Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

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

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

1A-3. CoC Designation: CA

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

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

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

Other:(limit 50 characters)		
n/a	Not Applicable	No

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

The Homeless System Collaborative (HSC), the CoC, holds quarterly CoC meetings and monthly subcommittee meetings which are open to all interested stakeholders. Meeting notices are sent out via email to human service listservs and meeting dates and locations are posted on the CoC website. The CoC Exec Committee and all subcommittee chairs conduct targeted outreach identifying, meeting with and encouraging key stakeholders to participate in CoC meetings. Exec committee members reached out to various outreach and shelter agencies to secure participation of formerly homeless persons in the Exec committee meetings.

Information on community needs, barriers and strategies to improve the system are communicated through the quarterly CoC meetings and subcommittee meetings. The subcommittees submit formal recommendations which are shared with the full membership at quarterly meetings and submitted to the Executive Committee for review and approval.

The discharge planning committee evaluated hospital data on readmissions within 30 days of discharge. Through this process the committee identified a significant number of readmissions connected to persons with mental health issues that were homeless. The Committee conducted specialized outreach to secure participation in their meetings from all hospitals in the CoC region. The committee is developing strategies to reduce readmissions and increase client connection to community services and housing to stabilize them. The Committee anticipates submitting recommendations in fall/winter 2018.

The State of NJ passed legislation requiring the provision of Code Blue Warming Centers in each county. The legislation required the involvement of the County Office of Emergency Management. In response to this legislation, the CoC worked with the County OEM staff to secure their participation in CoC planning meetings to better coordinated Code Blue Warming Center activities.

1B-2.Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

Any interested person/agency may request membership in the CoC on a rolling basis. In order to become a member, participants must submit a request for membership to be approved at the full membership meeting. Once the full membership approves the nomination for general membership, the request is sent to the Executive Committee for review and approval.

The CoC has the membership process posted on the CoC website so interested parties can initiate the process at anytime. In addition, during the fall CoC meeting the CoC discusses the membership process and issues an open request for new members. Subcommittee chairs and Exec Committee members continually petition key stakeholders to consider membership in the CoC on a regular basis throughout the year.

The Executive Committee contacted shelter and outreach programs in the region to request assistance in identifying homeless or formerly homeless persons to participate in the CoC Executive Committee. One of the local seasonal shelters recommended an individual they helped in the last 3 years and that person became a member of the CoC Executive Committee. On an annual basis the Exec committee review CoC membership and works to identify gaps in representation around the planning table. The Committee identifies stakeholders to fill those gaps and members conduct individualized outreach to encourage stakeholder participation in the CoC.

The CoC subcommittees conduct specialized outreach to identify community stakeholders, including formerly homeless persons, with key perspectives on the areas of focus for the subcommittee to encourage participation in the planning process.

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

The CoC issues a request for new and renewal project proposals on June 11, 2018 via email and posting on the CoC website. Community agencies were notified that the Executive Committee was accepting proposals for both new and renewal projects. A technical assistance webinar focused on reviewing the funding priorities, eligible activities and application process was held on June 20th. In addition, the CoC Lead agency was available to answer questions about completing the local application process from any agencies (both currently funded and those not previously funded) prior to the final submission deadline. Prior to the release of the request for proposals the CoC discussed the upcoming funding opportunity at the May CoC meeting to inform all community agencies working on homeless issues.

The project rank and review process was adjusted to ensure all programs were evaluated on similar scales. New and renewal projects submitted the same application and were scored according to information provided in the application. Renewal projects scores also took into account project monitoring and performance with the addition or subtraction of points from the baseline

application score according to the results of monitoring and performance review.

While the CoC did not receive proposals from from previously unfunded agencies in the 2018 cycle, the application scoring is designed to ensure all agencies have an equal opportunity with points awarded for project design, target population and agency experience and capacity in providing requested service or serving the target population.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Funding Collaboratives	Not Applicable
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

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

The Monmouth County Division of Community Development (MCDCD) is the designated con-plan jurisdiction and ESG recipient in the region. MCDCD is a member of the CoC Executive committee and participates in the project review committee responsible for developing the funding priorities, monitoring

programs, and determining which CoC projects will be supported for funding through the HUD CoC process. CoC Executive committee members also participate in the project review and funding allocation process for the ESG programs. MCDCD uses the CoC funding priorities to formulate the funding priorities for ESG and uses the same performance standards as approved by the CoC to evaluate ESG funded program outcomes and performance. As a member of the Executive Committee MCDCD integrates CoC identified needs and strategies into the ESG plan development and often brings ESG specific issues to the CoC table for discussion and strategy development.

The NJ Department of Community Affairs (NJDCA) is the other ESG funded recipient funding projects in the CoC region. NJDCA hosts a public comment conference call after they have developed their funding priority recommendations for ESG funds annually. In addition, NJDCA hosted a CoC specific meeting to discuss how ESG funds could best be used in the community. The CoC participated in the CoC meeting to provide feedback about the best ways to target ESG funding. All projects requesting funding through NJDCA ESG process must obtain a letter of support from the CoC. The CoC Executive Committee reviews all proposals requesting funding through the NJDCA ESG program and issues letters of support to those projects that are in line with local funding priorities and demonstrate an ability to work with the CoC in ending homelessness.

All CoC and ESG funded projects, regardless of the ESG funding source, are evaluated on a quarterly basis for outcomes based on CoC approved performance standards.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?	Yes to both
1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?	Yes

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

180 Turning Lives Around (180) is the designated DV provider. 180 offers

services, shelter, transitional housing, supportive housing and safety planning services to DV victims funded through DOJ, CoC, ESG and HHS funding. When a client identifying DV experience connects with any community agency they are referred to 180 through the DV hotline for an assessment of safety needs. If 180 identifies an immediate safety need the household is placed in the DV shelter. If space is unavailable at the shelter, households are referred to other DV programs throughout the state or other community shelters. Households may choose which sheltering program they feel most comfortable engaging with. If there is not an immediate safety need the household is referred to a community shelter program. All households identifying a DV experience can access counseling and safety planning services from 180 regardless of where they access shelter or housing.

180 staff are trained in trauma informed care, safety planning, and client empowerment services. 180 offers training to all community shelters and service providers to ensure non-DV specific programs understand how to recognize DV cases and how to provide trauma informed care that engages clients and considers their safety needs.

180 completes assessment for all clients they serve in their ES and TH programs and any homeless households they encounter through referral. The assessments are de-identified and sent to the Housing Navigator Agency (HNA) for inclusion in the CoC housing prioritization list. When a person served by 180 is selected for a housing opportunity from the prioritization list, the HNA contacts 180 to inform them of the opportunity. 180 works with the client to complete the housing referral and placement process. If the client chooses not to take advantage of the housing opportunity their name remains on the list and they are eligible for the next housing opportunity for which they are eligible.

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

The CoC has developed a training schedule that includes a training on working with victims of domestic violence. The DV training is scheduled for the October 2018 CoC meeting and will be provided by 180 Turning Lives Around (180) the designated DV provider for the region. The training will cover recognizing DV cases, understanding safety concerns, providing trauma-informed services and basics of safety planning. All CoC funded programs including the Coordinated Entry staff are required to attend all CoC trainings including the upcoming training provided by 180.

In addition to the CoC sponsored training, all shelter and outreach providers complete

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

180 Turning Lives Around (180), the DV provider in the region is a member of the CoC executive committee. As such, the agency alerts the CoC to trends and issues in serving victims of domestic violence. The agency is also an active member of the coordinated systems committee, data committee and full membership CoC committee. In these roles 180 provides insight in the needs of victims of domestic violence experiencing homelessness.

In addition to committee membership, 180 submits de-identified client level data to the CoC Lead Agency monthly pulled from their HMIS comparable database. This information is combined with data pulled from HMIS to evaluate system trends and the scope of need in the community. The monthly data reports review subpopulation numbers (including victims of domestic violence), average length of homelessness, program utilization, and destination at program discharge to evaluate how effectively the system is serving persons experiencing homelessness as a whole and specific subpopulations such as victims of domestic violence.

180 is a key member of the PIT planning committee and coordinates the data collection and data entry process for the PIT count every year. The agency completes surveys for all homeless persons served on the day of the PIT count and submits de-identified data for inclusion in the PIT. Data from the PIT is analyzed and includes a subsection regarding the needs and trends for those reporting DV experience in the final PIT report.

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

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

SSO Coordinated Entry	
RRH	X
Joint TH/RRH	

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

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

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

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors.
(limit 2,000 characters)

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

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Monmouth County PHA	0.00%	No	No
Long Branch Housing Authority		No	No
State of NJ Dept. of Community Affairs	4.00%	Yes-HCV	Yes
Asbury Park Housing Authority		No	No
Collaborative Support Programs of NJ PHA	0.00%	Yes-HCV	No

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA

has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

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

The CoC Executive Committee is working to increase the number of housing authorities that have a homeless preference in place. The committee has taken the following steps to encourage housing authorities to implement a homeless preference:

1. The CoC has put together data from HMIS and the PIT count indicating the number of persons experiencing homelessness currently staying in the geographic regions covered by the Long Branch Housing Authority, Asbury Park Housing Authority and Monmouth County

2. The Executive Committee has drafted a letter to all PHAs in the region encouraging them to consider a homeless preference and requesting a meeting to further discuss a partnership with the CoC.

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

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

The New Jersey Department of Community Affairs (NJDCA) identified an opportunity to implement a statewide Moving On program within the last year. The CoC took advantage of the program and worked with CoC funded projects to review the status of all clients currently enrolled in CoC funded PSH. The agency staff reviewed client service history as well as stability in maintaining their lease responsibilities, including monthly payments to landlord for the tenant portion of the rent. Agency staff submitted applications to the CoC for all clients they identified that has limited/no service needs, long histories of stability in housing, and a demonstrated independence in meeting their financial obligations with regards to rent payments. Those applications were reviewed by the CoC Lead Agency and submitted to NJDCA for inclusion in the Moving On program. Approved applicants were provided with a state rental assistance program voucher and given the option to remain in the housing they currently had or move to another apartment. For those tenants that chose to move, the agency with which they worked assisted them with finding another unit that would meet the DCA housing standards. Once tenants moved on to the state rental assistance program, vacancies were created in the CoC funded projects which were then promptly filled through the coordinated assessment process.

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

On 6/21/16 the CoC adopted a policy prohibiting discrimination and requiring programs to affirmatively further fair housing and ensure equal access regardless of sexual orientation or gender identity. The Monmouth County Fair Housing Board is active in training the community on affirmatively furthering fair housing and ensuring compliance with equal access rules.

On March 20, 2018 the CoC held a training for all agencies providing shelter, outreach, permanent housing and other services to homeless and at risk households in the CoC region. The training covered a review of sexual orientation versus gender identity, understanding barriers and needs of the LGBT community, creating safe and welcoming spaces for persons identifying as LGBTQ and implementing equal access rules for sexual orientation and gender identity.

In addition to the CoC training, the CoC review committee monitored all CoC funded projects reviewing policies and procedures as well as access/eligibility protocols, termination protocols and service models to determine if agencies were effectively implementing fair housing and equal access requirements.

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

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

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

Engaged/educated local policymakers:	☐
Engaged/educated law enforcement:	☐
Engaged/educated local business leaders:	☐
Implemented communitywide plans:	☐

No strategies have been implemented:	X
Other:(limit 50 characters)	

1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)

The Centralized Intake System for the CoC features a Centralized Intake point for access to shelter and services, and a centralized exit point for connection to permanent housing resources. The Centralized Intake Agency, staffed by the Monmouth County Division of Social Services, assesses household for eligibility for mainstream benefits programs and completes diversion services where appropriate, connecting households to community resources for which they may be eligible. In cases where diversion is not possible the Centralized Intake Agency assesses clients for shelter eligibility and places clients in shelters with which they have direct placement authority and/or refers to other community shelters according to needs, eligibility and vacancies.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

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

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

Instructions

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

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

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

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

The CoC local selection process includes a prioritization for projects serving chronically homeless persons, implementation of a housing first approach and demonstration of low barriers to program access. New and renewal projects receive up to 10 points for targeting chronically homeless, up to 15 points for the use of a housing first approach, and up to 5 points for demonstration of low barriers to program enrollment. The 5 points associated with program accessibility take into consideration how proposed projects target vulnerable populations and lower barriers to program entry such as targeting persons with active substance use, not yet willing to engage in services, limited income and DV status.

For new projects scores were awarded based on information submitted in the project application and provided during the project presentation to the review committee. For renewal projects scores were awarded based on project applications, monitoring results and program performance.

Renewal project performance is factored into the monitoring score. Program

performance reviews included an adjustment for persons connected to SSI/SSDI when evaluation project success at connecting participants to income and assisting participants in increasing income.

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

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

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

Reallocation: Yes

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

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

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

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required.	Yes
2A-1a. Applicants must: (1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).	MOU 3-7
2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.	Yes
2A-3. HMIS Vender. What is the name of the HMIS software vendor?	Foothold Technology
2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.	Regional (multiple CoC)

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

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	109	45	64	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	157	33	106	85.48%
Rapid Re-Housing (RRH) beds	58	0	46	79.31%
Permanent Supportive Housing (PSH) beds	411	0	330	80.29%
Other Permanent Housing (OPH) beds	0	0	0	

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

The HMIS bed coverage rate for RRH programs is less than 85% due to one of the SSVF providers in the region not entering data in the CoC HMIS. The SSVF provider enters information into their own HMIS system and provides data to the CoC on a monthly basis for inclusion in the system analysis. The SSVF provider is currently working with their HMIS software vendor to develop a compatible CSV file that would enable them to upload information directly into the CoC HMIS system.

The HMIS Bed Coverage Rate for PSH programs is less than 85% due to the HUD VASH program not currently entering participant information in HMIS. Due to the fact that the HUD VASH is operated by the VA and the NJ Department of Community Affairs, both agencies have restrictions on entering client information directly into HMIS. The CoC is continuing conversations with both the VA and NJDCA to identify ways to reduce data entry duplication and possibly facilitate uploading client information into the system.

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

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

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

Instructions:

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

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy).	01/23/2018
2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).	04/30/2018

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

Instructions:

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

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

The PIT survey was updated to more accurately collect data on homeless episodes and length of time homeless for each episode within the last three years. In conjunction with the survey updates, the CoC provided enhanced trainings for volunteers and agencies completing the survey to ensure full understand of the changes to the data collection around homeless history.

There was a new seasonal rotating shelter for homeless women that became operational during the 2017-2018 winter. The CoC worked with the provider to ensure participation in the PIT.

The CoC worked with the HMIS Lead Agency to provide specialized trainings to all agencies completing data entry through HMIS to ensure a full understanding of the data collection requirements for all data elements associated with the PIT analysis including homeless history and disabling condition. About 47% of the sheltered data was collected through HMIS for the PIT. The specialized HMIS trainings were critical to ensure accurate data collection.

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

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

Beds Added:	14
Beds Removed:	0
Total:	14

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory No

because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC's 2018 sheltered PIT count?

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

Beds Added:	0
Beds Removed:	0
Total:	0

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

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

During the 2017-2018 winter the CoC implemented a new code blue protocol as required by a New Jersey law that became effective in 2017 requiring all communities to have a Code Blue Warming Center protocol in place. The establishment of a County-wide code blue plan created an opportunity for the CoC to engage new partners in the planning process both for Code Blue and for the PIT count. Additionally, as a result of the code blue planning process CoC providers were able to identify new locations where unsheltered persons sleep and develop improved relationships with the unsheltered population. This enabled providers to better target outreach efforts and better engage persons encountered during the PIT count.

The CoC routinely uses outreach teams, emergency shelter staff and homeless persons to help identify locations to target and administer the surveys during the count.

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

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

The CoC worked to expand the number of youth service providers involved in the PIT planning process for 2018. Special outreach was done to the local homeless liaisons in the school districts and training around the PIT process and survey was provided for those school officials that might encounter homeless youth. Covenant House, the primary youth service provider in the region, is an active participant in the PIT planning process and organizes the street outreach teams during the count. Covenant House worked with the CoC to identify locations to target youth and trained volunteers administering surveys on how best to engage youth to participate in the survey.

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

The PIT planning committee includes representatives from agencies serving chronically homeless households, families, youth and veterans. Each participating agency shares information about the best ways to engage subpopulations in the PIT count. The community coordinates Project Homeless Connect (PHC) events strategically located throughout the CoC region where persons in need can access food, clothes, give aways and connection to services. All persons accessing the PHC events complete a PIT survey.

The PIT survey was updated to better capture information on homeless history including episodes of homelessness and length of time homeless. The survey training was enhanced to ensure all volunteers and staff administering the survey understood the collection of data and changes around homeless history and disabling condition to more accurately identify chronically homeless households.

The CoC conducted special outreach to the schools and other community partners serving families experiencing homelessness or at risk fo homelessness to secure their participation in the count. These organizations administered surveys with all families they encountered on the day/night of the count.

The CoC survey and training were improved to more accurately capture information about veteran status. The survey question was updated to ask is a person ever served in the armed forces as opposed to the direct question of whether they were a veteran.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

Number of First Time Homeless as Reported in HDX.	838

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

There was a 2% increase in the total number of first time homeless household recorded in HMIS. This increase is related to improved outreach and engagement efforts which made it possible for persons who had not previously accessed shelter and housing services but had histories of homelessness to engage in the system.

The CoC coordinated systems committee reviewed data on households accessing prevention services in comparison to households experiencing homelessness for the first time that indicated their prior residence was from permanent housing. The committee worked with the HMIS data to determine if there were common factors that appeared to impact risk of homelessness. In response to an effort to decrease first time homelessness the committee implemented the following strategies:

1. The committee created a standard referral form for use by all prevention programs.
2. Standard protocols were developed for administering prevention programs in the CoC
3. All prevention programs were mandated to update their information on the web-based resource guide provided by Monmouth ResourceNet using a standard format
4. An assessment pre-screening tool was developed to identify and target households at the highest risk of having difficulty accessing permanent housing if they lost their current housing. The tool looks at eviction history, criminal background, timeframe of anticipated loss of housing, vet status and whether the household has an HCV or other rental assistance voucher.

5. All community agencies were trained on the new protocols related to accessing and referring clients to prevention services

The Coordinated Systems committee is responsible for development of strategies and implementation. The CoC Lead Agency provides assistance with implementation and has oversight of the implementation process.

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

Based on the 2017 System Performance Measure report the average length of time homeless for households in ES, TH and PH prior to move in was 184 days. This was an increase over the average length of time homeless identified in 2016.

The CoC is implementing the following strategies to reduce the average length of time homeless:
1. The Centralized Intake System prioritizes households based on chronic homeless status, vulnerability score and length of time homeless. Households with the longest periods of homelessness are referred to housing opportunities for which they are eligible first.
2. The Housing Navigator Agency in the Centralized Intake System works with households that have the longest histories of homelessness to collect required documents for housing applications even prior to housing opportunities being available. The HNA works to assist households in getting ready to move on as soon as possible in an effort to expedite the process when a vacancy becomes available.
3. The PSH committee reviewed the intake procedures for all CoC funded projects to identify barriers in the program enrollment with efforts made to remove unnecessary barriers that lengthen the enrollment and placement process
4. The Housing Navigator Agency is working to increase the permanent housing opportunities connected to the system by meeting with LIHTC developers, affordable housing developers and other PSH projects not targeting the homeless to develop referral protocols and secure a priority or preference for households referred by HNA. HNA has signed MOUs with housing providers willing to work within the system to expand the options available to persons on the list.

The PH committee and Housing Navigator Agency are responsible for developing and implementing strategies. The CoC Lead Agency provides oversight and assistance in strategy implementation.

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

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	20%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	91%

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

The Housing Navigator Agency (HNA) works on strategies to increase the rate of exits to permanent housing. Strategies include:
1. The HNA is working with ES and TH programs to ensure all clients are assessed & entered on the Housing Prioritization List
2. The HNA uses the assessment tool to understand household needs and works with clients to ensure the housing placement plans consider the needs of the households. The HNA aids with connecting households to appropriate housing.
3. The HNA hosts quarterly case conferencing calls to discuss difficult placement cases. The case conferencing calls also provide an opportunity to share information about new housing opportunities.
4. The permanent housing committee and HNA are working to increase the housing options connected to the system by reaching out to LIHTC & affordable housing developers and PSH providers to secure commitment to the process through MOUs.
5. The CoC Exec committee is reaching out to PHAs in the region and encouraging the development of a homeless preference.

