner Agencies, to assist the Participant in providing adequate and appropriate services to the Client.

d. The Participant shall consistently enter information into the NJHMIS database and shall strive for real-time, or close to real-time data entry.

e. When a Client revokes his or her consent to share information in the NJHMIS database, the User shall immediately notify the Participant Site Administrator of the revocation. When the Participant Site Administrator is notified of a client revocation, the Participant Site Administrator shall remove access to all identifying information about that client within 24 hours.

f. The Participant shall not include profanity or offensive language in the NJHMIS database.

g. The Participant shall utilize the NJHMIS for business purposes only.

h. NJHMIS shall provide introductory training to Participant staff on the use of the NJHMIS software. NJHMIS shall provide supplemental training regularly to accommodate changes in Participant staff, and address modifications to the AWARDS software when needed.

i. NJHMIS shall be available to provide technical assistance to Participant staff.

j. The Participant shall ensure that all staff, volunteers and other persons who are issued a User ID and password for NJHMIS receive client and system security training that covers all items in the NJHMIS User Policy, Responsibility Statement and Code of Ethics.

k. The Participant shall take the following additional steps to ensure the security of the NJHMIS database system and the confidentiality of Client data:

   1. Escort all visitors and Clients to ensure that they do not access staff areas, record storage areas, or other areas potentially containing Client information. Persons not recognized as staff, visitors and Clients will be challenged for identification.

   2. Store hard copies of Client records in locking filing cabinets or in rooms that can be locked.

   3. Locate photocopiers, printers and fax machines to minimize access by visitors and unauthorized persons.

   4. Make sure that directors and other management or supervisory personnel are familiar with security and confidentiality policies and enforce such policies to ensure the security and confidentiality of the NJHMIS database and of Client information.

   5. Create an atmosphere where the Participant staff feels comfortable and obligated to report security breaches and misuse of the NJHMIS database system.

   6. The Participant shall encourage clients to report any breaches of confidentiality that they observe in the Participant.

5. *HUD HMIS – Privacy and Security Standards*

   a. All Participants shall review and comply with all standards for privacy and security, appropriate for the Participant's particular organization, as set forth in the *Department of Housing and Urban Development Homeless Management Information System (HMIS); Data and Technical Standards Final Notice*, as found in the Federal Register dated July 30, 2004 Volume 69, Number 146, paying particular attention to Section 4 of said notice.

b. All Participants are required to submit a copy of their privacy notices and consent forms to the NJHMFA for review and confirmation that each is in compliance with HUD requirements.

c. Participants agree that the Participant is solely responsible for making sure their notices, forms and other HMIS documentation meets HUD standards. Participants shall not rely upon the NJHMFA's review and shall hold the NJHMFA , its staff, officers, members and affiliates, harmless from and against any and all claims for damages, losses, liabilities, costs or reasonable expenses related to Privacy issues and HUD requirements under this Agreement.

6. *Reports*.

    a. Participant Reports

        1. The Participant shall be enabled to report on identifying and statistical data on the Clients it serves, subject to the terms of this Agreement regarding Client confidentiality.

        2. The Participant shall not be enabled to report on identifying and statistical data on Clients it does not serve.

    b. Area Reports

        1. A Participant operating in an area shall be able to report on non-identifying and statistical data only for that area.

        2. The NJHMIS Steering Committee shall develop protocols on customizing and releasing area reports.

c. The Participant may make aggregate data available to other entities outside of the system for funding or planning purposes pertaining to providing services to homeless persons. However, such aggregate data shall not directly identify individual Clients.

d. NJHMIS shall use only unidentified aggregate NJHMIS data for homeless policy and planning activities, in preparing federal, state or local applications for homelessness funding, to demonstrate the need for and effectiveness of programs and to obtain a system-wide view of program utilization in the State.

7. *Termination*.

a. NJHMFA may terminate this agreement, for cause, if it determines that the Participant has violated any material term.

b. Upon termination of this agreement for any reason, the Participant shall return or destroy all protected information received from the NJHMIS Program, or created or received by the Participant on behalf of the NJHMIS Program. This provision shall apply to protected information that is in the possession of subcontractors or agents of the Participant. The Participant shall retain no copies of the protected health information.

c. In the event that the Participant determines that returning or destroying the protected information is infeasible, the Participant

shall notify the NJHMFA of the conditions that make return or destruction infeasible within two weeks in writing to the NJHMIS Project Manager. Upon notification that the return or destruction of the protected information is infeasible, the Participant shall extend the protections of this Agreement to such protected information and limit further uses and disclosures of the information to those purposes that make the return or destruction infeasible, as long as the Participant maintains the information.

    d. This agreement may be terminated by either party upon thirty (30) days written notice.