The Permanent Housing (PH) committee is working to improve PSH retention rates. The committee is working on the following strategies:
1. The PH committee developed standard operating protocols for PSH programs in the CoC. As part of the process the committee reviewed program intake, service provision and termination procedures. The committee worked with projects to identify ways of reducing barriers to program retention.
2. The Executive Committee requires use of the Housing First Model for all projects. The review committee evaluates program access, service provision and termination procedures annually to ensure compliance with the Housing First model.

The PH Committee, HNA and Exec Committee are responsible for implementing these strategies. The CoC Lead Agency provides oversight and assistance in implementation.

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

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	3%

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

The HMIS system recently updated to allow the CoC to review returns to homelessness and pinpoint the programs with the highest rates of returns. The CoC Lead Agency is able to use client IDs to determine which clients returned to homelessness and generate client level reports that look at income, service needs, length of homelessness and other factors to determine what trends, if any, impact returns to homelessness. The Executive Committee reviews system performance reports quarterly. The Coordinated Systems committee is responsible for developing strategies to reduce returns to homelessness.

1. The CoC identify projects with high rates of returns to homelessness and works with program staff to understand program policies and identify problematic service or termination procedures impacting returns to homelessness
2. The Housing Navigator Agency conducts assessments on all persons served in outreach, ES and TH programs to best understand household needs and ensure households are connected to the appropriate type of housing based on their needs.
3. Prevention programs use a pre-screening tool that looks at household connection to rental assistance vouchers and seeks to prioritize those households for assistance if they have other vulnerabilities in an effort to reduce returns to homelessness.

The Coordinated Systems Committee and Housing Navigator Agency are responsible for implementing strategies related to reducing returns to homelessness. The CoC Lead Agency provides oversight and assistance with implementation.

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC's strategy to increase access to employment and

non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.
(limit 2,000 characters)

The CoC monitors connection to income and benefits both at the program level and system level.

CoC funded projects are monitored annually to ensure they are providing an adequate level of service to program participants to connect them to benefits and income. Projects failing to meet CoC standards must work to develop a service improvement plan.

The CoC has developed a centralized intake system where all persons experiencing homelessness must be referred to the Division of Social Services (DSS), the welfare agency for the region. DSS screens all clients for eligibility in mainstream benefits prior to referring clients on to shelter or housing navigation services.

Agencies providing case management services, including shelters, outreach programs, housing programs and service programs, are required to assist households in accessing mainstream benefits providing hand on assistance in the process such as following up with DSS on application status, providing transportation to DSS offices and assisting clients with gathering the documentation necessary to complete applications.

The One-Stop/WIB is a member of the CoC and Executive committee and works with the planning process to identify ways of increasing household connection to employment and training services. The WIB sends out notifications to CoC member organizations about training opportunities, employment services and other resources to help clients increase skills and obtain employment. The WIB also makes announcements at CoC meetings and encourages all agencies to connect clients to services they offer.

The CoC membership includes financial and credit counseling service providers as well as representatives from local colleges who provide information and opportunities for agencies to connect their clients to services that can assist them in achieving greater financial stability.

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

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

Instructions

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

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

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

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required. Yes

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

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

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

The Centralized Intake System for the CoC is designed to quickly assess needs and assist households in moving into permanent housing as quickly as possible. All persons accessing the Centralized Intake Process must first go through the Centralized Intake Agency which is staffed by the County Division of Social Services, the agency administering mainstream benefits such as TANF and SNAP. Centralized Intake assesses households for eligibility in mainstream benefits programs before connecting households with the Housing Navigator Agency (HNA) who completes the CoC assessment and connects households to permanent housing. The HNA connects households with lower levels of vulnerability to the Affordable Housing Alliance, a community agency that develops and connects households to affordable housing opportunities in the region.

The CoC also works to increase permanent housing opportunities available to families in the community. The CoC encouraged community providers to apply for rapid re-housing funding administered by the state of new jersey to augment the resources currently available in the community through funding provided by the Monmouth County Division of Community Development ESG program. 180 Turning Lives Around received a grant from NJ Department of Community Affairs in partnership with NJ Division of Child Protection and Permanency for 40 vouchers and case management services targeting families with child welfare involvement where the primary issue impacting reunification was related to lack of housing.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

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

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth

Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth includes the following:

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

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

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

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

The CoC is committed to ensuring services dedicated to youth experiencing homelessness meet the needs of the community. Over the last couple of years the CoC has partnered with Covenant House (one of the youth service providers in the region) to expand the services available to homeless youth in the CoC. Covenant House began operating in the CoC with just an outreach program to gauge the level of need. In response to the increasing needs of homeless youth in the community Covenant House expanded services in the region. Through ESG funding the agency expanded outreach services to homeless youth. In 2016 the CoC approved two new projects providing RRH to homeless youth through the CoC application. These projects became operational in 2018 and have helped to stabilize youth. Over the last 2 years Covenant House partnered with InterFaith Neighbors and developed a transitional housing program for homeless youth called Rights of Passage. This program, funded through private, state and local government dollars provides a safe space for homeless youth to stabilize in the absence of a youth specific

shelter in the region. The Rights of Passage program opened in March 2018 and has been an asset in the efforts to serve homeless youth in the area. In addition to the CoC program, outreach programs, transitional housing program and rapid rehousing programs, Covenant House has also opened a drop in center in a community in the region with the largest need. The drop in center provides a safe space for youth to access services.

180 Turning Lives Around, the designated DV provider in the region, was awarded State Rental Assistance Vouchers to target families and youth with child welfare system involvement where the primary issue holding up reunification is the lack of housing. 180 implemented this program as a pilot in partnership with Affordable Housing Alliance, an affordable housing developer in the region, who coordinated the housing placement while 180 provided the on-going case management services to stabilize the youth and their families as they reunified. The program began with 5 vouchers but this year was expanded to 40 vouchers through an expansion grant offered by the NJ Department of Community Affairs in Coordination with the NJ Division of Child Protection and Permanency.

The CoC is exploring another partnership with Covenant House to determine if a separate centralized intake hub for youth would be necessary to help youth experiencing homelessness better access services and the housing prioritization list. Currently the Centralized Intake System for the community has points of entry through the Emergency shelter and transitional housing programs (which are all geared towards adults) and the Division of Social Services (which administers TANF and GA). The CoC is reviewing system data to determine if an alternate access point is appropriate for youth to improve their ability to gain access to the system of services.

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

The CoC utilizes information provided through HMIS data to determine the number of youth experiencing homelessness, the rate of connection to permanent housing, stability in permanent housing and connection to income and benefits to determine if the services provided are having a positive impact on the youth population.

Covenant House enters data on youth served both through outreach and their sheltering and housing programs. The CoC executive committee reviews HMIS data bi-monthly on a systemwide and program specific basis to determine changes in the size of the youth population experiencing homelessness and understand how they move through the homeless service system as well as their outcomes.

180 Turning Lives Around submits monthly de-identified client level data to the

CoC lead for incorporation into bi-monthly system reports. The submission of this data on a monthly basis enables the CoC to analyze their system as a whole and better understand the full scope of homelessness in the community.

With the information provided through the HMIS and DV agency data submission, the CoC is able to determine the rate of households connected to permanent housing and identify any gaps in service. It is through this process the CoC was able to partner with Covenant House in identifying a need for a youth transitional housing program and supporting the development of the Rights of Passage program.

Over the next 6 months the CoC will evaluate the success of the current coordinated assessment process in reaching and placing homeless youth in permanent housing. Specifically the CoC will compare the number of homeless youth served through outreach, shelter and services as entered in HMIS to the number of homeless youth completing assessments with the Housing Navigator Agency (HNA), the coordinated assessment agency for the region. Additionally the CoC will add a level of analysis to the current review of HNA outcomes to determine the percent of persons connected to permanent housing that are youth households. The CoC will work with Covenant House through it's drop-in center and outreach teams to conduct interviews with homeless youth to determine the accessibility of the HNA from their standpoint. All of this information will be factored into a review of whether a specialized access point for homeless youth is appropriate with the current HNA structure.

The CoC is committed to ensuring the system structures and services established are designed to ease access and driven by the needs of those experiencing homelessness. In order to get a holistic view of the system accessibility, quality of service and outcomes, the CoC relies not only on HMIS data but also information provided by community agencies in subcommittee meetings and information provided by those interacting with the system through surveys, participation in subcommittee meetings or other means of client feedback.

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

The CoC membership includes youth service providers that offer outreach, shelter and services to youth experiencing homelessness. Additionally, representatives from local colleges participate in the full CoC membership meetings and subcommittee meetings.

The CoC conducted special outreach to the homeless liaison overseeing the school system in Monmouth County and secured their participation in the CoC subcommittee and CoC full membership meetings. The Homeless liaison shared with CoC agencies information about responsibilities of school districts in serving youth experiencing homelessness, the resources available and how

to access those services.

The CoC Lead conducts annual trainings with the homeless liaisons in the schools to review the services available to households experiencing homelessness, access points and referral process and the PIT data collection process and how to participate in the annual survey.

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

The CoC written standards require programs serving school aged children to address the educational needs of the children in the household through services provided by case management staff or through connecting the household to community agencies specializing in education services.

All providers complete household assessments when families enroll in their programs. As part of the assessments providers review current connections to school and other education related services for the household. Case managers work with households to identify if additional services are needed and provide support in helping the household connect to services available through the school system or community agencies.

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

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources

**such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 2,000 characters)**

The CoC has established a Veterans committee that focuses on ending homelessness for all veterans in the region. The Veterans committee membership includes the SSVF providers, VA representatives, County Veterans Service Organization (VSO), community programs targeting veterans, emergency shelters, and veterans advocacy groups. Meetings are held monthly with the committee chaired by Soldier On, on of the SSVF providers in the region.

The Veteran's Committee meetings include an open and closed session with the open session focusing on discussions of the process for connecting veterans to services in the community, the available services that veterans can access and general information on veteran needs. The closed session part of the meeting includes a review of the by-name list of veterans in the community and case conferencing on specific cases from the list. The by-name list includes all veterans served through the SSVF programs, encountered through outreach and served in sheltering programs in the community and is updated monthly. The SSVF providers are the primary access points for all veterans with community agencies referring veterans encountered to the SSVF providers for the community. The SSVF agencies assess all veterans for eligibility with the HUD VASH program and SSVF resources as well as other community resources and refer the vets to the appropriate programs. The coordinated entry agency is also connected to this committee and ensures all veterans encountered are connected to the SSVF providers so they may access all the VA funded services for which they are eligible.

The County VSO assists in connecting veterans to VA funded services and also assists with the discharge upgrade process for those eligible veterans. they are an active member of the committee and provide transportation to VA services in addition to connecting veterans they encounter to the SSVF providers for further assistance.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC?	Yes
3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?	Yes
3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach?	Yes

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

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

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

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

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

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

Instructions:

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

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

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

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

The Centralized Intake System for the CoC includes a Centralized Intake Agency that serves as the gatekeeper for access to shelter and services and the Housing Navigator Agency which serves as access out of the system to permanent housing. The Centralized Intake Agency is staffed by the County Division of Social Services which also administers the mainstream benefit programs in the county. All persons seeking assistance are referred to the Centralized Intake Agency where they are assessed for eligibility for mainstream benefits programs prior to referral to shelter, transitional housing and the Housing Navigator Agency.

All community agencies that field requests for assistance from households

experiencing homelessness or at risk of homelessness refer those households to the Centralized Intake Agency for determination of eligibility and referral to sheltering programs. The Housing Navigator Agency, and all agencies providing longer term case management to persons experiencing homelessness assistance individuals not currently connected to SSI/SSDI to those benefits when they are eligible.

The CoC Executive Committee reviews system success in connecting households with mainstream benefits on a bi-monthly basis and the Coordinated Systems committee develops strategies to improve connection rates. The CoC Lead Agency is responsible for oversight of strategy implementation.

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

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	18
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	18
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

4A-3. Street Outreach. Applicants must: (1) describe the CoC's outreach; (2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area; (3) describe how often the CoC conducts street outreach; and (4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

Mental Health Association (MHA) and Covenant House (CH) operate outreach teams in the CoC region. Both teams cover 100% of the geographic area targeting known locations, responding to calls for assistance/reports of unsheltered persons from community members, and visiting key locations where unsheltered persons frequent such as libraries, soup kitchens, hospitals etc. Teams identify locations to target through reports from community partners (police, hospitals, churches etc) and work with clients they serve to discover additional locations that may be known only to other unsheltered persons.

The CoC implemented new Code Blue Warming Center protocols and as a result, the CoC was able to engage new stakeholders in the planning process

securing services and locations for warming centers. Partners also reported locations where unsheltered persons were staying. Police departments and churches assisted in identifying, engaging and sheltering homeless persons during the winter.

The outreach teams and partners connect all unsheltered persons to the Centralized Intake Agency where they can access mainstream benefits and shelter if eligible, and the Housing Navigator Agency where they complete a vulnerability assessment and are placed on the Housing Prioritization List. Out reach staff accompany clients to appointments and help them navigate the service and housing enrollment process.

Both CH and MHA direct the unsheltered PIT count annually. The conduct outreach 5 days a week with on-call staffing after hours and on the weekends. Outreach teams work with community liaisons to engage those who don't seek services connecting with religious and civic institutions serving different communities to help improve access to services. Teams use bi-lingal staff and translation services as necessary when working with persons with limited english proficiency. Additionally both teams are mobile enabling them to respond to clients wherever their need is.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)

The CoC has implemented policies requiring all CoC and ESG funded programs to adhere to fair housing regulations and affirmatively further fair housing through additional/specialized outreach as appropriate for populations least likely to access services. Projects are monitored annually to determine their compliance with Fair Housing policies and must demonstrate affirmative outreach in program policies and through discussion of program with staff. The CoC seeks to strengthen Affirmative Outreach protocols implemented by agencies through the provision of specialized trainings for all agencies interested in participating. Trainings include topics such as serving the LGBT population, serving victims of domestic violence and fair housing rules. Through these trainings the CoC assists projects in re-examining their program policies to ensure they are accessible and engaging for groups that have had negative interactions with service systems in general and may shy away from engagement in services.

CoC policies are posted on the CoC website and discussed at quarterly CoC meetings as well as all trainings and subcommittee meetings. CoC agencies utilize bi-lingual staff and translation services to assist and engage persons with limited english proficiency and access other technologies to improve accessibility for persons with disabilities such as those who are blind or deaf.

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

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	70	58	-12

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

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	PHA Admin Plans -...	09/14/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No	PHA Admin Plan - ...	09/14/2018
1C-8. Centralized or Coordinated Assessment Tool	Yes	Coordinated Asses...	09/14/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	Objective Criteria	09/14/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	Posting of Local ...	09/14/2018
1E-4. CoC's Reallocation Process	Yes	Reallocation Process	09/14/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes		
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	Notification to r...	09/14/2018
1E-5. Public Posting–Local Competition Deadline	Yes	Posting of local ...	09/14/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	CoC & HMIS govern...	09/14/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	HMIS Policies	09/14/2018
3A-6. HDX–2018 Competition Report	Yes	HDX Competition R...	09/14/2018
3B-2. Order of Priority–Written Standards	No	Order of Priority...	09/14/2018

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

Attachment Details

Document Description: PHA Admin Plans - Homeless Preference

Attachment Details

Document Description: PHA Admin Plan - Moving On

Attachment Details

Document Description: Coordinated Assessment Tool

Attachment Details

Document Description: Objective Criteria

Attachment Details

Document Description:

Attachment Details

Document Description: Posting of Local selection criteria

Attachment Details

Document Description: Reallocation Process

Attachment Details

Document Description:

Attachment Details

Document Description: Notification to rejected projects

Attachment Details

Document Description: Posting of local selection deadline

Attachment Details

Document Description: CoC & HMIS governance

Attachment Details

Document Description: HMIS Policies

Attachment Details

Document Description: HDX Competition Report

Attachment Details

Document Description: Order of Priority Written Standards

Attachment Details

Document Description:

Attachment Details

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Submission Summary

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

Page	Last Updated
1A. Identification	09/12/2018
1B. Engagement	09/12/2018
1C. Coordination	Please Complete
1D. Discharge Planning	09/12/2018
1E. Project Review	09/12/2018
2A. HMIS Implementation	09/13/2018
2B. PIT Count	09/13/2018
2C. Sheltered Data - Methods	09/12/2018
3A. System Performance	09/13/2018
3B. Performance and Strategic Planning	Please Complete
4A. Mainstream Benefits and Additional Policies	09/14/2018
4B. Attachments	Please Complete

Submission Summary	No Input Required

1C-5. PHA Administration Plan – Homeless Preference

1. New Jersey DCA Admin Plan
2. Collaborative Support Programs Admin Plan

New Jersey Department of Community Affairs PHA Plan

HOUSING CHOICE VOUCHER PROGRAM

Administrative Plan

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

State Fiscal Year 2018
(July 1, 2017 – June 30, 2018)

EQUAL HOUSING OPPORTUNITY

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

SELECTION OF HOUSEHOLDS FOR PARTICIPATION

The selection process begins with the program's commitment to exceed the regulatory requirement that not less than 75 percent of the households admitted to the Housing Choice Voucher Program from the program's waiting list must be extremely low-income households. The DCA selection policy then employs a local preference for households that include a person with disabilities, victims of domestic violence and Veterans of the United States Armed Forces. The program has the discretion to establish local preferences that are consistent with the PHA Plan and Consolidated Plan under which the local PHA jurisdiction is covered.

Residency is a secondary preference that is used to further rank those applicants with a local preference and applicants without a preference. Applicants living in the county are offered assistance before non-residents of the county. The residency preference will not have the purpose or effect of delaying or denying admission because of the applicant's age, race, color, religion, sex, national origin, or other protected class

.

The standards instituted by the DCA for verification of a local preference are presented in (Appendix A: EXHIBIT 5-2).

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

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

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

In selecting applicants for participation, the DCA will first offer assistance to Tier I applicants. If there are no Tier I applicants on the jurisdiction's waiting list, assistance is offered to Tier II applicants. If there are no Tier II applicants on the waiting list, assistance is offered to Tier III applicants. (see Appendix A: EXHIBIT 5-1).

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

Programs that require variations to the standard selection policy are identified in (Appendix A: EXHIBIT 5-4).

Single Member Households

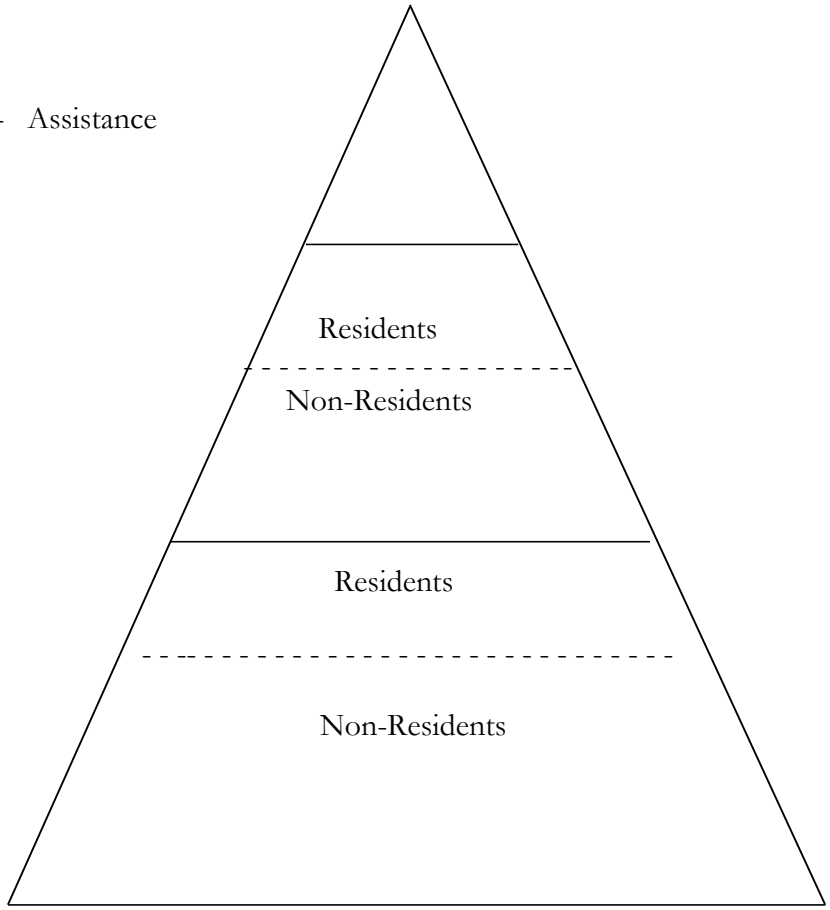
In accordance with 24 C.F.R. §982.207, *Waiting list: Local preferences in admission to program*, the DCA provides a preference for the admission of single persons with disabilities over other single person households.

ILLUSTRATION OF THE DCA'S APPLICANT SELECTION POLICY

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

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

Tier 3. No Preference



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

EXHIBIT 5-2

Verification Standards for the Local Preferences

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

Households That Include a Person with Disabilities

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

Victims of Domestic Violence

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

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

Collaborative Support Programs of NJ/CEC PHA Admin Plan

5. SELECTION OF HOUSEHOLDS FOR PARTICIPATION

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

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

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

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

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

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

APPLICANT SELECTION POLICY

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

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

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

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

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

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

selection of this group of applicants.

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

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

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

EXHIBIT 5-1

ILLUSTRATION OF CSP-NJ'S APPLICANT SELECTION POLICY

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

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

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

EXHIBIT 5-2

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

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

HOMELESS

A homeless household includes any person or household that:

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

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

EXHIBIT 5-3

VERIFICATION STANDARDS FOR CEC'S RANKING PREFERENCES

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

A) Household That Includes a Person With Disabilities

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

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

EXHIBIT 5-4

COMMUNITY ENTERPRISES CORPORATION

VERIFICATION OF DISABILITY FORM

Re: _____
(name of person claiming disability)

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

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

(1) Means a person who:
   (i) Has a disability, as defined by U.S.C. 423*;
   (II) Is determined, pursuant to HUD regulations, to have physical, mental, or emotional impairment that; (a) is expected to be of long-continued and indefinite duration; (b) substantially impedes his or her ability to live independently; and (c) is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
   (III) Has a developmental disability as defined in 42 U.S.C. 6001**.
(2) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome;
(3) For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence; and
(4) Means 'individual with handicaps', as defined in 24 DRF 8.3***, for purposes of reasonable accommodation and program accessibility for persons with disabilities.

CERTIFICATION OF DISABILITY

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

Name:_____

_____

Address:_____

____

Telephone Number:_____

A g e n c y :

_____

Signature_____ Date:_____

Exhibit 5 - 4

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

(A) Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or

(B) In the case of an individual who has attained the age of 55 and is blind (within the meaning of 'blindness" as defined in 42 CFR 416 (i)(1), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.

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

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

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

Exhibit 5 - 5

NOTICE OF CHANGE IN PREFERENCE

APPLICANT'S NAME_____

ADDRESS_____

CITY, STATE AND ZIP CODE

Re: Application Number A-A9999

Dear Mr./Ms._____:

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

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

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

Housing Director

CEC

11 Spring ST

Freehold, NJ 07728

Sincerely,

TITLE

EXHIBIT 5-7

SELECTION PREFERENCE CODES

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

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

STATE OF NEW JERSEY
2018 Annual Action Plan

State of New Jersey

Phil Murphy, Governor

Department of Community Affairs

Lt. Governor Sheila Oliver, Commissioner

500 households who are involved with the child welfare system.

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

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

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

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

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

Addressing the emergency shelter and transitional housing needs of homeless persons

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Discussion

1C-8. Centralized or Coordinated Assessment Tool

Monmouth County Housing Prioritization Tool

Part 1: Demographics & Family Composition					
Assessment Date:					
Agency:					
Person completing assessment:					
Applicant Name:					
Gender:		Male	Birth Date:		
		Female			
		Transgender Male to Female	Social Security Number:		
		Transgender Female to Male	Citizenship Status:		Citizen
		Gender Non-conforming			Legal Resident
		Client Refused			Undocumented
		Data Not Collected			Client Refused
In what language do you feel best able to express yourself?					
Phone Number:					
Address:					
Household Composition (who will be residing with the applicant?)					

Name	Gender	Age	Relation	Income Source	Income Amount	Would this person be residing with you?

Do you have income from any source?		
		No
		Yes
		Client Refused
		Data Not Collected

Monthly Income Sources (select all that apply and enter amount for each source):		
	Earned Income	$
	Unemployment Insurance	$
	Supplemental Security Income (SSI)	$
	Social Security Disability Insurance (SSDI)	$
	VA Service-Connected Disability Compensation	$
	VA Non-Service-Connected Disability Pension	$
	Private disability insurance	$
	Worker's Compensation	$
	Temporary Assistance for Needy Families (TANF)	$
	General Public Assistance (GA)	$
	Retirement Income from Social Security	$
	Pension or retirement income from a former job	$
	Child Support	$
	Alimony or other spousal support	$
	Other (please specify):	$

Do you have health insurance?		No Yes Client Refused Data Not Collected

Please identify the type of insurance you have:		
	Medicaid	Policy Number:
	Medicare	Policy Number:
	State Children's Health Insurance Program	Policy Number:
	Veteran's Administration (VA) Medical Services	Policy Number:
	Employer-Provided Health Insurance	Policy Number:
	Health Insurance obtained through COBRA	Policy Number:
	Private Pay Health Insurance	Policy Number:
	State Health Insurance for Adults	Policy Number:
	Indian Health Services	Policy Number:
	Other	Policy Number:

Part 2

Prioritization Information											
Where do you sleep most frequently?											
	Shelters		Streets		Car/Van		Subway/Bus		Beach		Other

Type of Residence (where did you sleep last night)

Homeless Situation

- ☐ Place not meant for habitation
- ☐ Emergency Shelter, including hotel, or motel paid for with emergency shelter voucher
- ☐ Safe Haven
- ☐ Interim Housing
- ☐ Transitional Housing for homeless persons (including homeless youth)

Institutional Situation

- ☐ Foster care home or foster care group home
- ☐ Hospital or other residential non-psychiatric medical facility
- ☐ Jail, prison or juvenile detention facility
- ☐ Long-term care facility or nursing home
- ☐ Psychiatric Hospital or other psychiatric facility
- ☐ Substance abuse treatment facility or detox center

Temporary and Permanent Housing Situation

- ☐ Hotel or motel paid for without emergency shelter voucher
- ☐ Owned by client, no ongoing housing subsidy
- ☐ Owned by client, with ongoing housing subsidy
- ☐ Permanent housing for formerly homeless persons (such as: a CoC Project; HUD legacy program; or HOPWA PH)
- ☐ Rental by client, no ongoing housing subsidy
- ☐ Rental by client, with VASH subsidy
- ☐ Rental by client, with GPD TIP subsidy
- ☐ Rental by client, with other ongoing housing subsidy
- ☐ Residential project or halfway house with no homeless criteria

- ☐ Staying or living in a family member's room, apartment or house
- ☐ Staying or living in a friend's room, apartment or house

Unknown Options

- ☐ Client doesn't know
- ☐ Client refused
- ☐ Data not collected

Length of Stay in previous location:	☐ One night or less ☐ Two to six nights ☐ One week or more, but less than one month ☐ One month or more, but less than 90 days ☐ 90 days or more, but less than one year ☐ one year or longer ☐ Client doesn't know ☐ Client refused ☐ Data not collected

If yes to Institutional Situation, and length of stay was less than 90 days, were you on the street, in a shelter or safe haven program prior to entering the institution?	☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected ☐ N/A	How many times have you been on the streets, in Emergency Shelter or in a Safe Haven program in the past three years (including today)?	☐ One time ☐ Two times ☐ Three times ☐ Four or more times ☐ Client doesn't know ☐ Client refused ☐ Data not collected

What is the date this current episode of homelessness began?	

What is the total number of months you have been on the streets, in Emergency Shelter or in a Safe Haven in the past three years?

- ☐ One month (this time is the first month)
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ More than 12 months
- ☐ Client doesn't know
- ☐ Client refused
- ☐ Data not collected

When you were homeless in the past, did you ever receive temporary assistance to help you move back into housing such as temporary rental assistance, deposits, help with moving costs, etc.?

- ☐ Yes, more than once
- ☐ Yes, once
- ☐ No
- ☐ Client doesn't know
- ☐ Client refused
- ☐ Data not collected

Are you or anyone in your household a veteran/have you or anyone in your household ever served in the armed forces?	If you or someone in your household is a veteran, what was your discharge status?
☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected	☐ Honorable Discharge ☐ Other than Honorable Discharge ☐ Dishonorable Discharge ☐ Other _____ ☐ Client doesn't know ☐ Client refused ☐ Data not collected

Do you have a physical condition?

- ☐ No
- ☐ Yes
- ☐ Client doesn't know
- ☐ Client refused
- ☐ Data not collected

Is it expected to be of long-continued and indefinite duration and would you benefit from supportive housing (does it substantially impair your ability to live independently)?	Has this condition ever affected your housing?
☐ No ☐ Yes ☐ Client doesn't know ☐ Client refused ☐ Data not collected	☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected

Do you have a chronic medical condition?

- ☐ No
- ☐ Yes
- ☐ Client doesn't know
- ☐ Client refused
- ☐ Data not collected

Is it expected to be of long-continued and indefinite duration and would you benefit from supportive housing (does it substantially impair your ability to live independently)?	Has this condition ever affected your housing?
☐ No ☐ Yes ☐ Client doesn't know ☐ Client refused ☐ Data not collected	☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected

Do you have a HIV/AIDS?

- No
- Yes
- Client doesn't know
- Client refused
- Data not collected

Is it expected to be of long-continued and indefinite duration and would you benefit from supportive housing (does it substantially impair your ability to live independently)?	Has this condition ever affected your housing?
☐ No ☐ Yes ☐ Client doesn't know ☐ Client refused ☐ Data not collected	☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected

Do you have a mental health issue?

- No
- Yes
- Client doesn't know
- Client refused
- Data not collected

Is it expected to be of long-continued and indefinite duration and would you benefit from supportive housing (does it substantially impair your ability to live independently)?	Has this condition ever affected your housing?
☐ No ☐ Yes ☐ Client doesn't know ☐ Client refused ☐ Data not collected	☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected

Do you have a substance abuse issue?

- No
- Yes
- Client doesn't know
- Client refused
- Data not collected

Is it expected to be of long-continued and indefinite duration and would you benefit from supportive housing (does it substantially impair your ability to live independently)?	Has this condition ever affected your housing?
☐ No ☐ Yes ☐ Client doesn't know ☐ Client refused ☐ Data not collected	☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected

Have you or anyone in your household ever been a victim of domestic or intimate partner violence/abuse? ☐ No ☐ Yes ☐ Client doesn't know ☐ Client refused ☐ Data not collected	Has this affected your housing? ☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected

Have you or any member of your household ever been convicted of a misdemeanor or felony?

☐ Yes
☐ No
☐ Client doesn't know
☐ Client refused
☐ Data not collected

Are any of your convictions drug related? ☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected Please explain your conviction:	Are any of your convictions Meghan's Law related? ☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected Please explain your conviction:	Are any of your convictions burglary/theft related? ☐ Yes ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected Please explain your conviction:

Have you ever been evicted? ☐ No ☐ Yes 1 – 3 times ☐ Yes 4+ times ☐ Client doesn't know ☐ Client refused ☐ Data not collected	Do any of the following issues impact your life? ☐ Lack of steady, full-time employment ☐ Lack of high school diploma or GED ☐ Limited English proficiency ☐ Lack of reliable transportation ☐ Lack of reliable /affordable child care ☐ Limited or no job skills ☐ Limited or no work experience

Part 3

Service Planning Questions
Are you interested in a program that provides substance abuse services or addiction treatment services? ☐ Yes ☐ Maybe ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected ☐ N/A
Are you interested in a program that provides mental health treatment services? ☐ Yes ☐ Maybe ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected ☐ N/A
Are you interested in a program that provides VA related services? ☐ Yes ☐ Maybe ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected ☐ N/A
Are you seeking services related to HIV/AIDS? ☐ Yes ☐ Maybe ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected ☐ N/A
Are you seeking services related to medical conditions? ☐ Yes ☐ Maybe ☐ No ☐ Client doesn't know ☐ Client refused ☐ Data not collected ☐ N/A

Scoring Guide

Criteria	Max Points	Points Assigned
Homeless on Streets	Yes – 5 points No – 0 points	
Chronically Homeless	Yes – 15 points No – 0 points	
Received housing stabilization assistance in past	Yes 2+ times – 10 points Yes 1 time – 5 points No – 0 points	
Veteran	Yes – 10 points No – 0 points	
Physical Condition	Yes & impact housing – 10 Yes no housing impact – 5 No – 0	
Chronic Medical Condition	Yes & impact housing – 10 Yes no housing impact – 5 No – 0	
HIV/AIDS	Yes & impact housing – 10 Yes no housing impact – 5 No – 0	
Developmental Disability	Yes & impact housing – 10 Yes no housing impact – 5 No – 0	
Mental Health Issue	Yes & impact housing – 10 Yes no housing impact – 5 No – 0	
Substance Abuse Issue	Yes & impact housing – 10 Yes no housing impact – 5 No – 0	
Victim of Domestic Violence	Yes – 5 points No – 0 points	
Criminal Background	Yes – 5 points No – 0 points	
Evictions History	Yes – 5 points No – 0 points	
Other income related limitations	5 – 7 limitations – 10 points 3 – 4 limitations – 6 points 1 – 2 limitations – 2 points no limitations – 0 points	
Total Score		

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

1. Selection Policy
2. Funding Announcement & New/Renewal Application
3. Application Scoring Tool
4. Monitoring & Performance Review Tool

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

1. Local Selection Policy, Monitoring Policy & Performance Standards

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 beginning 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 Committee 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.

<u>Types of Appeals</u>

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.

Site Visit Monitoring

Monitoring Tool & Format

The Monmouth HSC Executive Committee shall review and approve the site visit monitoring tool on a bi-annual basis. Executive Committee approval shall occur prior to the issuance of the monitoring notices sent to grantees.

The on-site monitoring will include three components:

1. Program Performance Review – Information regarding program performance will be pulled from HMIS and/or program APRs. Performance data will be shared with your agency prior to the scheduled monitoring day. Any updates or discrepancies with the performance data can be addressed on the day of your scheduled monitoring.
2. Program Facilities & Procedure Review – A visual inspection of program facilities and/or review of completed inspection reports will be conducted by the monitoring agency. In addition, the monitoring team shall review program operating materials and discuss program operations with key staff.
3. Program File Review – a review of client files based on the monitoring tool will be completed by the monitoring agency.

Site Visit Monitoring Procedure

The CoC Lead Agency shall issue notification of the site visit 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 monitoring
- List of documents to be reviewed monitoring
- On-Site Monitoring Tool

Site Visit Monitoring Review

The CoC Lead Agency shall coordinate the site visit schedule. Members of the monitoring team shall accompany the CoC Lead Agency at the scheduled Site Visits.

The Site Visit Monitoring shall include the following:

- Opening interview with key agency staff to discuss program operation
- Review of general program documents (i.e. program policies)
- Review of financial management procedures, drawdowns and documentation
- Review of program/client files
- Exit interview with key agency staff

The CoC Lead Agency shall summarize deficiencies identified in the site visit monitoring. In addition, the CoC Lead Agency shall review and prepare program performance reports from HMIS data. The CoC Lead Agency shall provide a copy of the site visit summary and program performance 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 Site Visit Monitoring and review by the Monitoring Team. The letter will generally contain the following information:

- Name of Program
- Scope of Site Visit 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 Site Visit Monitoring Results Letter, the monitored agency must submit a response in writing or in person by the timeframe specified in the Site Visit 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 Site Visit Monitoring Results Letter.

HUD Performance Standards

Standard	HUD Standard or Goal	Monmouth Standard
Length of Time Persons Remain Homeless	Average length of homelessness – 20 days OR Reduce average length of homeless by 10% from previous year	5% reduction from previous year 2016 standard – program stay 124 days; total length of homelessness 168 days
Returns to Homelessness	5% of population returns to homelessness OR Reduce returns to homelessness by 20% from previous year	5% reduction from previous year 2016 standard – 12% in 1 year, 20% in 2 years
Number of Homeless Persons	N/A	
Employment and Income Growth	20% connected to employment income AND 20% increase income from earned income AND 54% connected to cash benefits AND 54% increase income through benefits AND 56% connected to non-cash benefits	20% connected to employment 20% increase employment income 54% connected to cash benefits 54% increase cash benefits income 56% connect to non-cash benefits
Number of Persons becoming homeless for the first time	N/A	5% reduction from previous year
Successful Placements & Retention in Permanent Housing	80% of those in permanent housing remain in permanent housing AND 80% of those exiting programs exit to PH	80% PH participants remain in PH program 80% all program exits go to PH
Improve thoroughness of Outreach	N/A	TBD – look at locations/geographic areas of outreach encounters

Other Performance Standards

Standard	Goal	Monmouth Standard
HMIS Data Quality	Less than 10% missing data	Less than 10% missing on all UDEs
Effectiveness of Outreach	__% connected to ES & TH __% connected to PH Overall __% placed in shelter, institutional setting or housing	__% exiting to PH __% exiting to shelter or institution __% enrolled in services __% linked to services
Program Utilization Rates	Utilization rates of 85% or higher	86% utilization
Priority Populations Served	___% of those served are CH ___% of those served are veterans ___% of those served are youth __% of those served are families	25% served Chronically Homeless 8% served are veterans 15% served are youth 45% served are families
Housing Turnover Rates	Less than 10% turnover rate	10% turnover rate

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

2. Funding Announcement, New Project Application, & Renewal Project Application

Monmouth County Homeless System Collaborative

The Monmouth County HSC Executive Committee has adopted the following funding priorities for the FY2018 CoC application cycle (in no particular order):

- Housing First – The Executive Committee has prioritized projects using a Housing First model to support homeless households in accessing and maintaining services and housing
- Permanent Housing – The Executive Committee has prioritized projects providing permanent supportive housing using a housing first model
- Rapid Rehousing – The Executive Committee has prioritized projects providing rapid rehousing to homeless individuals and families
- 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.

Agencies should incorporate information about these priorities in the project NOIs submitted. 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, July 13, 2018**.

Completed NOIs must be submitted to Taiisa Kelly at tkelly@monarchhousing.org or by mail to: Kathy Weir, Monmouth County Department of Human Services – 2nd floor, 3000 Kozloski Road, Freehold, NJ by **4:00pm** on **July 13, 2018.**

Monmouth County Homeless System Collaborative
HUD Continuum of Care Program
2018 New Project Application

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 (PSH, RRH, RRH/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:

- Project Description
- Program purpose & goals
- Population to be served
    - Target population
    - If your project prioritizes those within the target population based on severity of need, please identify what criteria will be used and how severity of need will be assessed
    - Outreach & engagement strategy
- Project Accessibility
    - Describe screen-in and/or screen-out criteria for program participation
    - Describe termination criteria for your program
- How does your program fill an unmet need in the area (please include the source of your information on the specific unmet need)
- Describe impact based on gaps filled

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 or other federal/state funding and ability to administer program in compliance with funding source regulations
- Experience with and/or capacity to utilize HMIS
- Experience in serving the target population and/or providing the proposed service

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 service model used – include information on any best practices or evidence based practices to be used in the project
- Description of partner agencies – include services to be provided by partners, type of agreements in place with partners (formal, informal, general community resource/no agreements), and frequency/accessibility of service to be provided by partners
- Process for developing/revising service plan
- Describe how services are coordinated
- Describe level of CoC and subcommittee participation of both applicant agency as well as partner agencies
- Describe how your program will integrate with the Centralized Intake System and Housing Placement Agency once fully operational

D. Performance Standards

Please describe how your project will assist the Monmouth County CoC in improving performance in the following areas. Describe how you will evaluate your program performance and what strategies you will implement in order to meet the goals in the following areas:

- Reduce the length of time people remain homeless
- Reduce the returns to homelessness for those that exit the system
- Increase the number of participants connected to employment income and/or mainstream benefits
- Increase the number of participants who see an increase in income from employment or cash benefits
- Increase the number of persons placed in permanent housing
- Increase the number of persons remaining stable in permanent housing
- Improve outreach efforts to serve those most in need

E. Project Budget

The project Budget should reflect the full HUD request, any cash match requirements and the total project leveraging

Component Type (please double click appropriate box and select checked) ☐ ☐ ☐ ☐ ☐ **PSH RRH RRH/TH SSO HMIS**		**Grant Term (**please double click appropriate box and select checked) ☐ ☐ ☐ ☐ ☐ **1 yr 2 yrs 3 yrs 5 yrs 15 yrs**		
Proposed CoC Activities	**CoC Dollars Requested**	**HUD Match**	**Other Cash/in-Kind Match or Leveraging**	**Total Project Budget**
1. Acquisition				
2. Rehabilitation				
3. New Construction				
4. Subtotal (Lines 1 through 3)				
5. Real Property Leasing				
6. Rental Assistance				
7. Supportive Services From Supportive Services Budget Chart				
8. Operations From Operating Budget Chart				
9. HMIS				
10. Subtotal (lines 4 through 9)				
11. Administrative Costs (Up to 7% of line 10)				
12. Total CoC Request (Total lines 10 and 11)				

Definitions:

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

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

Supportive Services Budget

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

Operating Budget

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

Rental Assistance/Leasing Budget

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

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

The current FMR is listed below:

SRO	$ 713
0 Bedroom	$ 951
1 Bedroom	$ 1,156
2 Bedrooms	$ 1,484
3 Bedrooms	$ 2,007
4 Bedrooms	$ 2,320

Monmouth County Homeless System Collaborative
HUD Continuum of Care Program
2018 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 ☐ RRH/TH

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.