8. *Assignability*. Participant may not assign this Agreement or any of its obligations hereunder without the prior written consent of the NJHMFA.

9. *Modifications*. NJHMFA reserves the right to modify this Agreement at any time. NJHMFA shall provide thirty (30) days prior written notice to Participant of any modification adopted by NJHMFA.

10. *Availability of Funding*. The NJHMFA's obligations hereunder shall cease immediately, without penalty, if funding is no longer available to meet such obligations.

11. *Participant's Representations and Warranties*. Participant represents and warrants as follows:

    a. It has all necessary power and authority to enter this Agreement and to perform all of its obligations hereunder and to manage and control and ensure each individual or entity that Participant authorizes, permits or allows access to the NJHMIS or related services and equipment or facilities also complies with the terms of this Agreement in exercising such individual's access.

    b. This Agreement has been duly and validly authorized, executed and delivered by Participant and constitutes its valid and binding obligation.

    c. In performing its obligations hereunder, Participant will comply with all laws, rules and regulations of all governmental bodies having jurisdiction.

    d. Participant holds all required regulatory authorizations to perform this Agreement according to its terms.

    e. Participant's obligations under this Agreement do not conflict with any other agreement.

12. *NJHMFA's Representations and Warranties.* NJHMFA represents and warrants as follows:

    a. NJHMFA has all the necessary power and authority to enter this Agreement and to perform all of its obligations hereunder.

    b. This Agreement has been duly and validly authorized, executed and delivered by NJHMFA and constitutes its valid and binding obligation.

    c. In performing its obligations hereunder, NJHMFA will comply with all laws, rules and regulations or all governmental bodies having jurisdiction.

d. NJHMFA holds all required regulatory authorizations and permits to provide the Services identified herein.

e. NJHMFA obligations under this Agreement do not conflict with any other agreement.

13. *Breach*. NJHMFA shall notify Participant of any breaches of the terms of this Agreement by Participant, any sharing Participant or any individual acting directly or indirectly under color of authority of Participant. Participant shall have such time as NJHMFA, in its sole and absolute discretion specifies in its notice breach, to cure such breach. In event such breach is not cured within the notice period, this Agreement may be terminated by the NJHMFA without further notice, obligation or liability to Participant.

14. *Interpretation*. The construction of this Agreement shall not be construed against the Party causing its preparation but shall be interpreted on the basis of the plain meaning of the terms used which have been reviewed by both Parties in consultation with their respective counsel.

15. *Choice of laws*. This Agreement is governed by the laws of the State of New Jersey, and Federal law, as applicable, without regard to the choice of law provisions of those bodies of law. Any claims asserted against the NJHMFA shall be subject to the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. (except for N.J.S.A. 59:13-9 thereof). While this statute is not applicable by its terms to claims arising under contracts with the HMFA, Participant agrees that it shall be applicable to claims arising under this Agreement. The Parties acknowledge that the HMFA is a public entity covered by the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq.

16. *Captions.* Captions in this Agreement are asserted for convenience of reference only and do not define, describe or limit the scope or intent of this Agreement or any of the terms of this Agreement.

17. *Entire Agreement*. This Agreement contains the entire agreement between the Parties and supersedes all prior or contemporaneous agreements, understandings, representations, and statements, oral or written, between the Parties with respect to the subject matter of this Agreement and the transactions contemplated by this Agreement.

18. *Successors and Assigns*. All terms of this Agreement shall be binding upon, inure to the benefit of, and be enforceable by the Parties and their respective legal representatives, successors and assigns.

19. *Further Assurances*. The Parties shall cooperate with each other and execute any documents reasonably necessary to carry out the intent and purpose of this Agreement.

20. *Severability*. If any provision of this Agreement is declared or found to be illegal, unenforceable, or void by a court of competent jurisdiction, the provision shall in no way affect any other provision, covenant or condition of this Agreement.

21. *Authorizing the Action*. This Agreement shall become effective, and a HMIS account established for the Participant, only upon: (a) the execution of this document by an authorized person of the Participant.

Executed this _____ day of _____, 20___.