1. Please describe the program's target population. If your project prioritizes those within the target population based on severity of need please identify the criteria used and discuss how severity of need is assessed.

   The following charts will provide information about beds for the chronically homeless population. Please see the HUD Exchange FAQs for more information on the difference between dedicated and prioritized beds or follow this link:
https://www.hudexchange.info/faqs/1888/what-is-the-difference-between-a-dedicated-permanent/

2. Please identify the total number of beds available in your project		
Household Type	Units	Beds
Individuals		
Families		

3. Please identify the total number of beds currently dedicated to the chronically homeless population		
Household Type	Units	Beds
Individuals		
Families		

4. Of the beds not currently dedicated to the chronically homeless, please identify the number of beds that will become **dedicated** to the chronically homeless at turnover		
Household Type	Units	Beds
Individuals		
Families		

5. Of the beds not currently dedicated to the chronically homeless, please identify the number of beds that will be **prioritized** to the chronically homeless at turnover		
Household Type	Units	Beds
Individuals		
Families		

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

7. Program Accessibility:

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

Please identify if any of the criteria below would be cause for termination from your program. (answer y/n for each option below)	
Failure to participate in supportive services	
Failure to make progress on a service plan	

	Loss of income or failure to improve income	
	Being a victim of domestic violence	
	Any other activity not covered in a lease agreement typically found in the project's geographic area	

8. Please identify any significant changes in the project.

9. Has your project been monitored by HUD in the last 3 years? If yes, please discuss any open/unresolved monitoring findings.

10. Please identify the amount of unspent program funds that have been returned to HUD in the last 3 years.

Program Operating Year	Total Amount of Funding Awarded	Unspent Funds Returned to HUD

11. Please describe the services currently available to program participants. Within your description indicate if services are provided by grantee or partner agency, types of services provided, frequency of services and accessibility of services.

12. Please describe your capacity to serve the chronically homeless population. If your project has beds that are not currently dedicated to the chronically homeless, please describe your ability to serve additional chronically homeless households. Identify how your current service structure enables you to effectively serve a high needs population.

13. For each of the following areas of system performance please identify if/how you evaluate data in the identified areas, and what strategies your program implements to improve outcomes in the identified area:
    a. Reduction in the length of time people remain homeless
    b. Reduction in returns to homelessness for those exiting the system
    c. Connecting participants to employment and/or mainstream benefits
    d. Assisting participants in increasing income from employment and/or benefits
    e. Increase rate of placement in permanent housing
    f. Increase stability in permanent housing
    g. Improve outreach efforts

14. Please provide a copy of your most recent close-out certification
15. Please provide a copy of your most recently completed audit and 990

Project Budget

The project Budget should reflect the full HUD request, any cash match requirements and the total project leveraging

Component Type (please double click appropriate box and select checked**)** ☐ PSH ☐ RRH ☐ TH ☐ RRH/TH ☐ SSO ☐ HMIS		**Grant Term (**please double click appropriate box and select checked) ☐ 1 yr ☐ 2 yrs ☐ 3 yrs ☐ 5 yrs ☐ 15 yrs		
Proposed CoC Activities	**CoC Dollars Requested**	**HUD Match**	**Other Cash/in-Kind Match or Leveraging**	**Total Project Budget**
1. Real Property Leasing				
2. Rental Assistance				
3. Supportive Services From Supportive Services Budget Chart				
4. Operations From Operating Budget Chart				
5. HMIS				
6. Subtotal (lines 4 through 9)				
7. Administrative Costs (Up to 7% of line 10)				
8. Total CoC Request (Total lines 10 and 11)				

Definitions:

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

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

Supportive Services Budget

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

Operating Budget

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

Rental Assistance/Leasing Budget

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

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

The current FMR is listed below:

SRO	$ 713
0 Bedroom	$ 951
1 Bedroom	$ 1,156
2 Bedrooms	$ 1,484
3 Bedrooms	$ 2,007
4 Bedrooms	$ 2,320

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

3. Application Scoring Tool

Monmouth County Homeless System Collaborative
HUD Continuum of Care Program
2018 Project Application
Rank and Review Tool

Scoring Category	Possible Points	Reviewer Score
Project Type	15	
Permanent Housing (15 pts)		
Coordinated Assessment (15 pts)		
Rapid Re-Housing (15 pts)		
Transitional/Rapid Re-Housing (12 pts)		
Transitional Housing (10 pts)		
Target Population –	10	
Chronically Homeless (10pts)		
Families (8pts)		
Housing First	15	
Program Accessibility	5	
Agency Experience	10	
Program Impact/Services Provided	12	
HMIS Capacity	5	
Participation in CoC Planning	5	
System Performance Strategies	10	
Agency Financial Health	11	
Application Accuracy	2	
Completeness of application (1 pt)		
Budget (1 pt)		
Total Score	100	
Monitoring Score Adjustment (for renewals)	5	
Monitoring score 80% - 100%	+5	
Monitoring score 75% - 85%	+2	
Monitoring score 65% - 75%	0	
Monitoring score 55% - 65%	-2	
Monitoring score 55% or below	-5	
Final Score		

Monmouth County Homeless System Collaborative
HUD Continuum of Care Program
2018 Project Application
Scoring Guide

- Projects providing permanent housing in the form of supportive housing or rapid re-housing or coordinated assessment services will get 15 points. Projects requesting funds for transitional/rapid re-housing will get 15 points. Projects requesting funds for transitional housing will get 10 points.
- Projects indicating that at least 85% of their beds will be dedicated to the chronically homeless will receive 10 points. Projects indicating that at least 85% of their beds will be dedicated to families will receive 8 points.
- Projects identifying the use of a Housing First Model will receive 15 points.
- Projects demonstrating low barriers to program admission and flexible participation policies designed to retain program participants will receive 5 points. This may include policies related to active substance use, engagement in services, level of income, criminal background, and/or DV status among other criteria
- Applicants demonstrating extensive experience in administering HUD or other federal funds, and providing the proposed service and/or serving the proposed population will receive 10 points.
- Projects demonstrating a wide variety of services related to program goals that will be made available to participants will receive 10 points. Projects will need to demonstrate those services will be client centered, accessible, and based in best/evidence based practices. Projects must also demonstrate they fill a significant gap in the community and have a positive impact on ending homelessness.
- Applicants demonstrating capacity and processes in place to ensure timely and accurate HMIS data entry will receive 5 points
- Applicants demonstrating active participation in the CoC and/or subcommittees will receive 5 points
- Project demonstrating realistic measurement tools and strategies to assist the community in addressing system performance will receive 10 points
- Agencies demonstrating solid financial health through 990s and audit reports submitted will receive 5 points
- Projects completing the application in its entirety and providing an accurate budget will receive 2 points.
- Monitoring Score Adjustment – renewal projects will have an adjustment to their baseline application score according to the overall project monitoring score. Projects with monitoring scores above 85% will get 5 bonus points. Projects with monitoring scores between 75% and 85% will get 2 bonus points. Projects with monitoring scores between 65% and 55% will get no additional points. Projects with monitoring scores between 55% and 65% will lose 2 points from baseline score. Projects with monitoring scores less than 55% will lose 5 points from baseline score.

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

4. On-site Monitoring Tool, Housing First Monitoring Tool, & Performance Review Tool

Monmouth County Homeless System Collaborative

CoC Program Monitoring Scoring Tool

Program Name _____
Grant Number _____
Operating Year _____

Scoring: 0 – inadequate; .5 – partially adequate; 1 - adequate

General Record Keeping	Y/N/NA	Comments
Are general program records centrally located		
Does recipient have copies of 1. Program regulations 2. Grant Agreements 3. Grant Amendments & Budget Revisions (if applicable)		
Does the recipient have policies & procedures including: 1. Program eligibility – target population & prioritization 2. Intake procedures requiring verification of homeless eligibility & documentation 3. Intake procedures require verification of disability and documentation (if applicable) 4. HMIS data entry requirements & process 5. Participation in Coordinated Entry (when applicable) 6. Enrollment process 7. Fee Determination procedures 8. Services 9. Provisions for educations services to children (for projects serving families) 10. Housing process 11. Termination policy 12. Conflict of Interest Policy		
Are homeless or formerly homeless persons participating on board of directors or other equivalent policy-making entity of the recipient or sub-recipient?		
Has the program submitted APRs in a timely fashion		
Has the recipient passed their most recent HMFA-HMIS audit		
Does the recipient solicit client feedback to inform program policies and services		
Does the recipient coordinate with community agencies to secure program referrals		

Monmouth County Homeless System Collaborative

CoC Program Monitoring Tool

Program Name _____

Grant Number _____

Operating Year _____

Scoring: 0 – inadequate; .5 – partially adequate; 1 - adequate

Financial Management	Y/N/NA	Comments
Are financial records centrally located		
Did the recipient establish fiscal controls and accounting procedures to assure the proper disbursal of, and accounting for, grant funds to ensure that all financial transactions were conducted, and records maintained, in accordance with generally accepted accounting principles		
Were grant funds expended for activities identified and approved in CoC application		
Were grant funds expended for eligible costs		
Is there adequate source documentation to support expended grant funds (invoices, contracts, purchase orders, time sheets, etc)		
Is there evidence for completion of single audit (if required)		
Does the recipient track match at least quarterly		
Does the recipient maintain source documentation for match		
Was program income used on the project for eligible costs (if applicable)		
Does the recipient drawdown funds from eLOCCS at least quarterly		

Scoring: 0 – inadequate; .5 – partially adequate; 1 - adequate

Participant Files	Y/N/NA	Comments
Are participant files centrally located		
Do participant files contain verification of homeless status		
Do participant files contain verification of disability (if applicable)		
Do participant files contain documentation of household income		
Do participant files contain signed consent forms		
Do participant files contain copies of lease agreements (if applicable)		
Do participant files contain copies of rent calculation forms		
Do participant files contain copies of utility allowance forms (if applicable)		
Do participant files contain evidence of rent reasonableness		
Do participant files contain documentation of supportive services provided		
Do participant files contain evidence of annual updates to supportive service plans		

Monmouth County Homeless System Collaborative

CoC Program Monitoring Tool

Program Name _____

Grant Number _____

Operating Year _____

Scoring: 0 – inadequate; .5 – partially adequate; 1 - adequate

Housing Specific Requirements	Y/N/NA	Comments
Is there evidence units/buildings have passed local fire codes		
Do all units/buildings have a Certificate of Occupancy on file		
Are HQS Inspections completed prior to unit lease-up by entity that does not own the unit		
Are HQS inspections completed annually by entity that does not own the unit		
Does the recipient fill program vacancies in a timely manner		
Are lease agreements drawn correctly according to the type of housing funding awarded		

Scoring: 0 – inadequate; .5 – partially adequate; 1 – adequate

Participation in Coordinated Assessment	Y/N/NA	Comments
Do program policies reflect use of coordinated assessment process		
Has the program/agency signed an MOU with the Housing Navigator Agency		
Are sufficient protocols in place to ensure adherence to full participation in coordinated assessment		
Have no more than 25% of referrals received from the HNA been rejected		
Is the program/agency in compliance with notification timeframes in Centralized intake policies and HNA agreement		
Does the program participate in HNA case conferencing meetings		

Site Monitoring Score

Section	Maximum Score	Point Awarded	Percent of points
General Record Keeping	7		
Financial Management	10		
Participant Files	11		
Housing Specific Requirements	6		
Participation in Coordinated Assessment	6		
Total	40		

HMIS/APR review: 0 – not met; 1 – partially met; 2 – fully met									Score	Notes
Homeless Status										
Total number served		Homeless prior to entry		Institution prior to entry		Other prior to entry				
Disability Status										
Total Number of Households Served		# with no 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								
Total Number of participants	Average Length of Stay	Participants Leaving	Participants Staying	# Left to PH	total with stable 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 adults	earned income	% with earned income	non-earned income	% with non-earned income	non-cash benefits	% with non-cash benefits		

Increase in income						
Total number of adults	# increased earned income	% with increase in earned income	# increased non-earned income	% with increase in non-earned income		

	total possible score	score	%
Site Visit Score	40		
Performance Score	24		
Total Monitoring Score	**64**		

Housing First Assessment Addendum to the Monitoring Tool

The following items are designed to monitor each projects' adherence to the housing first philosophy. Projects identifying the use of a Housing First framework in their HUD CoC application shall be monitored on how the project integrates Housing First principles into project operation. All programs are strongly encouraged to review the materials referenced below to ensure a full understanding of housing first principles and to assess program standards in relation to those principles.

Additional Resources on Housing First:

HUD Exchange – Housing First in Permanent Supportive Housing Brief
https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf

United States Interagency Council on Homelessness – Housing First Checklist
https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf

HUD Exchange – Housing First Assessment Tool
https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/

Housing First in Project Access

Standard	Definition/Evidence
Projects are low-barrier	Admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, "housing readiness", history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor or other unnecessary condition unless required by law or funding source
Access regardless of sexual orientation, gender identity, or marital status	Equal access is provided in accordance with the 2012 and 2016 Equal Access Rules, meaning that any project funded by HUD must ensure equal access for person regardless of one's sexual orientation or marital status, and in accordance with one's gender identify. Adult only households, regardless of marital status, should have equal access to projects (if these projects types are not available within a CoC, the CoC should conduct an assessment to determine if these project types are needed and work with providers to accommodate the need.)
Admission process is expedited with speed and efficiency	Projects have expedited admission process, to the greatest extent possible, including helping participants obtain documentation required by funding sources, as well as process to admit participants regardless of the status of their eligibility documentation whenever applicable
The Provider/project accepts and makes	Projects actively participate in the CoC-designated Coordinated Entry processes as part of streamlined community-wide system access and triage.

referrals directly through coordinated entry	Referrals from Coordinated Entry are rarely rejected, and only if there is a history of violence, the participant does not want to be in the project, there are legally valid grounds (such as restrictions regarding sex offenders) or some other exceptional circumstance that is well documented.

Housing First in Project Input

Projects create regular, formal opportunities for participants offer input	Input is welcomed regarding the project's policies, processes, procedures, and practices. Opportunities include involvement in: quality assurance and evaluation processes, a participant leadership/advisory board, processes to formally communicate with landlords, the design of and participation in surveys and focus groups, planning social gatherings, integrating peer specialists and peer-facilitated support groups to compliment professional services

Housing First in Project Lease arrangements

Leases are the same for participants as for other tenants	Leases do not have any provisions that would not be found in leases held by any other tenant in the property or building and is renewal per the participants' and owner's choice. People experiencing homelessness who receive help moving into permanent housing should have leases that confer the full rights, responsibilities, and legal protections under Federal, state and local housing laws. For transitional housing, there may be limitations on length of stay, but a lease/occupancy agreement should look like a lease that a person would have in the normal rental market
Measures are used to prevent eviction	Property or building management, with services support, incorporates a culture of eviction avoidance, reinforced through practices and policies that prevent lease violations and evictions amount participants, and evict participants only when they are a threat to self or others. Clear eviction appeal processes and due process is provided for all participants. Lease bifurcation is allowed so that a tenant or lawful occupant who is a victim of a criminal act of physical violence committed against them by another tenant or lawful occupant is not evicted, removed, or penalized if the other is evicted
Rent payment policies respond to tenants' needs	While tenants are accountable to the rental agreement, adjustments may be needed on a case by case basis. As necessary, participants are given special payment arrangements for rental arrears and/or assistance with financial management, including representative payee arrangements.

Housing First in Services

Projects promote participants choice in services	Participants are able to choose from an array of services. Services offered are housing focused and include the following areas of support: employment and income, childhood and education, community connection, and stabilization to maintain housing. These should be provided by linking to community-based services
Person Centered Planning is a guiding	Person-centered planning is a guiding principle of the service planning process

principle of the service planning process	
Participant engagement is a core component of service delivery	Staff provide effective services by developing relationships with participants that provide immediate needs and safety, develop trust and common ground, making warm hand-offs to other mainstream service providers, and clearly explain staff roles. Engagement is regular, and relationships are developed over time.
Services are culturally appropriate with translation services available as needed	Project staff are sensitive to and support the cultural aspects of diverse households. Wherever possible, staff demographics reflect the participant population they service in order to provide appropriate, culturally-specific services. Transition services are provided when needed to ensure full comprehension of the project. Projects that serve families with children should have family-friendly rules that allow for different schedules based on work and school hours and have services that allow parents to participate in activities without having to constantly supervise their children themselves (i.e. can use the bathroom or take a shower without their children being in the bathroom with them)
Staff are training in clinical and non-clinical strategies (including harm reduction, motivational interviewing, trauma-informed approaches, strength-based)	Services support a participant's ability to obtain and retain housing regardless of changes in behavior. Services are informed by a harm-reduction philosophy, such as recognizing that substance use and addiction are a part of some participants' lives. Participants are engaged in non-judgmental communication regarding their behavior and are offered education regarding how to avoid risky behaviors and engage in safer practices.

Housing First in Housing Provision

Housing is not dependent on participation in services	Participation in permanent and temporary housing settings, as well as crisis settings such as emergency shelter, is not contingent on participating in supportive services or demonstration of progress made on a service pan. Services must be offered by staff, but are voluntary for participants
Substance us is not a reason for termination	Participants are only terminated from the project for violations of the lease or occupancy agreements, as applicable. Occupancy agreements or an addendum to the lease do not include conditions around substance use or participation in services. If the project is a recover housing model focused on people who are in early recover from drugs or alcohol (as outlined in HUD's Recover housing brief), different standards related to use and subsequent offer of treatment may apply.
The rules and regulations of the project are centered on participants' rights	Project staff have realistic expectations and policies. Rules and regulations are designed to support safe and stable communities and should never interfere with life in the community. Participants have access to the project at all hours (except or nightly in and out shelter) and accommodation is made for pets

Housing First Scoring

Area Monitored	Max points	Points awarded	% of total
Project Access	4		
Project Input	2		
Lease Arrangements	2		
Services	4		
Housing Provision	3		
Total	**15**		

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

1. E-mail Notification of Process
2. Website Posting of Process
3. Funding Announcement & Applications
4. Application Scoring Tool
5. Renewal Monitoring Tools

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

1. E-mail Notification of Process

Subject: Monmouth HSC 2018 CoC Selection Process

Date: Monday, June 11, 2018 at 2:56:45 PM Eastern Daylight Time

From: Kelly, Taiisa <tkelly@monarchhousing.org>

To: apomales@meridianhealth.com <apomales@meridianhealth.com>, awatson@navicoresolutions.org <awatson@navicoresolutions.org>, nm-president@svdptrenton.org <nm-president@svdptrenton.org>, nm.president@svdpternton.org <nm.president@svdpternton.org>, afwilliams@lsnj.org <afwilliams@lsnj.org>, asmith@communityhope-nj.org <asmith@communityhope-nj.org>, ana.quinones@co.monmouth.nj.us <ana.quinones@co.monmouth.nj.us>, achapman@monmouthcares.org <achapman@monmouthcares.org>, annadw@180nj.org <annadw@180nj.org>, aprilhurley@sonic.net <aprilhurley@sonic.net>, bgraham@meridianhealth.com <bgraham@meridianhealth.com>, bscholz@foodbankmoc.org <bscholz@foodbankmoc.org>, boesterheld@carcnj.org <boesterheld@carcnj.org>, bwinters@navicoresolutions.org <bwinters@navicoresolutions.org>, bcueto@carcnj.org <bcueto@carcnj.org>, beverly.hayslett@co.monmouth.nj.us <beverly.hayslett@co.monmouth.nj.us>, chulme@lsnj.org <chulme@lsnj.org>, caitlinsmith@cctrenton.org <caitlinsmith@cctrenton.org>, David.Moore@use.salvationarmy.org <David.Moore@use.salvationarmy.org>, eyermanloveinc@aol.com <eyermanloveinc@aol.com>, cbrewster@njhmfa.state.nj.us <cbrewster@njhmfa.state.nj.us>, CatherineW@interfaithneighbors.org <CatherineW@interfaithneighbors.org>, Csugden@monmouthcares.org <Csugden@monmouthcares.org>, Christine.Aumack@co.monmouth.nj.us <Christine.Aumack@co.monmouth.nj.us>, cbenson@njhmfa.gov <cbenson@njhmfa.gov>, cjagerburger@uwmc.org <cjagerburger@uwmc.org>, cjoy@ymcanj.org <cjoy@ymcanj.org>, Cneiman@meridianhealth.com <Cneiman@meridianhealth.com>, cverriest@cymca.org <cverriest@cymca.org>, cfahim@oceaninc.org <cfahim@oceaninc.org>, rinnemcd1@verizon.net <rinnemcd1@verizon.net>, ddobens@cymca.org <ddobens@cymca.org>, gdscott@marketstreet.org <gdscott@marketstreet.org>, David.Cooper2@va.gov <David.Cooper2@va.gov>, ddean@nj.easterseals.com <ddean@nj.easterseals.com>, dlenz@iepyouthservices.org <dlenz@iepyouthservices.org>, deborah4love.inc@nj.org <deborah4love.inc@nj.org>, deborah4loveinc@aol.com <deborah4loveinc@aol.com>, dbergondo@nj.easterseals.com <dbergondo@nj.easterseals.com>, drudolph@njaconline.org <drudolph@njaconline.org>, dtennant@fulfillnj.org <dtennant@fulfillnj.org>, dkinnane@habitatmonmouth.org <dkinnane@habitatmonmouth.org>, donna.brogley@co.monmouth.nj.us <donna.brogley@co.monmouth.nj.us>, MHA-CEO@housingall.org <MHA-CEO@housingall.org>, Dorothy.Agostini@co.monmouth.nj.us <Dorothy.Agostini@co.monmouth.nj.us>, Dorothy.Sasson-Endler@co.monmouth.nj.us <Dorothy.Sasson-Endler@co.monmouth.nj.us>, doug.schultz@cityofasburypark.com <doug.schultz@cityofasburypark.com>, ekulinich@rpmdev.com <ekulinich@rpmdev.com>, odadvocacydirector@yahoo.com <odadvocacydirector@yahoo.com>, eaustin@brookdalecc.edu <eaustin@brookdalecc.edu>, efarry@mentalhealthmonmouth.org <efarry@mentalhealthmonmouth.org>, RFKAP@aol.com <RFKAP@aol.com>, gdiaz@communityhope-nj.org <gdiaz@communityhope-nj.org>, glowe@thecenterinap.com <glowe@thecenterinap.com>, gblechman@communityhope-nj.org <gblechman@communityhope-nj.org>, gcole@jsrescue.org <gcole@jsrescue.org>, glove@lunchbreak.org <glove@lunchbreak.org>, hschulze@coastalhabitat.org <hschulze@coastalhabitat.org>, hjoyce@dhs.state.nj.us <hjoyce@dhs.state.nj.us>, director@keyportfoodpantry.org <director@keyportfoodpantry.org>, jreaves@oceaninc.org <jreaves@oceaninc.org>, jbova@cspnj.org <jbova@cspnj.org>,

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Priority: High

Attachments: Funding Priorities - FY2018.pdf, 2018 Project Scoring Tool.pdf, Monmouth 2018 NOI - renewal projects.docx, Monmouth 2018 NOI - new projects.docx, image001.gif

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 FY2018 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.orgor by mail to: Kathy Weir, Monmouth County Department of Human Services – 2nd floor, 3000 Kozloski Road, Freehold, NJ by **4:00pm** on **July 13, 2018.**

There will be a technical assistance webinar for all applicants:

Wed, Jun 20, 2018 10:00 AM - 11:30 AM EDT
https://global.gotomeeting.com/join/666544621
You can also dial in using your phone.
United States: +1 (571) 317-3112
Access Code: 666-544-621

Attached please find a copy of the following:

- 2018 Funding Priorities
- 2018 Project Score Sheet
- NOI form – new projects
- NOI form – renewal projects

We strongly encourage all agencies interested in CoC funding to review the CoC registration notice released by HUD which explains the 2017 funding priorities and eligible projects at the link below:
https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Registration-Notice.pdf

Further information about the Monmouth County HSC local selection process can be found at the website below:
http://www.monmouthhsc.org/?page_id=87

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

Join Our Team!

Very Truly Yours,

monarch HOUSING ASSOCIATES

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Building Homes, Transforming Lives

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

2. Website Posting of Process

Monmouth County Homeless System Collaborative

MONMOUTH COUNTY HOMELESS SYSTEM COLLABORATIVE ▶
MONMOUTH HSC ORGANIZING DOCUMENTS
HUD CONTINUUM OF CARE ▶
MONMOUTH HSC CENTRALIZED INTAKE SYSTEM

2018 Local Selection Process

Monmouth County Homeless System Collaborative

Attention Monmouth County

Community Agencies

The Monmouth County Homeless System Collaborative has begun the planning process for the 2018 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 2018 CoC funding. All groups requesting funding through the Continuum of Care must complete the notice of intent form and submit by **July 13, 2018.**

Agencies interested in funding new programs and all those agencies requesting funding for renewal programs must submit an NOI by the July 13th deadline. All potential applicants should keep in mind that this is a competitive grant process.

In keeping with the priorities established by the US Department of Housing and Urban Development (HUD) in the 2017 Registration Notice, new projects may request funding for the following program types:

100% Thu Aug 16 1:39 PM
monmouthhsc.org

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
3. Supportive Services Only (SSO) projects for centralized or coordinated assessment systems
4. Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH) projects that will combine TH and PH-RRH into a single project to serve individuals and families experiencing homelessness

Interested Agencies can request an electronic copy of the application forms by emailing Taiisa Kelly at tkelly@monarchhousing.org or Kathy Weir at Kathleen.Weir@co.monmouth.nj.us. Additionally, NOI forms are available below:

2018 Funding Priorities

2018 New Project NOI

2018 Renewal Project NOI

2018 Project Scoring Tool

All agencies interested in applying for funding through the 2018 Continuum of Care must submit a completed Notice of Intent form with all required documentation by 4:00 pm, **July 13, 2018**.

For all renewal programs, the NOI scoring will include points associated with the project monitoring score. The monitoring process will include on-site monitoring for half of the renewal programs, and desk monitoring for the other half of renewal programs. Additional information about the monitoring process can be found here.

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

Alternatively, a hard copy may be delivered to:

Kathy Weir

Monmouth County Department of Human Services

3000 Kozloski Road, Freehold, NJ 07728

Thu Aug 16 1:39 PM
monmouthhsc.org

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Alternatively, a hard copy may be delivered to:

Kathy Weir

Monmouth County Department of Human Services

3000 Kozloski Road, Freehold, NJ 07728

A technical assistance webinar on preparing the NOI will be held:

Wednesday, June 20, 2018

10:00 am – 11:00 am

Wed, Jun 20, 2018 10:00 AM – 11:30 AM EDT
https://global.gotomeeting.com/join/666544621
You can also dial in using your phone.
United States: +1 (571) 317-3112
Access Code: 666-544-621

To obtain additional information, please contact Taiisa Kelly 908-272-5363 ext. 228 or Kathy Weir at 732- 431-6000 ext. 6122

Author: admin

Posted On: June 11, 2018 @ 2:54 pm

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Theme Leslie by Tradesouthwest

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

3. Funding Announcement, New Project Application, & Renewal Project Application

Monmouth County Homeless System Collaborative

The Monmouth County HSC Executive Committee has adopted the following funding priorities for the FY2018 CoC application cycle (in no particular order):

- Housing First – The Executive Committee has prioritized projects using a Housing First model to support homeless households in accessing and maintaining services and housing
- Permanent Housing – The Executive Committee has prioritized projects providing permanent supportive housing using a housing first model
- Rapid Rehousing – The Executive Committee has prioritized projects providing rapid rehousing to homeless individuals and families
- 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.

Agencies should incorporate information about these priorities in the project NOIs submitted. 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, July 13, 2018**.

Completed NOIs must be submitted to Taiisa Kelly at tkelly@monarchhousing.org or by mail to: Kathy Weir, Monmouth County Department of Human Services – 2nd floor, 3000 Kozloski Road, Freehold, NJ by **4:00pm** on **July 13, 2018.**

Monmouth County Homeless System Collaborative
HUD Continuum of Care Program
2018 New Project Application

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 (PSH, RRH, RRH/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:

- Project Description
- Program purpose & goals
- Population to be served
    - Target population
    - If your project prioritizes those within the target population based on severity of need, please identify what criteria will be used and how severity of need will be assessed
    - Outreach & engagement strategy
- Project Accessibility
    - Describe screen-in and/or screen-out criteria for program participation
    - Describe termination criteria for your program
- How does your program fill an unmet need in the area (please include the source of your information on the specific unmet need)
- Describe impact based on gaps filled

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 or other federal/state funding and ability to administer program in compliance with funding source regulations
- Experience with and/or capacity to utilize HMIS
- Experience in serving the target population and/or providing the proposed service

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 service model used – include information on any best practices or evidence based practices to be used in the project
- Description of partner agencies – include services to be provided by partners, type of agreements in place with partners (formal, informal, general community resource/no agreements), and frequency/accessibility of service to be provided by partners
- Process for developing/revising service plan
- Describe how services are coordinated
- Describe level of CoC and subcommittee participation of both applicant agency as well as partner agencies
- Describe how your program will integrate with the Centralized Intake System and Housing Placement Agency once fully operational

D. Performance Standards

Please describe how your project will assist the Monmouth County CoC in improving performance in the following areas. Describe how you will evaluate your program performance and what strategies you will implement in order to meet the goals in the following areas:

- Reduce the length of time people remain homeless
- Reduce the returns to homelessness for those that exit the system
- Increase the number of participants connected to employment income and/or mainstream benefits
- Increase the number of participants who see an increase in income from employment or cash benefits
- Increase the number of persons placed in permanent housing
- Increase the number of persons remaining stable in permanent housing
- Improve outreach efforts to serve those most in need

E. Project Budget

The project Budget should reflect the full HUD request, any cash match requirements and the total project leveraging

Component Type (please double click appropriate box and select checked) ☐ ☐ ☐ ☐ ☐ **PSH RRH RRH/TH SSO HMIS**		**Grant Term (**please double click appropriate box and select checked) ☐ ☐ ☐ ☐ ☐ **1 yr 2 yrs 3 yrs 5 yrs 15 yrs**		
Proposed CoC Activities	**CoC Dollars Requested**	**HUD Match**	**Other Cash/in-Kind Match or Leveraging**	**Total Project Budget**
1. Acquisition				
2. Rehabilitation				
3. New Construction				
4. Subtotal (Lines 1 through 3)				
5. Real Property Leasing				
6. Rental Assistance				
7. Supportive Services From Supportive Services Budget Chart				
8. Operations From Operating Budget Chart				
9. HMIS				
10. Subtotal (lines 4 through 9)				
11. Administrative Costs (Up to 7% of line 10)				
12. Total CoC Request (Total lines 10 and 11)				

Definitions:

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

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

Supportive Services Budget

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

Operating Budget

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

Rental Assistance/Leasing Budget

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

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

The current FMR is listed below:

SRO	$ 713
0 Bedroom	$ 951
1 Bedroom	$ 1,156
2 Bedrooms	$ 1,484
3 Bedrooms	$ 2,007
4 Bedrooms	$ 2,320

Monmouth County Homeless System Collaborative
HUD Continuum of Care Program
2018 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 ☐ RRH/TH

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.

1. Please describe the program's target population. If your project prioritizes those within the target population based on severity of need please identify the criteria used and discuss how severity of need is assessed.

   The following charts will provide information about beds for the chronically homeless population. Please see the HUD Exchange FAQs for more information on the difference between dedicated and prioritized beds or follow this link:
https://www.hudexchange.info/faqs/1888/what-is-the-difference-between-a-dedicated-permanent/

2. Please identify the total number of beds available in your project		
Household Type	Units	Beds
Individuals		
Families		

3. Please identify the total number of beds currently dedicated to the chronically homeless population		
Household Type	Units	Beds
Individuals		
Families		

4. Of the beds not currently dedicated to the chronically homeless, please identify the number of beds that will become **dedicated** to the chronically homeless at turnover		
Household Type	Units	Beds
Individuals		
Families		

5. Of the beds not currently dedicated to the chronically homeless, please identify the number of beds that will be **prioritized** to the chronically homeless at turnover		
Household Type	Units	Beds
Individuals		
Families		

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

7. Program Accessibility:

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

Please identify if any of the criteria below would be cause for termination from your program. (answer y/n for each option below)	
Failure to participate in supportive services	
Failure to make progress on a service plan	

	Loss of income or failure to improve income	
	Being a victim of domestic violence	
	Any other activity not covered in a lease agreement typically found in the project's geographic area	

8. Please identify any significant changes in the project.

9. Has your project been monitored by HUD in the last 3 years? If yes, please discuss any open/unresolved monitoring findings.

10. Please identify the amount of unspent program funds that have been returned to HUD in the last 3 years.

Program Operating Year	Total Amount of Funding Awarded	Unspent Funds Returned to HUD

11. Please describe the services currently available to program participants. Within your description indicate if services are provided by grantee or partner agency, types of services provided, frequency of services and accessibility of services.

12. Please describe your capacity to serve the chronically homeless population. If your project has beds that are not currently dedicated to the chronically homeless, please describe your ability to serve additional chronically homeless households. Identify how your current service structure enables you to effectively serve a high needs population.

13. For each of the following areas of system performance please identify if/how you evaluate data in the identified areas, and what strategies your program implements to improve outcomes in the identified area:
    a. Reduction in the length of time people remain homeless
    b. Reduction in returns to homelessness for those exiting the system
    c. Connecting participants to employment and/or mainstream benefits
    d. Assisting participants in increasing income from employment and/or benefits
    e. Increase rate of placement in permanent housing
    f. Increase stability in permanent housing
    g. Improve outreach efforts

14. Please provide a copy of your most recent close-out certification
15. Please provide a copy of your most recently completed audit and 990

Project Budget

The project Budget should reflect the full HUD request, any cash match requirements and the total project leveraging

Component Type (please double click appropriate box and select checked**)** ☐ PSH ☐ RRH ☐ TH ☐ RRH/TH ☐ SSO ☐ HMIS		**Grant Term (**please double click appropriate box and select checked) ☐ 1 yr ☐ 2 yrs ☐ 3 yrs ☐ 5 yrs ☐ 15 yrs		
Proposed CoC Activities	**CoC Dollars Requested**	**HUD Match**	**Other Cash/in-Kind Match or Leveraging**	**Total Project Budget**
1. Real Property Leasing				
2. Rental Assistance				
3. Supportive Services From Supportive Services Budget Chart				
4. Operations From Operating Budget Chart				
5. HMIS				
6. Subtotal (lines 4 through 9)				
7. Administrative Costs (Up to 7% of line 10)				
8. Total CoC Request (Total lines 10 and 11)				

Definitions:

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

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

Supportive Services Budget

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

Operating Budget

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

Rental Assistance/Leasing Budget

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

Size of Units	Number Of Units	FMR or Actual Rent	Number of Months	Total
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3 Bedrooms	x	x	=	$
4 Bedrooms	x	x	=	$
5 Bedrooms	x	x	=	$
6 Bedrooms	x	x	=	$
Other: ____	x	x	=	$
i. Totals:	x	x	=	$

The current FMR is listed below:

SRO	$ 713
0 Bedroom	$ 951
1 Bedroom	$ 1,156
2 Bedrooms	$ 1,484
3 Bedrooms	$ 2,007
4 Bedrooms	$ 2,320

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

4. Application Scoring Tool

Monmouth County Homeless System Collaborative
HUD Continuum of Care Program
2018 Project Application
Rank and Review Tool

Scoring Category	Possible Points	Reviewer Score
Project Type	15	
Permanent Housing (15 pts)		
Coordinated Assessment (15 pts)		
Rapid Re-Housing (15 pts)		
Transitional/Rapid Re-Housing (12 pts)		
Transitional Housing (10 pts)		
Target Population –	10	
Chronically Homeless (10pts)		
Families (8pts)		
Housing First	15	
Program Accessibility	5	
Agency Experience	10	
Program Impact/Services Provided	12	
HMIS Capacity	5	
Participation in CoC Planning	5	
System Performance Strategies	10	
Agency Financial Health	11	
Application Accuracy	2	
Completeness of application (1 pt)		
Budget (1 pt)		
Total Score	100	
Monitoring Score Adjustment (for renewals)	5	
Monitoring score 80% - 100%	+5	
Monitoring score 75% - 85%	+2	
Monitoring score 65% - 75%	0	
Monitoring score 55% - 65%	-2	
Monitoring score 55% or below	-5	
Final Score		

Monmouth County Homeless System Collaborative
HUD Continuum of Care Program
2018 Project Application
Scoring Guide

- Projects providing permanent housing in the form of supportive housing or rapid re-housing or coordinated assessment services will get 15 points. Projects requesting funds for transitional/rapid re-housing will get 15 points. Projects requesting funds for transitional housing will get 10 points.
- Projects indicating that at least 85% of their beds will be dedicated to the chronically homeless will receive 10 points. Projects indicating that at least 85% of their beds will be dedicated to families will receive 8 points.
- Projects identifying the use of a Housing First Model will receive 15 points.
- Projects demonstrating low barriers to program admission and flexible participation policies designed to retain program participants will receive 5 points. This may include policies related to active substance use, engagement in services, level of income, criminal background, and/or DV status among other criteria
- Applicants demonstrating extensive experience in administering HUD or other federal funds, and providing the proposed service and/or serving the proposed population will receive 10 points.
- Projects demonstrating a wide variety of services related to program goals that will be made available to participants will receive 10 points. Projects will need to demonstrate those services will be client centered, accessible, and based in best/evidence based practices. Projects must also demonstrate they fill a significant gap in the community and have a positive impact on ending homelessness.
- Applicants demonstrating capacity and processes in place to ensure timely and accurate HMIS data entry will receive 5 points
- Applicants demonstrating active participation in the CoC and/or subcommittees will receive 5 points
- Project demonstrating realistic measurement tools and strategies to assist the community in addressing system performance will receive 10 points
- Agencies demonstrating solid financial health through 990s and audit reports submitted will receive 5 points
- Projects completing the application in its entirety and providing an accurate budget will receive 2 points.
- Monitoring Score Adjustment – renewal projects will have an adjustment to their baseline application score according to the overall project monitoring score. Projects with monitoring scores above 85% will get 5 bonus points. Projects with monitoring scores between 75% and 85% will get 2 bonus points. Projects with monitoring scores between 65% and 55% will get no additional points. Projects with monitoring scores between 55% and 65% will lose 2 points from baseline score. Projects with monitoring scores less than 55% will lose 5 points from baseline score.