_____ _____   _____
Participant Director Name   Participant Director Signature   Date

_____
Participant Name

_____
Street Address

_____, NJ _____
City   Zip Code

_____
Participant Contact E-mail Address

_____
Mailing Address (leave blank if same as above)

_____, NJ _____
City   Zip Code

_____
Telephone Number

_____ _____
    Executive Director of HMFA or Designee.   Date

HMIS Participation Fee Declaration of Intent

To all New Jersey Statewide Homeless Management Information System (HMIS) Collaborative participating Agencies and Continuum of Cares, This letter serves as a Declaration of Intent to adjust the Annual Agencies Participation Fee based on the total number of users per agency (per county) that have logins to the Foothold AWARDS application. It is understood that this letter serves as notification to the New Jersey HMIS Collaborative Agencies and Continuum of Cares that the Fee scales below have been put into place starting April 2009. All invoicing will be reflective of the number of user logins per Agency in AWARDS.

Fees are based on per Agency per Continuum of Care:

- 0 – 15 users: $750 annual Fee

- 16 – 30 users: $600 Monthly per Agency ($7,200.00 Annually)

- 31 – 45 users: $1,100 Monthly per Agency ($13,200.00 Annually)

- 46 – 60 users: $1,600 Monthly per Agency ($19,200.00 Annually)

- 61 – 75 users: $2,100 Monthly per Agency ($25,200.00 Annually)

Abram L. Hillson
Assistant Director, Supportive Housing and Special Needs
HMIS Statewide Collaborative Assistant Director
For the New Jersey Housing and Mortgage Finance Agency

Exhibit A　　　　　　　　**NJHMIS Collaborative**
Client Consent – Release of Information for Data Sharing via NJHMIS

The NJHMIS Collaborative Homeless Management Information System (HMIS) serves the New Jersey Continuums of Care communities and State agencies which include partner agencies working together to provide services to individuals and families in New Jersey who are homeless or at risk of becoming homeless. Information collected in the HMIS database is protected in compliance with the standards set forth in the Health Insurance Portability and Accountability Act (HIPAA) and the U.S. Department of Housing and Urban Development HMIS Data Standards. Every person and agency that is authorized to read or enter information into the database has signed an agreement to maintain the security and confidentiality of the information. Any person or agency that is found to violate their agreement may have their access rights terminated and may be subject to further penalties.

- **I UNDERSTAND THAT:** The partner agencies may share limited <u>identifying information</u> about the people they serve with other parties working to end homelessness.
- The release of my information does <u>not</u> guarantee that I will receive assistance. This release of information includes public funded cash disbursements received during the past 3 years.
- This authorization will remain in effect for a minimum of <u>18</u> months unless I revoke it in writing, and I may revoke authorization at any time by signing a written statement or Revocation form.
- The following personal information will not be shared with any NJHMIS partner agencies via the NJHMIS computer system.
    1. HIV/AIDS information, such as status, diagnostic test results, mode of transmission, sexuality.
    2. Domestic violence information, such as abuse history, abuser information, trauma information.
    3. Behavioral health information, such as substance and alcohol abuse and mental illness.
    4. Clients supportive services contacts, medication information and case notes.
- If I revoke my authorization, all information about me already in the database will remain, but will become invisible to all of the partner agencies, except public (county, state or federal) cash disbursements.

If I am applying for county, state or federal cash disbursements such as SSH, HPRP, and TANF Emergency Assistance, this information will be shared with NJHMIS Collaborative users and State agencies.

By signing this form, I agree to share the following level of information with other NJHMIS partner agencies via the NJHMIS computer system:

☐　1)　I agree to share my [name (First, Middle, Last), client gender, program enrollment and exit dates, and cash disbursements received] via the HMIS system with other NJHMIS partner agencies.

☐　2)　I agree to share my [name (First, Middle, Last), client gender, ancestry, program enrollment and exit dates, demographic information, miscellaneous information, contacts information, cash disbursements] information via the HMIS system with other NJHMIS partner agencies.

☐　3)　I do not agree to share any of my information via the HMIS system with other HMIS partner agencies via the NJHMIS computer system. Exception is cash disbursements as noted above.

_____   _____   _____
Client Name (*please print*)　　　　　　　　　Client Signature　　　　　　　　　　Date

_____   _____   _____
Guardian Name, if required (*please print*)   Guardian Signature (if required)　　　Date

_____   _____   _____
Agency Personnel Name (*please print*)   Agency Personnel Signature　　　　　Date

NJHMIS Collaborative

User Policy, Responsibility Statement, and Code of Ethics

USER POLICY

Partner agencies shall share information for provision of services to homeless persons and those at risk of homelessness through a networked infrastructure that establishes electronic communication among the partner agencies.