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

5. On-site Monitoring Tool, Housing First Monitoring Tool, & Performance Review Tool

Monmouth County Homeless System Collaborative

CoC Program Monitoring Scoring Tool

Program Name _____
Grant Number _____
Operating Year _____

Scoring: 0 – inadequate; .5 – partially adequate; 1 - adequate

General Record Keeping	Y/N/NA	Comments
Are general program records centrally located		
Does recipient have copies of 1. Program regulations 2. Grant Agreements 3. Grant Amendments & Budget Revisions (if applicable)		
Does the recipient have policies & procedures including: 1. Program eligibility – target population & prioritization 2. Intake procedures requiring verification of homeless eligibility & documentation 3. Intake procedures require verification of disability and documentation (if applicable) 4. HMIS data entry requirements & process 5. Participation in Coordinated Entry (when applicable) 6. Enrollment process 7. Fee Determination procedures 8. Services 9. Provisions for educations services to children (for projects serving families) 10. Housing process 11. Termination policy 12. Conflict of Interest Policy		
Are homeless or formerly homeless persons participating on board of directors or other equivalent policy-making entity of the recipient or sub-recipient?		
Has the program submitted APRs in a timely fashion		
Has the recipient passed their most recent HMFA-HMIS audit		
Does the recipient solicit client feedback to inform program policies and services		
Does the recipient coordinate with community agencies to secure program referrals		

Monmouth County Homeless System Collaborative

CoC Program Monitoring Tool

Program Name _____

Grant Number _____

Operating Year _____

Scoring: 0 – inadequate; .5 – partially adequate; 1 - adequate

Financial Management	Y/N/NA	Comments
Are financial records centrally located		
Did the recipient establish fiscal controls and accounting procedures to assure the proper disbursal of, and accounting for, grant funds to ensure that all financial transactions were conducted, and records maintained, in accordance with generally accepted accounting principles		
Were grant funds expended for activities identified and approved in CoC application		
Were grant funds expended for eligible costs		
Is there adequate source documentation to support expended grant funds (invoices, contracts, purchase orders, time sheets, etc)		
Is there evidence for completion of single audit (if required)		
Does the recipient track match at least quarterly		
Does the recipient maintain source documentation for match		
Was program income used on the project for eligible costs (if applicable)		
Does the recipient drawdown funds from eLOCCS at least quarterly		

Scoring: 0 – inadequate; .5 – partially adequate; 1 - adequate

Participant Files	Y/N/NA	Comments
Are participant files centrally located		
Do participant files contain verification of homeless status		
Do participant files contain verification of disability (if applicable)		
Do participant files contain documentation of household income		
Do participant files contain signed consent forms		
Do participant files contain copies of lease agreements (if applicable)		
Do participant files contain copies of rent calculation forms		
Do participant files contain copies of utility allowance forms (if applicable)		
Do participant files contain evidence of rent reasonableness		
Do participant files contain documentation of supportive services provided		
Do participant files contain evidence of annual updates to supportive service plans		

Monmouth County Homeless System Collaborative

CoC Program Monitoring Tool

Program Name _____

Grant Number _____

Operating Year _____

Scoring: 0 – inadequate; .5 – partially adequate; 1 - adequate

Housing Specific Requirements	Y/N/NA	Comments
Is there evidence units/buildings have passed local fire codes		
Do all units/buildings have a Certificate of Occupancy on file		
Are HQS Inspections completed prior to unit lease-up by entity that does not own the unit		
Are HQS inspections completed annually by entity that does not own the unit		
Does the recipient fill program vacancies in a timely manner		
Are lease agreements drawn correctly according to the type of housing funding awarded		

Scoring: 0 – inadequate; .5 – partially adequate; 1 – adequate

Participation in Coordinated Assessment	Y/N/NA	Comments
Do program policies reflect use of coordinated assessment process		
Has the program/agency signed an MOU with the Housing Navigator Agency		
Are sufficient protocols in place to ensure adherence to full participation in coordinated assessment		
Have no more than 25% of referrals received from the HNA been rejected		
Is the program/agency in compliance with notification timeframes in Centralized intake policies and HNA agreement		
Does the program participate in HNA case conferencing meetings		

Site Monitoring Score

Section	Maximum Score	Point Awarded	Percent of points
General Record Keeping	7		
Financial Management	10		
Participant Files	11		
Housing Specific Requirements	6		
Participation in Coordinated Assessment	6		
Total	40		

HMIS/APR review: 0 – not met; 1 – partially met; 2 – fully met									Score	Notes
Homeless Status										
Total number served		Homeless prior to entry		Institution prior to entry		Other prior to entry				
Disability Status										
Total Number of Households Served		# with no 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								
Total Number of participants	Average Length of Stay	Participants Leaving	Participants Staying	# Left to PH	total with stable 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 adults	earned income	% with earned income	non-earned income	% with non-earned income	non-cash benefits	% with non-cash benefits		

Increase in income						
Total number of adults	# increased earned income	% with increase in earned income	# increased non-earned income	% with increase in non-earned income		

	total possible score	score	%
Site Visit Score	40		
Performance Score	24		
Total Monitoring Score	**64**		

Housing First Assessment Addendum to the Monitoring Tool

The following items are designed to monitor each projects' adherence to the housing first philosophy. Projects identifying the use of a Housing First framework in their HUD CoC application shall be monitored on how the project integrates Housing First principles into project operation. All programs are strongly encouraged to review the materials referenced below to ensure a full understanding of housing first principles and to assess program standards in relation to those principles.

Additional Resources on Housing First:

HUD Exchange – Housing First in Permanent Supportive Housing Brief
https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf

United States Interagency Council on Homelessness – Housing First Checklist
https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf

HUD Exchange – Housing First Assessment Tool
https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/

Housing First in Project Access

Standard	Definition/Evidence
Projects are low-barrier	Admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, "housing readiness", history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor or other unnecessary condition unless required by law or funding source
Access regardless of sexual orientation, gender identity, or marital status	Equal access is provided in accordance with the 2012 and 2016 Equal Access Rules, meaning that any project funded by HUD must ensure equal access for person regardless of one's sexual orientation or marital status, and in accordance with one's gender identify. Adult only households, regardless of marital status, should have equal access to projects (if these projects types are not available within a CoC, the CoC should conduct an assessment to determine if these project types are needed and work with providers to accommodate the need.)
Admission process is expedited with speed and efficiency	Projects have expedited admission process, to the greatest extent possible, including helping participants obtain documentation required by funding sources, as well as process to admit participants regardless of the status of their eligibility documentation whenever applicable
The Provider/project accepts and makes	Projects actively participate in the CoC-designated Coordinated Entry processes as part of streamlined community-wide system access and triage.

referrals directly through coordinated entry	Referrals from Coordinated Entry are rarely rejected, and only if there is a history of violence, the participant does not want to be in the project, there are legally valid grounds (such as restrictions regarding sex offenders) or some other exceptional circumstance that is well documented.

Housing First in Project Input

Projects create regular, formal opportunities for participants offer input	Input is welcomed regarding the project's policies, processes, procedures, and practices. Opportunities include involvement in: quality assurance and evaluation processes, a participant leadership/advisory board, processes to formally communicate with landlords, the design of and participation in surveys and focus groups, planning social gatherings, integrating peer specialists and peer-facilitated support groups to compliment professional services

Housing First in Project Lease arrangements

Leases are the same for participants as for other tenants	Leases do not have any provisions that would not be found in leases held by any other tenant in the property or building and is renewal per the participants' and owner's choice. People experiencing homelessness who receive help moving into permanent housing should have leases that confer the full rights, responsibilities, and legal protections under Federal, state and local housing laws. For transitional housing, there may be limitations on length of stay, but a lease/occupancy agreement should look like a lease that a person would have in the normal rental market
Measures are used to prevent eviction	Property or building management, with services support, incorporates a culture of eviction avoidance, reinforced through practices and policies that prevent lease violations and evictions amount participants, and evict participants only when they are a threat to self or others. Clear eviction appeal processes and due process is provided for all participants. Lease bifurcation is allowed so that a tenant or lawful occupant who is a victim of a criminal act of physical violence committed against them by another tenant or lawful occupant is not evicted, removed, or penalized if the other is evicted
Rent payment policies respond to tenants' needs	While tenants are accountable to the rental agreement, adjustments may be needed on a case by case basis. As necessary, participants are given special payment arrangements for rental arrears and/or assistance with financial management, including representative payee arrangements.

Housing First in Services

Projects promote participants choice in services	Participants are able to choose from an array of services. Services offered are housing focused and include the following areas of support: employment and income, childhood and education, community connection, and stabilization to maintain housing. These should be provided by linking to community-based services
Person Centered Planning is a guiding	Person-centered planning is a guiding principle of the service planning process

principle of the service planning process	
Participant engagement is a core component of service delivery	Staff provide effective services by developing relationships with participants that provide immediate needs and safety, develop trust and common ground, making warm hand-offs to other mainstream service providers, and clearly explain staff roles. Engagement is regular, and relationships are developed over time.
Services are culturally appropriate with translation services available as needed	Project staff are sensitive to and support the cultural aspects of diverse households. Wherever possible, staff demographics reflect the participant population they service in order to provide appropriate, culturally-specific services. Transition services are provided when needed to ensure full comprehension of the project. Projects that serve families with children should have family-friendly rules that allow for different schedules based on work and school hours and have services that allow parents to participate in activities without having to constantly supervise their children themselves (i.e. can use the bathroom or take a shower without their children being in the bathroom with them)
Staff are training in clinical and non-clinical strategies (including harm reduction, motivational interviewing, trauma-informed approaches, strength-based)	Services support a participant's ability to obtain and retain housing regardless of changes in behavior. Services are informed by a harm-reduction philosophy, such as recognizing that substance use and addiction are a part of some participants' lives. Participants are engaged in non-judgmental communication regarding their behavior and are offered education regarding how to avoid risky behaviors and engage in safer practices.

Housing First in Housing Provision

Housing is not dependent on participation in services	Participation in permanent and temporary housing settings, as well as crisis settings such as emergency shelter, is not contingent on participating in supportive services or demonstration of progress made on a service pan. Services must be offered by staff, but are voluntary for participants
Substance us is not a reason for termination	Participants are only terminated from the project for violations of the lease or occupancy agreements, as applicable. Occupancy agreements or an addendum to the lease do not include conditions around substance use or participation in services. If the project is a recover housing model focused on people who are in early recover from drugs or alcohol (as outlined in HUD's Recover housing brief), different standards related to use and subsequent offer of treatment may apply.
The rules and regulations of the project are centered on participants' rights	Project staff have realistic expectations and policies. Rules and regulations are designed to support safe and stable communities and should never interfere with life in the community. Participants have access to the project at all hours (except or nightly in and out shelter) and accommodation is made for pets

Housing First Scoring

Area Monitored	Max points	Points awarded	% of total
Project Access	4		
Project Input	2		
Lease Arrangements	2		
Services	4		
Housing Provision	3		
Total	**15**		

1E-4. CoC's Reallocation Process

1. Reallocation Rates 2014 - 2018
2. Local Selection Policy

1E-4. CoC's Reallocation Process

1. Reallocation Rates 2014 - 2018

NJ - 508 Monmouth County CoC

Reallocation Rate

FY 2014		
ARD	$	3,126,124.00
Reallocation Amount	$	27,426.00
% reallocated		1%

FY 2015		
ARD	$	3,263,963.00
Reallocation Amount	$	142,595.00
% reallocated		4%

FY 2016		
ARD	$	3,375,112.00
Reallocation Amount	$	290,919.00
% reallocated		9%

FY 2017		
ARD	$	3,248,865.00
Reallocation Amount	$	162,762.00
% reallocated		5%

FY 2018		
ARD	$	3,444,831.00
Reallocation Amount	$	281,925.00
% reallocated		8%

Total		
ARD	$	3,444,831.00
Reallocation Amount	$	905,627.00
% reallocated		26%

1E-4. CoC's Reallocation Process

2. Local Selection Policy, Monitoring Policy & Performance Standards

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 beginning 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 Committee 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.

<u>Types of Appeals</u>

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.

Site Visit Monitoring

Monitoring Tool & Format

The Monmouth HSC Executive Committee shall review and approve the site visit monitoring tool on a bi-annual basis. Executive Committee approval shall occur prior to the issuance of the monitoring notices sent to grantees.

The on-site monitoring will include three components:

1. Program Performance Review – Information regarding program performance will be pulled from HMIS and/or program APRs. Performance data will be shared with your agency prior to the scheduled monitoring day. Any updates or discrepancies with the performance data can be addressed on the day of your scheduled monitoring.
2. Program Facilities & Procedure Review – A visual inspection of program facilities and/or review of completed inspection reports will be conducted by the monitoring agency. In addition, the monitoring team shall review program operating materials and discuss program operations with key staff.
3. Program File Review – a review of client files based on the monitoring tool will be completed by the monitoring agency.

Site Visit Monitoring Procedure

The CoC Lead Agency shall issue notification of the site visit 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 monitoring
- List of documents to be reviewed monitoring
- On-Site Monitoring Tool

Site Visit Monitoring Review

The CoC Lead Agency shall coordinate the site visit schedule. Members of the monitoring team shall accompany the CoC Lead Agency at the scheduled Site Visits.

The Site Visit Monitoring shall include the following:

- Opening interview with key agency staff to discuss program operation
- Review of general program documents (i.e. program policies)
- Review of financial management procedures, drawdowns and documentation
- Review of program/client files
- Exit interview with key agency staff

The CoC Lead Agency shall summarize deficiencies identified in the site visit monitoring. In addition, the CoC Lead Agency shall review and prepare program performance reports from HMIS data. The CoC Lead Agency shall provide a copy of the site visit summary and program performance 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 Site Visit Monitoring and review by the Monitoring Team. The letter will generally contain the following information:

- Name of Program
- Scope of Site Visit 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 Site Visit Monitoring Results Letter, the monitored agency must submit a response in writing or in person by the timeframe specified in the Site Visit 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 Site Visit Monitoring Results Letter.

HUD Performance Standards

Standard	HUD Standard or Goal	Monmouth Standard
Length of Time Persons Remain Homeless	Average length of homelessness – 20 days OR Reduce average length of homeless by 10% from previous year	5% reduction from previous year 2016 standard – program stay 124 days; total length of homelessness 168 days
Returns to Homelessness	5% of population returns to homelessness OR Reduce returns to homelessness by 20% from previous year	5% reduction from previous year 2016 standard – 12% in 1 year, 20% in 2 years
Number of Homeless Persons	N/A	
Employment and Income Growth	20% connected to employment income AND 20% increase income from earned income AND 54% connected to cash benefits AND 54% increase income through benefits AND 56% connected to non-cash benefits	20% connected to employment 20% increase employment income 54% connected to cash benefits 54% increase cash benefits income 56% connect to non-cash benefits
Number of Persons becoming homeless for the first time	N/A	5% reduction from previous year
Successful Placements & Retention in Permanent Housing	80% of those in permanent housing remain in permanent housing AND 80% of those exiting programs exit to PH	80% PH participants remain in PH program 80% all program exits go to PH
Improve thoroughness of Outreach	N/A	TBD – look at locations/geographic areas of outreach encounters

Other Performance Standards

Standard	Goal	Monmouth Standard
HMIS Data Quality	Less than 10% missing data	Less than 10% missing on all UDEs
Effectiveness of Outreach	__% connected to ES & TH __% connected to PH Overall __% placed in shelter, institutional setting or housing	__% exiting to PH __% exiting to shelter or institution __% enrolled in services __% linked to services
Program Utilization Rates	Utilization rates of 85% or higher	86% utilization
Priority Populations Served	___% of those served are CH ___% of those served are veterans ___% of those served are youth __% of those served are families	25% served Chronically Homeless 8% served are veterans 15% served are youth 45% served are families
Housing Turnover Rates	Less than 10% turnover rate	10% turnover rate

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

FY2018 CoC Application - Local Selection Notification

KT

Kelly, Taiisa

To: 'Anna Diaz-White'; marylouk@180nj.org

Cc: Kathleen Weir; PaulM@interfaithneighbors.org

On: Monday, August 13, 2018 at 1:24 PM

Hide Details

This message is high priority.

Monmouth County Homeless System Collaborative

Thank you for submitting an application to the Monmouth County Homeless System Collaborative for FY2018 Continuum of Care funding. The review committee has evaluated your proposal and your project scores are listed below. The HSC Executive Committee is pleased to inform you that your project has been supported for funding through the FY2018 CoC application cycle. You may begin the process of completing your application through the on-line e-snaps system. Please see below for the funding levels for your approved projects.

Tier	Rank	Score	Agency	Project	Request	Award	Notes
			180 Turning Lives Around, Inc.	Families in Transition Expansion	$0	$0	Project eligible for renewal but awarded no funds as renewal application not submitted
			180 Turning Lives Around, Inc.	Families in Transition Original	$0	$0	Project eligible for renewal but awarded no funds as renewal application not submitted
1	7	93	180 Turning Lives Around, Inc.	180 Transitional Housing-Rapid ReHousing	$256,184	$116,278	Project awarded less than requested based on HUD approved renewal budget
2	18	93	180 Turning Lives Around, Inc.	180 Transitional Housing-Rapid ReHousing	$0	$264,265	Project awarded based on amount of funds available through reallocation
2	19	93	180 Turning Lives Around, Inc.	RRH-DV set aside	$475,421	$211,156	Project awarded less than requested based on amount of funds available through DV Bonus

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

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

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

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

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

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

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

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

Join Our Team!

Very Truly Yours,

FY2018 CoC Application - Local Selection Notification

KT

Kelly, Taiisa

Kathleen Weir; Schwartz, Jeffrey; PaulM@interfaithneighbors.org

Monday, August 13, 2018 at 1:24 PM

Show Details

This message is high priority.

Monmouth County Homeless System Collaborative

Thank you for submitting an application to the Monmouth County Homeless System Collaborative for FY2018 Continuum of Care funding. The review committee has evaluated your proposal and your project scores are listed below. The HSC Executive Committee is pleased to inform you that your project has been supported for funding through the FY2018 CoC application cycle. You may begin the process of completing your application through the on-line e-snaps system. Please see below for the funding levels for your approved projects.

Tier	Rank	Score	Agency	Project	Request	Award	Notes
1	8	90	County of Monmouth	Center House	$295,280	$222,653	Project awarded less than requested due to amount of funds returned on closeout certifications
1	9	90	County of Monmouth	Safe and Sound	$199,538	$143,345	Project awarded less than requested due to amount of funds returned on closeout certifications
1	12	88	County of Monmouth	Housing with Dignity	$375,992	$271,903	Project awarded less than requested due to amount of funds returned on closeout certifications
1	13	86	County of Monmouth	Ray of Light 1	$40,882	$38,137	Project awarded less than requested based on HUD approved renewal budget
1	14	86	County of Monmouth	Homeward Bound	$619,673	$506,116	Project awarded less than requested due to amount of funds returned on closeout certifications
1	15	76	County of Monmouth	Ray of Light 2	$48,987	$48,697	Project awarded less than requested based on HUD approved renewal budget
N/A			County of Monmouth	2018 Planning Grant	$103,345	$103,345	Project awarded full amount requested

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

- Projects may not request more funding than is approved and shown in the above identified budget
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FY2018 CoC Application - Local Selection Notification

KT

Kelly, Taiisa
Lori Lewis; Kathleen Weir; PaulM@interfaithneighbors.org
Monday, August 13, 2018 at 1:25 PM
Show Details

This message is high priority.

Monmouth County Homeless System Collaborative

Thank you for submitting an application to the Monmouth County Homeless System Collaborative for FY2018 Continuum of Care funding. The review committee has evaluated your proposal and your project scores are listed below. The HSC Executive Committee is pleased to inform you that your project has been supported for funding through the FY2018 CoC application cycle. You may begin the process of completing your application through the on-line e-snaps system. Please see below for the funding levels for your approved projects.

Tier	Rank	Score	Agency	Project	Request	Award	Notes
1	10	88	Covenant House New Jersey, Inc	Monmouth Youth Housing Project	$48,347	$48,137	Project awarded less than requested based on HUD approved renewal budget
1	11	88	Covenant House New Jersey, Inc	Monmouth Youth Housing Project 2	$ 14,816	$ 14,816	Project awarded full amount requested

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

- Projects may not request more funding than is approved and shown in the above identified budget
- Applications must be completed in their entirety in the e-snaps system
- Once applications have been completed, **DO NOT** hit the submit button in the system
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Join Our Team!

Very Truly Yours,

monarch HOUSING ASSOCIATES

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website | bio | vCard | map | email

Building Homes, Transforming Lives

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FY2018 CoC Application - Local Selection Notification

KT

Kelly, Taiisa

Channell Wilkins; Connie Fahim; Kathleen Weir; PaulM@interfaithneighbors.org

Monday, August 13, 2018 at 1:25 PM

Show Details

This message is high priority.

Monmouth County Homeless System Collaborative

Thank you for submitting an application to the Monmouth County Homeless System Collaborative for FY2018 Continuum of Care funding. The review committee has evaluated your proposal and your project scores are listed below. The HSC Executive Committee has conditionally awarded funding to your project through the FY2018 CoC application process. During the monitoring of your renewal program the committee identified that the program does not adequately provide supportive services to program participants either through staffing from your agency or a partner agency. As a supportive housing program, it is critically important that all program participants have access to case management and supportive services to help stabilize and maintain their housing. As the grantee for this project, it is the responsibility of Ocean Inc to ensure program participants are connected to and receive support services. The Executive Committee would like to meet with your agency prior to the final submission of the 2018 CoC application to discuss a corrective action plan that will help ensure all program participants are connected to support services.

Tier	Rank	Score	Agency	Project	Request	Award	Notes
1	16	71.5	ocean community economic action now, inc.	2017 O.C.E.A.N., Inc. Stonehurst Rental Assistance S+C	$76,576	$76,104	Project awarded less than requested based on HUD approved renewal budget
2	20	75.7	Ocean community economic action now, inc.	Shelter + Care Vouchers at Stonehurst	$76,576	$76,576	Project awarded full amount requested

You may begin the process of completing your application through the on-line e-snaps system. Please see above for the funding levels for your approved projects. Please be aware that the following requirements and deadlines will be in effect for the FY2018 application cycle:

- Projects may not request more funding than is approved and shown in the above identified budget
- Applications must be completed in their entirety in the e-snaps system
- Once applications have been completed, **DO NOT** hit the submit button in the system
- Applicants must email a pdf copy of the completed application to Taiisa Kelly at tkelly@monarchhousing.org for review
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http://www.monmouthhsc.org/wp-content/uploads/2015/05/HSC-localselectionpolicy.pdf

Join Our Team!

Very Truly Yours,

monarch HOUSING ASSOCIATES

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mobile (973) 768-2595
fax (908) 382-6323

website | **bio** | **vCard** | **map** | **email**

1E.5 Public Posting – Local Competition Deadline

Subject: Monmouth HSC 2018 CoC Selection Process

Date: Monday, June 11, 2018 at 2:56:45 PM Eastern Daylight Time

From: Kelly, Taiisa <tkelly@monarchhousing.org>

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Priority: High

Attachments: Funding Priorities - FY2018.pdf, 2018 Project Scoring Tool.pdf, Monmouth 2018 NOI - renewal projects.docx, Monmouth 2018 NOI - new projects.docx, image001.gif

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 FY2018 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.orgor by mail to: Kathy Weir, Monmouth County Department of Human Services – 2nd floor, 3000 Kozloski Road, Freehold, NJ by **4:00pm** on **July 13, 2018.**

There will be a technical assistance webinar for all applicants:

Wed, Jun 20, 2018 10:00 AM - 11:30 AM EDT
https://global.gotomeeting.com/join/666544621
You can also dial in using your phone.
United States: +1 (571) 317-3112
Access Code: 666-544-621

Attached please find a copy of the following:

- 2018 Funding Priorities
- 2018 Project Score Sheet
- NOI form – new projects
- NOI form – renewal projects

We strongly encourage all agencies interested in CoC funding to review the CoC registration notice released by HUD which explains the 2017 funding priorities and eligible projects at the link below:
https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Registration-Notice.pdf

Further information about the Monmouth County HSC local selection process can be found at the website below:
http://www.monmouthhsc.org/?page_id=87

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

Join Our Team!

Very Truly Yours,

monarch HOUSING ASSOCIATES

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Building Homes, Transforming Lives

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Monmouth County Homeless System Collaborative

MONMOUTH COUNTY HOMELESS SYSTEM COLLABORATIVE ▶
MONMOUTH HSC ORGANIZING DOCUMENTS
HUD CONTINUUM OF CARE ▶
MONMOUTH HSC CENTRALIZED INTAKE SYSTEM

2018 Local Selection Process

Monmouth County Homeless System Collaborative

Attention Monmouth County

Community Agencies

The Monmouth County Homeless System Collaborative has begun the planning process for the 2018 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 2018 CoC funding. All groups requesting funding through the Continuum of Care must complete the notice of intent form and submit by **July 13, 2018.**

Agencies interested in funding new programs and all those agencies requesting funding for renewal programs must submit an NOI by the July 13th deadline. All potential applicants should keep in mind that this is a competitive grant process.

In keeping with the priorities established by the US Department of Housing and Urban Development (HUD) in the 2017 Registration Notice, new projects may request funding for the following program types:

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monmouthhsc.org

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
3. Supportive Services Only (SSO) projects for centralized or coordinated assessment systems
4. Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH) projects that will combine TH and PH-RRH into a single project to serve individuals and families experiencing homelessness

Interested Agencies can request an electronic copy of the application forms by emailing Taiisa Kelly at tkelly@monarchhousing.org or Kathy Weir at Kathleen.Weir@co.monmouth.nj.us. Additionally, NOI forms are available below:

2018 Funding Priorities

2018 New Project NOI

2018 Renewal Project NOI

2018 Project Scoring Tool

All agencies interested in applying for funding through the 2018 Continuum of Care must submit a completed Notice of Intent form with all required documentation by 4:00 pm, **July 13, 2018**.

For all renewal programs, the NOI scoring will include points associated with the project monitoring score. The monitoring process will include on-site monitoring for half of the renewal programs, and desk monitoring for the other half of renewal programs. Additional information about the monitoring process can be found here.

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

Alternatively, a hard copy may be delivered to:

Kathy Weir

Monmouth County Department of Human Services

3000 Kozloski Road, Freehold, NJ 07728

Thu Aug 16 1:39 PM
monmouthhsc.org

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Kathy Weir

Monmouth County Department of Human Services

3000 Kozloski Road, Freehold, NJ 07728

A technical assistance webinar on preparing the NOI will be held:

Wednesday, June 20, 2018

10:00 am – 11:00 am

Wed, Jun 20, 2018 10:00 AM – 11:30 AM EDT
https://global.gotomeeting.com/join/666544621
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To obtain additional information, please contact Taiisa Kelly 908-272-5363 ext. 228 or Kathy Weir at 732- 431-6000 ext. 6122

Author: admin

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2A-1. CoC and HMIS Lead Governance Charter

1. CoC - HMIS MOU
2. CoC By-Laws
3. CoC Policies

2A-1. CoC and HMIS Lead Governance Charter

CoC-HMIS MOU

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;

- 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

privacy requirements, data security and data quality;

- Requires all CHO Site Administrators to participate in trainings; it is the responsibility of the CHO Site Administrator to ensure end users at the CHO receive training and HMIS information;
- Is encouraged for all HMIS end users, including intake staff, data entry staff and reporting staff at all CHOs;
- Is offered, at a minimum, monthly;
- Is offered in a manner that assures every new end user completes training prior to or Shorty after collecting any HMIS data or using the HMIS; and
- Is conducted in a manner that assures every current end user completes a training update at least annually.

f) Data Quality and Compliance Monitoring

- Consistent with the CoC data quality plan, support the data quality plan by developing report tools needed;
- Consistent with the CoC data quality plan, develop reporting tools to allow monitoring of established data quality benchmarks for CHOs, including bed coverage rates, service-volume coverage rates, missing/unknown value rates, timeliness criteria, and consistency criteria;
- Consistent with the CoC's data quality plan, run and disseminate data quality reports on a quarterly basis to CHO programs indicating levels of data entry completion, consistency with CoC program models, and timeliness;
- Consistent with the CoC data quality plan, provide quarterly reports on HMIS participation rates, data quality and other analyses to the CoC and Data Management Committee; and
- Monitor compliance by all CHOs with HMIS participation requirements, policies and procedures, privacy standards, security requirements, and data quality standards through an annual review per the process outlined in the Agency Participation Agreement and approved by the CoC Advisory Council Members.

G) Examples of Data Quality:

The CoC in collaboration with the HMIS Lead Agency are jointly responsible for ensuring that the HMIS data processing capabilities, including the collection, disclosure, transmission, and destruction of data and the maintenance privacy, security, and confidentiality protections.

The CoC will set benchmarks that will measure the reliability and validity of the data collected in the AWARDS application. Timely and accurate data is considered to be within 3 days of a client's admission into your program.

Example:

Looking at a particular data element and assessing how many client records have blank or missing data helps analyze how reliable the data is. The more clients with missing or incomplete information, the less valid the data is.

Data Quality benchmark _5_% or less missing

Data Quality Plan

- Rationale behind its inclusion
- Factors to address for relevant component
- Special Issues and Exceptions to be considered
- Set benchmarks as a starting point for discussion, and make them based on the program types

Timeliness Criteria Benchmark

- Intake data should be entered in the HMIS AWARDS application within _3_ days.
- Services and special issues data is to be entered into the HMIS system within __2__days of the client being serviced.
- A client must be discharged from the HMIS AWARDS system within _2__day after leaving a program.

Overall Goals

- No less than 5% of incomplete data for all HUD Universal and Program Specific Elements data
- Complete and accurate data for the month must be entered into the HMIS AWARDS system by the last Friday of the month.
- Uploading programs will not follow the above benchmarks and instead will upload their data in accordance to the guidelines setup with the CoC

VI. DATA ACCESS AND MANAGEMENT:
NJHMFA's authorized staff shall manage the data that is maintained in the FTS data system/warehouse and will have access to all data entered by CHOs. NJHMFA staff will only use the data for purposes having to do with the CoC. The CoC and State Partners will have access to aggregated and/or otherwise de-identified data that have met quality assurance standards as stipulated by NJHMFA HMIS staff.

VII. AMENDMENT/NOTICES:
This MOU may be amended in writing by either party once amendments have been approved by a majority of the Advisory Council Members. Notices shall be mailed or delivered to NJHMIS Collaborative, Assistant Director of HMIS at New Jersey Housing and Mortgage Finance Agency – 637 South Clinton Avenue – P.O. Box 18550 Trenton, New Jersey, 08650-2085

VIII. TERMINATION:-
Either party may terminate this MOU at a date prior to the renewal date specified in this MOU by giving sixty (60) days written notice to the other party. If the funds relied upon to undertake activities described in this MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within thirty (30) days by providing written notice to the other parties. The termination shall be effective on the date specified in the notice of termination.

This MOU will replace the current agreement between the Continuum of Care and the HMIS Lead Agency commencing upon the signature of the parties.

For the 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.

2A-1. CoC and HMIS Lead Governance Charter

CoC By-Laws

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.

2A-1. CoC and HMIS Lead Governance Charter

CoC Policies

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

Conflict of Interest Member Statement

As a member of the Monmouth County Homeless System Collaborative (Monmouth HSC) Executive Committee, I (we) have read and understand the Monmouth HSC conflict of interest policy. I (we) certify that I (we) will disclose all conflicts of interest (real or perceived) when voting on matters related to compensation, direct or indirect, from the Monmouth HSC. I (we) further certify that I am (we are) not engaged in any negotiations or arrangements for prospective employment or association with any of those agencies being considered for compensation, direct or indirect, from the Monmouth HSC.

_____

Signature

_____

Name and Title

_____

Agency

_____

Date

Point-In-Time (PIT) Count Policy

Purpose

The Monmouth County HSC is required to conduct the Point-In-Time (PIT) Count under the regulations governing the U.S. Department of Housing and Urban Development Continuum of Care Program. The PIT Count provides an opportunity for the Monmouth County HSC to collect information regarding the number and characteristics of people experiencing homelessness in the region. This information provides understanding about the causes of homelessness and service needs of those experiencing homelessness, and is one of the tools used in completing the community gaps analysis for the homeless system. Information from the PIT Count is used in the development of plans to address homeless issues, and is factored into annual funding priorities. In addition, the PIT Count is used in the evaluation of system performance and serves as an indication of progress in reducing homelessness in Monmouth County.

PIT Count Oversight

The Monmouth County HSC shall coordinate and implement the PIT Count through the PIT/PHC subcommittee. The PIT/PHC subcommittee shall begin preparation for the PIT Count at least four (4) months prior to the PIT Count. The committee chair shall serve as the PIT Coordinator and work with the Executive Committee and statewide PIT Advisory Council to finalize Count methodology and tools. The PIT Coordinator shall work through the PIT/PHC subcommittee to complete the following:

- Identify tasks for count preparation
- Develop timeline for completion of count activities
- Review and approve PIT survey, developing addendums (as appropriate)
- Identify community partners to involve in the planning and count events
- Manage volunteers
- Oversee training
- Manage count publicity and media outreach
- Monitor data cleaning & deduplication process
- Oversee planning and execution of all aspects of Project Homeless Connect Events (when held in conjunction with the PIT count)

The PIT/PHC Committee Chair (Coordinator) shall submit recommendations for changes in methodology and/or survey questions to the Executive Committee for approval no less than two months prior to the PIT Count date.

Timeframe

The Monmouth HSC shall conduct an annual PIT Count for both sheltered and unsheltered persons experiencing homelessness. The count shall occur in the last 10 days of January as required by HUD. The day of the count shall be selected by the New Jersey Housing and Mortgage Finance Agency (NJ HMFA) which oversees statewide coordination of the PIT Count.

Coverage

The PIT Count shall cover the full Monmouth County Region. All sheltering and outreach programs operating within Monmouth County shall participate in the PIT Count

Sheltered Count

The sheltered count shall be done through complete coverage of programs sheltering those experiencing homelessness. This shall include emergency shelters, agencies paying for hotel/motel placements of those experiencing homelessness, and transitional housing programs.

Unsheltered Count

The unsheltered count shall be done through canvassing all known locations within Monmouth County on the night of the count. Coverage of known locations shall be supplemented by a service based count conducted on the night of the count and up to 7 days following the night of the count. The service based count shall include identification of those experiencing homelessness through events, such as project homeless connect, outreach to soup kitchens, drop in centers, libraries, hospitals and other locations as identified by community stakeholders known to be frequented by those experiencing homelessness. The unsheltered count conducted through canvassing of known locations and service based counts shall be completed with client level data through interviewing all persons encountered using the identified survey tool.

Survey & Data Collection

The client level survey used in the data collection process for the annual PIT shall be developed by NJ HMFA. The Monmouth County HSC Executive Committee shall designate two (2) representatives to participate in the NJ HMFA Advisory Council responsible for reviewing and approving the survey. The appointed advisory council representatives must work with the PIT/PHC subcommittee to identify local concerns and/or requests related to changes in the survey and communicate these requests to the NJ HMFA Advisory Council.

The PIT/PHC committee must meet annually in the fall to review the survey tool and determine if any requests for changes or addendums for additional survey questions are necessary based on local needs. Requests for changes must be submitted to the Executive Committee for review and approval prior to sending them to the NJ HMFA Advisory Council for consideration.

For the sheltered count, where applicable, PIT Count information shall be pulled from the Homeless Management Information System (HMIS). Emergency shelter and transitional housing programs entering information into HMIS must update data and verify accuracy no later than one week after the day of the count.

For sheltering programs not in HMIS and for the unsheltered count, agencies/volunteers must complete surveys with all persons experiencing homelessness. The PIT survey must be administered and should not be provided to individuals to fill out on their own.

The unsheltered count shall be completed through client level surveys conducted with each person encountered in known locations. The PIT/PHC committee shall work with knowledgeable community stakeholders to develop a comprehensive list of known locations to be used by outreach teams on the night of the count.

The unsheltered count based on known locations shall be supplemented by a service based count that takes place the night of the count and up to 7 days following the count. The PIT/PHC committee shall identify the service locations that will be included in the count along with the annual Project Homeless Connect Events (as applicable). The service based count will be conducted through client level surveys conducted with each person encountered.

Training

The PIT/PHC committee will be responsible for coordinating trainings for all volunteers participating in the PIT count. All volunteers administering PIT surveys must complete the PIT survey training. In addition to the PIT survey training, volunteers completing the street count must complete an outreach training.

Data Entry

PIT data must be submitted in accordance with the requirements stipulated by NJ HMFA by the established deadline. HMIS data cleaning must be completed by the deadline identified and client level surveys must be entered into SurveyMonkey. Paper copies of client level surveys must be submitted to the PIT Coordinator, or identified collector.

Data Cleaning

The PIT Coordinator shall be responsible for assisting NJ HMFA, or designated contractor, with the data cleaning process. This may include verifying data submitted, reaching out to agencies participating in the PIT count, reviewing paper copies of client surveys and making determinations about how to address data quality issues that arise.

PIT Count Publicity & Media

The PIT/PHC Committee is responsible for designating a media contact responsible for fielding questions from local media regarding the count and homelessness in the region. The PIT/PHC committee may develop talking points for media outreach and identify issues to highlight through the process. The Media Contact may prepare additional information regarding homelessness and successful initiatives for conversations with local press. The PIT/PHC committee shall work with the media contact to determine the level of outreach to local press regarding the count.

Monmouth HSC

HMIS Data Policies

- Data must be entered within 7 days of program entry
- All staff utilizing HMIS (including data entry staff and site administrators) must attend at least 1 HMIS training annually
- Site administrators are required to run data quality and system performance reports quarterly and submit to the CoC
- All agencies must set consumer consent to 84 months
- Sharing choice must be consumer choice unless the program is otherwise restricted
- Discharge information must be entered within 3 days of program exit
- Programs may discharge clients if they have had no contact with them for 45 days
- Data must be entered in accordance with data standards established by the CoC per project type
- All agencies are required to ensure accurate data is entered into the system. No more than 8% of required fields should have missing info (all types of missing info including don't know, refused, data not collected etc.)
- No client shall be denied services if they refuse to sign an HMIS consent. If client refuses to sign, their data may still be entered into the system but sharing must be set to no sharing
- Intake workers must explain the HMIS consent form to clients when obtaining signatures
- Agencies transferring client information pulled from HMIS must use secure processes such as encrypted email.
- Agencies must submit email notification to the CoC when adding new project. New project notifications must include completion of new project form

Monmouth County Homeless System Collaborative

Performance Standards 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 establish benchmarks in system and program performance to ensure the homeless system of Monmouth County meets the outcomes necessary to end homelessness. Review of system and program performance will enable the Monmouth County Homeless System Collaborative and the Executive Committee to:

1. Assist in strengthening homeless service programs to ensure effective services are provided to those most in need
2. Identify gaps in system services and/or processes impeding the movement of homeless households to stable permanent housing
3. Improve program and system performance
4. Enable Monmouth County to achieve targets in reducing homelessness and increasing the speed in which households are connected to housing and services

System Performance Standards

Performance Standards Development

The Monmouth HSC Executive Committee shall review and approve the System Performance Standards on an annual basis. Executive Committee may appoint an ad hoc committee to develop the performance standards recommendations if necessary/desired.

Upon approval, the performance standards targets must be shared with the full Homeless System Collaborative membership. Targeted notification may be provided to all of the community programs entering information into the Homeless Management Information System.

The CoC Lead Agency shall evaluate system and program performance at least annually using data from HMIS, according to the adopted standards. Due to the prohibition of entering data in HMIS, Domestic Violence programs shall submit data from their comparable database to be included in the System Performance Evaluation.

Information from the System Performance Evaluation must be shared with the Executive Committee for review and discussion. In addition, performance data must be posted on the CoC website for review by all HSC members and interested community stakeholders.

Approved 5/17/2016

Performance Standards Content

The Monmouth HSC Performance Standards at a minimum must evaluate the following:

- HMIS Data Quality – This measure will evaluate how accurate the HMIS dataset is. In order to move towards a data driven planning process it is critical that the dataset used reflects the reality of program activities and progress. This measure will evaluate the rate of data that is missing or not collected for HMIS program records
- Reduction in the number of homeless individuals and families – This measure will evaluate the Monmouth County HSC progress towards meeting the community goal of ending homelessness. This measure will evaluate annual changes in the homeless population as reflected in the point in time count and HMIS data for those served in Emergency Shelter and Transitional Housing.
- Thoroughness of outreach activities – This measure will demonstrate the effectiveness of community providers in reaching and engaging homeless households. This measure will evaluate the geographic reach of programs and the system through analysis of residence prior to program entry for enrolled participants.
- Effectiveness of outreach activities – This measure will highlight effectiveness of street outreach programs in connecting unsheltered homeless individuals and families with temporary shelter and permanent housing. This measure will evaluate the rate of enrolled program participants coming from streets or shelter as well as the success of outreach programs in connecting clients to shelter, transitional housing and permanent housing.
- Effectiveness of homeless prevention activities – This measure will determine the effectiveness of prevention programs in helping those at risk of homelessness maintain housing. HMIS data related to the rate of entry into shelter and transitional housing programs after exiting prevention programs as well as the rate of return for prevention services within a 1 and 2-year period will be evaluated.
- First Time Homeless – This measure will further determine the effectiveness of prevention programs. HMIS data related to the number of individuals and families served who were not previously enrolled in an HMIS program in the previous 24 months will be evaluated.
- Utilization Rates – This measure will review the appropriateness of system programs through the utilization rates.
- Length of Time Individuals and Families Remain Homeless – Research has demonstrated that the longer a family or individual remains homeless, the more likely they are to experience additional trauma or stressors that may present as barriers to finding and maintaining permanent housing in the future. This measure will evaluate the system/program ability to rapidly move households into permanent stable housing. Data related to length of time homeless prior to program entry and length of time in program for Emergency Shelter and Transitional Housing programs.
- Returns to Homelessness – This measure will evaluate the effectiveness of program services in providing the appropriate supports to help individuals

and families secure and maintain permanent housing. Data related to client entry and exit information within HMIS over a 2-year period will be examined to determine the rate of return to homelessness.

- Serving Priority Populations – This measure will evaluate the system's ability to serve the designated priority populations effectively. HMIS data related to the percent of the priority population served in community programs as well as their rate of connection to permanent housing will be evaluated.
- Employment and Income Growth – This measure will focus on the system's ability to connect homeless individuals with employment and cash benefits in an effort to increase their ability to live independently. This measure will evaluate HMIS data related to percent of households connected to income and the percent of households experiencing an increase in income.
- Housing turnover rates – This measure will evaluate the effectiveness of permanent housing programs in using a housing first program model and helping enrolled individuals and families maintain housing stability. This measure will evaluate HMIS data regarding program exit information including reason for discharge and destination at exit. The measure will also evaluate the rate of households that leave the program.
- Placement and Retention in Permanent Housing – This measure will evaluate the ability of the system to successfully connect homeless individuals and families to permanent housing and maintain them in permanent supportive housing once they have obtained it. HMIS data related to program exit to permanent housing will be evaluated. In addition, data related to the percent of households remaining in permanent housing or exiting to alternative permanent housing will be evaluated.