The Client Consent/Release of Information form shall be signed by every client entered into the NJHMIS database system. Minimum data entry on each consenting client includes:

- General information identifying the Client by name, indicating family status and latest residential history;
- Data detailing the client's current housing situation and the cause of their housing crisis;
- Shelter and Transitional housing utilization information, when appropriate.

Data necessary for the development of aggregate reports of homelessness service includes services needs, services provided, referrals and Client goals and outcomes.

The NJHMIS database system is a tool to assist agencies in focusing services and locating alternative resources to help homeless persons. Therefore, agency staff must use the Client information in NJHMIS only to target services to Clients' needs.

USER RESPONSIBILITY

Your username and password give you access to NJHMIS software. Initial each item below to indicate your understanding and acceptance of the proper use of your username and password. Failure to uphold the confidentiality standards set forth below is grounds for termination from NJHMIS database access, and may result in disciplinary action from the partner agency as defined in the partner agency's personnel policies.

I agree to maintain the confidentiality of client information in NJHMIS in the following manner:

___ My username and password are for my use only and will not be shared with anyone.
___ I will take reasonable means to keep my password physically secure.
___ I will only view, obtain, disclose, or use the database information that is necessary to perform my job.
___ I understand that the only individuals who may view or hear NJHMIS client information are authorized users, and I will take these steps to prevent casual observers from seeing or hearing NJHMIS client information:
___ I will log off of NJHMIS before leaving my work area, or make sure that the NJHMIS database has "timed out" before leaving my work area.
___ I will not leave unattended any computer that has NJHMIS "open and running".
___ I will keep my computer monitor positioned so that persons not authorized to use NJHMIS cannot view it.
___ I will store hard copies of NJHMIS information in a secure file and not leave such hard copy information in public view on my desk, or on a photocopier, printer or fax machine.
___ I will properly destroy hard copies of NJHMIS information when they are no longer needed.
___ I will not discuss confidential client information with staff, clients, or client family members in a public area.
___ I will not discuss confidential client information on the telephone in any areas where the public might overhear my conversation.

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___ I will not leave messages on my agency's answering machine or voicemail system that contain confidential client information.

___ I will keep answering machine volume low so that confidential information left by callers is not overheard by the public or unauthorized persons.

___ I understand that a failure to follow these security steps appropriately may result in a breach of client confidentiality and system security. If such a breach occurs, my access to NJHMIS will be terminated and I may be subject to further disciplinary action as defined in the partner agency's personnel policy.

___ If I notice or suspect a security breach, I will immediately notify the Agency Site Administrator.

USER CODE OF ETHICS

1. NJHMIS users will treat partner agencies with respect, fairness and good faith.
2. Each NJHMIS user will maintain high standards of professional conduct in his or her capacity as a NJHMIS user.
3. NJHMIS users will use NJHMIS in good faith to benefit Clients.
4. NJHMIS users have the responsibility to relate to the Clients of other partner agencies with full professional consideration.
5. Clients have the right to receive assistance even if they do not choose to provide their information to the NJHMIS.

I understand and agree to comply with all the statements listed above.

_____
NJHMIS User Name (please print)

_____   _____
NJHMIS User Signature   Date

_____
Agency or System Administrator Name (please print)

_____   _____
Agency or System Administrator Signature   Date

Homeless Management Information System (HMIS) Lead Agency
MEMORANDUM OF UNDERSTANDING
Between
Monmouth 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 **Monmouth County CoC** serving the **County of Monmouth** 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 $81,727.00 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;

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- 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:
  - Includes, but is not limited to, data entry requirements and techniques, client confidentiality and

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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.
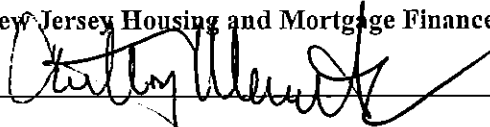
This MOU will replace the current agreement between the Continuum of Care and the HMIS Lead Agency commencing upon the signature of the parties.

For the Monmouth County Continuum of Care (CoC) serving the County of Monmouth Jurisdiction(S)

Signed: _____ Date: 4 -14 -14

      County and/or Continuum of Care Representative

Title: County Administrator

For the New Jersey Housing and Mortgage Finance Agency

Signed: _____ Date: 4/21/14

      Executive Director of HMFA or Designee.