HUD Performance Standards

Standard	HUD Standard or Goal	Monmouth Standard
Length of Time Persons Remain Homeless	Average length of homelessness – 20 days OR Reduce average length of homeless by 10% from previous year	5% reduction from previous year 2016 standard – program stay 124 days; total length of homelessness 168 days
Returns to Homelessness	5% of population returns to homelessness OR Reduce returns to homelessness by 20% from previous year	5% reduction from previous year 2016 standard – 12% in 1 year, 20% in 2 years
Number of Homeless Persons	N/A	
Employment and Income Growth	20% connected to employment income AND 20% increase income from earned income AND 54% connected to cash benefits AND 54% increase income through benefits AND 56% connected to non-cash benefits	20% connected to employment 20% increase employment income 54% connected to cash benefits 54% increase cash benefits income 56% connect to non-cash benefits
Number of Persons becoming homeless for the first time	N/A	5% reduction from previous year
Successful Placements & Retention in Permanent Housing	80% of those in permanent housing remain in permanent housing AND 80% of those exiting programs exit to PH	80% PH participants remain in PH program 80% all program exits go to PH
Improve thoroughness of Outreach	N/A	TBD – look at locations/geographic areas of outreach encounters

Other Performance Standards

Standard	Goal	Monmouth Standard
HMIS Data Quality	Less than 10% missing data	Less than 10% missing on all UDEs
Effectiveness of Outreach	__% connected to ES & TH __% connected to PH Overall __% placed in shelter, institutional setting or housing	__% exiting to PH __% exiting to shelter or institution __% enrolled in services __% linked to services
Program Utilization Rates	Utilization rates of 85% or higher	86% utilization
Priority Populations Served	___% of those served are CH ___% of those served are veterans ___% of those served are youth __% of those served are families	25% served Chronically Homeless 8% served are veterans 15% served are youth 45% served are families
Housing Turnover Rates	Less than 10% turnover rate	10% turnover rate

Site Visit Monitoring

Monitoring Tool & Format

The Monmouth HSC Executive Committee shall review and approve the site visit monitoring tool on a bi-annual basis. Executive Committee approval shall occur prior to the issuance of the monitoring notices sent to grantees.

The on-site monitoring will include three components:

1. Program Performance Review – Information regarding program performance will be pulled from HMIS and/or program APRs. Performance data will be shared with your agency prior to the scheduled monitoring day. Any updates or discrepancies with the performance data can be addressed on the day of your scheduled monitoring.
2. Program Facilities & Procedure Review – A visual inspection of program facilities and/or review of completed inspection reports will be conducted by the monitoring agency. In addition, the monitoring team shall review program operating materials and discuss program operations with key staff.
3. Program File Review – a review of client files based on the monitoring tool will be completed by the monitoring agency.

Site Visit Monitoring Procedure

The CoC Lead Agency shall issue notification of the site visit 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 monitoring
- List of documents to be reviewed monitoring
- On-Site Monitoring Tool

Site Visit Monitoring Review

The CoC Lead Agency shall coordinate the site visit schedule. Members of the monitoring team shall accompany the CoC Lead Agency at the scheduled Site Visits.

The Site Visit Monitoring shall include the following:

- Opening interview with key agency staff to discuss program operation
- Review of general program documents (i.e. program policies)
- Review of financial management procedures, drawdowns and documentation
- Review of program/client files
- Exit interview with key agency staff

The CoC Lead Agency shall summarize deficiencies identified in the site visit monitoring. In addition, the CoC Lead Agency shall review and prepare program performance reports from HMIS data. The CoC Lead Agency shall provide a copy of the site visit summary and program performance 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 Site Visit Monitoring and review by the Monitoring Team. The letter will generally contain the following information:

- Name of Program
- Scope of Site Visit 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 Site Visit Monitoring Results Letter, the monitored agency must submit a response in writing or in person by the timeframe specified in the Site Visit 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 Site Visit Monitoring Results Letter.

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

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.

<u>Types of Appeals</u>

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.

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General Requirements

Applicability

The following written standards shall apply to all programs receiving funding through the HUD Continuum of Care program and the HUD Emergency Solutions Grant Program. All standards listed under the general standards section shall apply to all programs serving the homeless population within the Monmouth County Region regardless of funding source. All standards listed under the ESG/CoC section shall apply to programs receiving funds through the HUD Continuum of Care and/or Emergency Solutions Grant Program. Program specific standards based on eligible project types are listed under the ESG/CoC Program Specific Standards Section. The standards identified herein serve as the minimum requirements for homeless service and housing programs operating with the Monmouth County Region. Projects must meet these minimum standards in order to be considered programs in good standing and eligible for funding through the following funding streams:

- HUD Emergency Solutions Grant
- HUD Continuum of Care Program
- Monmouth County SSH
- United Way Emergency Food and Shelter Program
- Monmouth County Support Grant

Participant Eligibility

All homeless service programs operating within Monmouth County may only serve those individuals who meet the definition of homelessness or risk of homelessness.

Definition:
Homeless:

1. an individual or family who lacks a fixed, regular and adequate nighttime residence meaning:
    a. an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs for low-income individuals; of
    b. an individual who is exiting an institution where he or she resided for 9 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
    a. The primary nighttime residence ill be lost within 14 days of the date of application for homeless assistance;
    b. No subsequent residence has been identified; and

c. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

3. Unaccompanied youth under 25 years of age, or families with children and you, who do not otherwise qualify as homeless under this definition, but who:
    a. Are defined as homeless under section 37 of the Runaway and Homeless Youth Act (42 USC 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1768(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
    b. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
    c. Have experienced persistent instability as measured by two moves or more during the 60 day period immediately preceding the date of applying for homeless assistance; and
    d. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addition, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
4. Any individual or family who:
    a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that related to violence against the individual or a family member, including a child that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
    b. Has no other residence; and
    c. Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing

Coordinated Assessment

The Monmouth County HSC strongly encourages all programs to actively participate in the Centralized Intake System. All programs receiving CoC, ESG, EFSP, County SSH or County Support Grant funds are required to participate in the Coordinated Assessment System. The Coordinated Assessment System for Monmouth County includes the Centralized Intake and the Centralized Exit provided through the Housing Placement Agency.

All outreach and community service agencies encountering homeless individuals in Monmouth County should immediately refer those households to the centralized intake agency. The Centralized Intake Agency shall complete an eligibility assessment and diversion questionnaire to determine if shelter placement is necessary and for which programs households are eligible. Households entering the homeless service system will be contacted by the Housing Placement Agency to complete a Housing Barriers Assessment and receive assistance in connecting with the permanent housing options that best fit the household needs.

All sheltering and housing programs serving the homeless population must work through the Coordinated Assessment System to process placement referrals. Agencies participating in the Coordinated Assessment must sign an agreement with the Centralized Intake Agency and the Housing Placement Agency which details the responsibilities and procedures involved in participating in the Coordinated Assessment System.

See Section III Centralized Intake and Housing Placement Agency for more details of the Coordinated Assessment System Policies and Procedures.

Referral and Intake

System Coordination

Prohibition of Involuntary Family Separation

Programs serving families with children under the age of 18 may not restrict or deny access to shelter, housing or services based on the gender or age of the children in the household.

HMIS

All programs receiving funding through ESG, CoC, SSH and Count support grants must use the locally approved Homeless Management Information System to enter client information. All HMIS entering programs serving the homeless population must sign a data sharing agreement with the Centralized Intake Agency and Housing Placement Agency outlining the appropriate level of data sharing according to the program type. Please see the HMIS Policies and Procedures for further information on the data sharing requirements for the Monmouth County region.

Fair Housing and Equal Opportunity

The nondiscrimination and equal opportunity requirements set forth in 24 CFR 5.105(a) are applicable. Recipients and subrecipients may exclusively serve a particular homeless subpopulation in transitional or permanent housing if the housing addresses a need identified by the Continuum of Care for the geographic area and meets one of the following:

a) The housing may be limited to one sex where considerations of personal privacy and physical limitations of the building (shared bedrooms or bathrooms) make it appropriate for the housing to be limited to one sex.

b) The housing may be limited to a subpopulation (homeless veterans, victims of domestic violence and their children, or chronically homeless persons and families) so long as admission does not discriminate against any protected class.
c) The housing may be limited to families with children.
d) If the housing has at least one family with a child under 18, the housing may exclude registered sex offenders and persons with a criminal record that includes a violent crime.
e) Sober housing may exclude persons who refuse to sign an agreement that prohibits program participants from possessing, using, or being under the influence of illegal substances and or/alcohol on the premises.
f) If the housing is assisted with funds under a federal program that is limited to a specific subpopulation, the housing may be limited to that subpopulation (*e.g.* Housing Opportunities for Persons with AIDS.
g) Housing may be limited to or have a preference for subpopulations who need the specialized supportive services that are provided in the housing (*e.g.* substance abuse treatment, domestic violence services, or high intensity packages). Housing may offer services for a particular disability, but may not exclude otherwise eligible households with a disability on the grounds that they do not have a particular disability.

Recipients must implement programs in a manner that affirmatively furthers fair housing, marketing housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or handicap who are least likely to apply without special outreach, and keeping marketing records. Recipients should provide program participants with information and remedies, and when recipients encounter a condition that impedes fair housing choice, they must provide such information to the appropriate jurisdiction.

Recipients and subrecipients must comply with the accessibility requirements of the Fair Housing Act (24 CFR part 100), Section 504 of the Rehabilitation Act of 1973 (24CFR part 8), and Titles II and III of the Americans with Disabilities Act, as applicable (28 CFR parts 35 and 36), ensuring that their program's housing and supportive services are provided in the most integrated setting appropriate to the needs of persons with disabilities.

Conflict of Interest

Procurement of Property – Recipients and subrecipients must comply with the codes of conduct and conflict-of-interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations).

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

Organizational Conflict - When, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's objectivity in performing work with respect to any activity

assisted under this part is or might be otherwise impaired.

Other Conflicts – No covered person may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract or agreement with respect to an assisted activity, or have a financial interest in the proceeds from an assisted activity, either for him/herself or for those with with whom they have immediate family or business ties, for a duration up to a one-year period following his or her tenure.

Upon written request of the recipient, HUD may grant an exception to the above provisions.

Facility/Housing Safety & Standards

Housing and facilities must be in compliance with State and local government health and safety standards. Program funds, or for which rental assistance payments are made with Continuum of Care program funds, must meet the applicable housing quality standards (HQS) under 24 CFR 982.401 of this title. Before assistance is provided to a program participant, the recipient or subrecipient must physically inspect each unit. All units must be inspected at least annually during the grant period. The recipient or subrecipient must retain documentation of compliance with the housing standards in § 578.75(b), including inspection reports.

Lead-Based Paint

The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations at 24 CFR part 35, subparts A, B, H, J, K, M, and R apply to activities under this program.

ESG/CoC Specific Requirements

Income Determination

Income must be calculated in accordance with 24 CFR 5.609 and 24 CFR 5.611 (a). Recipients and subrecipients must examine a participant's initially, and at least once annually to determine the amount of contribution towards rent. If there is a change in family composition or decrease in income, a resident may request a reexamination.

Supportive Service Provision

Termination of Assistance

Recipients or subrecipients may terminate assistance to a program participant who violates program requirements or conditions of occupancy.

The recipient or subrecipient must provide a formal process that recognizes the rights of individuals under the due process of law. The process minimally must consist of:

- Before the participant begins to receive assistance, provide them with a written copy of program rules and termination process.
- A clear statement of reasons for termination.

- Review of the decision, with the program participant given the opportunity to present objections before a person other than the one who made or approved the determination decision.

Prompt written notice of the final decision.

Appeals Process

Match Requirements

All eligible funding costs except leasing must be matched with no less than a 25 percent cash or in-kind match, and must be provided for the entire grant. For in-kind match, the government wide grant requirements of HUD's regulations in 24 CFR 84.23 (for private nonprofit organizations) and 85.24 (for governments) apply. All match must be spent on eligible activities as required under the interim rule.

Participation of Homeless Persons

The recipient or subrecipient must document its compliance with the homeless participation requirements under § 578.75(g), namely that each recipient must provide for the participation of at least one homeless or formerly homeless individual on the board of directors or equivalent entity. To the maximum extent possible, providers should involve homeless individuals and families through employment, volunteering, and operating projects.

Displacement & Relocation

All recipients should ensure that they take reasonable steps to minimize the displacement of persons. Refer to the definition of "displaced person" under the CoC program interim rule, §578.83 paragraph (c)(2).

Temporary Relocation:

1) *Current Building not assisted under Title IV of the McKinney-Vento Act* - Tenants living in the building where a project will be undertaken are not eligible to receive CoC assistance. If they move under conditions where Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601–4655) apply, the tenant must be treated as permanently displaced.

Transitional and Permanent Housing Projects Currently Assisted Under McKinney-Vento - Program participants may not be required to relocate temporarily if they cannot be offered a decent, safe, and sanitary unit in the same building or complex upon project completion. Temporarily relocated participants must be provided reimbursement for reasonable expenses in connection with the relocation, appropriate advisory services, date and approximate duration of temporary relocation, location of the new dwelling, and reasonable terms and conditions under which the participant will be able to occupy a dwelling in the building or complex upon completion of the project. If a participant has been temporarily relocated for more than a year they must be treated as permanently displaced.

Program Income

Program income is the income received by the recipient or subrecipient directly generated by a grant-supported activity (§578.97 (a)). Rent and occupancy charges collected from participants are program income. Rent and occupancy charges collected from transitional housing residents may be reserved for assisting the resident move to permanent housing. Program income earned during the grant term shall be added to funds committed to the project by HUD and the recipient, used for eligible activities. Costs incident to the generation of program income may be deducted from gross income to calculate program income, provided that the costs have not been charged to grant funds.

Environmental Review

Recipients must comply with requirements under 24 CFR part 5 and 24 CFR part 50. HUD must first approve property before it may be acquired, rehabilitated, converted, leased, repaired, disposed of, demolished, or constructed. The recipient or subrecipient must carry out mitigating measures required by HUD or select an alternate property.

Solid Waste Disposal

Recipients must comply with requirements under sections 6002 and 6003 of the Solid Waste Disposal Act.

Transparency Act Reporting

Recipients are required to report subawards made as pass-through awards, subrecipient award or vendor awards to www.fsrs.gov.

Coastal Barrier Resources Act

16 U.S.C. 3501 may apply to proposals.

Audit Requirements

Recipients and subrecipients must comply with the audit requirements of OMB Circular A–133, ‘‘Audits of States, Local Governments, and Non-profit Organizations.’’

Davis-Bacon Act

The provisions of the Davis-Bacon Act do not apply to McKinney Act Homeless Programs (except Section 8) or Emergency Solutions Grants.

Section 3

Recipients and subrecipients must comply with Section 3 of the Housing and Urban Development Act of 1968 and its implementing regulations at 24 CFR part 135.

Purpose/goals

Numerous organizations and agencies in Monmouth County offer a variety of resources and services to homeless families and individuals. The MCHSC seeks to insure the resolution of immediate housing crises, and the facilitation of the transition from homeless to stability in permanent, affordable and safe housing. For this reason, and in response to guidance and direction provided by the US Department of Housing and Urban Development, the MCHSC has implemented a coordinated assessment process that includes Centralized Intake for homeless persons and a Housing Navigator to facilitate the access to permanent housing.

Key Definitions

A. **Continuum of Care**: The Monmouth County Continuum of Care is the recipient of annual HUD funding for the provision of supported housing. The Monmouth County Homeless Systems Collaborative is a function of the Continuum of Care. All agencies and organizations receiving funding through the Monmouth County CoC are required to follow this procedure for coordinated assessment.

B. **Centralized Intake Agency**: The Monmouth County Division of Social Services (MCDSS) is designated the Centralized Intake Agency for families and individuals who are homeless or at risk of homelessness in Monmouth County. This designation was made by the HSC due to the variety of services available at MCDSS and the historical expertise of DSS in addressing homelessness.

C. **Chronically Homeless Household:**

D. **Homeless Household:**

E. **Homeless Management Information System (HMIS**): HMIS is the information system mandated by HUD for all agencies who receive federal funding for homelessness.

F. **Housing First model**: Housing First is the service model required by HUD. The Housing First model prioritizes the goal of placement in permanent housing without added caveats and conditions.

G. **Housing Navigator**: The Mental Health Association of Monmouth County is the designated Housing Navigator Agency. DSS will refer all homeless individuals and families who are in need of permanent housing to the designated Housing Navigator agency.

Coverage area & applicability

The Centralized Intake System shall cover the Monmouth County geographic area. All persons experiencing homelessness or at risk of homelessness within the Monmouth County boundaries

will be eligible to connect with the Centralized Intake Agency and Housing Navigator Agency for assessment and referral to services. No person shall be turned away from the Centralized Intake System based on race, color, national origin, religion, sex, familial status or disability. In addition, no person shall be turned away based on engagement history, residency, participation in services/treatment or income.

The Centralized Intake System is designed to serve as an inclusive process to assess needs and make appropriate referrals based on those needs and eligibility. The Centralized Intake System shall work to affirmatively further fair housing through active engagement and outreach to eligible populations, partnerships with community providers serving eligible populations that have historically lower rates of engagement, and access to translation services for those with limited English proficiency.

All Monmouth County programs receiving funding through the Continuum of Care (CoC), Emergency Solutions Grant (ESG), Social Services for the Homeless (SSH), or Emergency Food and Shelter Program (EFSP) shall be required to participate in the Centralized Intake System. All other community programs serving the homeless population funded through other sources are welcome and strongly encouraged to participate in the Centralized Intake System.

Target Population

The Centralized Intake System is designed to serve all persons experiencing homelessness or at risk of homelessness in Monmouth County. The system may make referrals, but is not designed to serve those looking for affordable housing without a specific housing stability crisis.

Those at risk of homelessness are defined as:

An individual or family who:

i. *Has an annual income below 30% of median family income for the area; AND*
ii. *Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; AND*
iii. *Meets one of the following conditions:*
    a. *Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR*
    b. *Is living in the home of another because of economic hardship; OR*
    c. *Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR*
    d. *Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR*
    e. *Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR*
    f. *Is exiting a publicly funded institution or system of care; OR*

g. *Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan*

Homelessness is defined as:

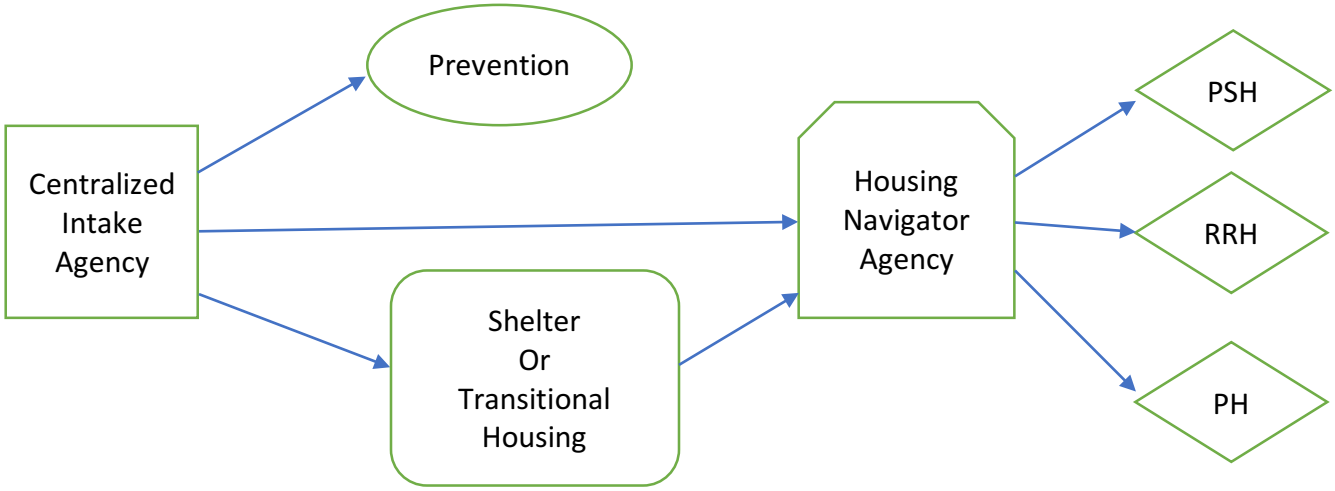
1. *Literally Homeless - Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:*
    a. *Has a primary nighttime residence that is a public or private place not meant for human habitation;*
    b. *Is living in a publicly or privately operated shelter designated to provide temporary living arrangements including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or*
    c. *Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution*
2. *Imminent Risk of Homelessness - Individual or family who will imminently lose their primary nighttime residence, provided that:*
    a. *Residence will be lost within 14 days of the date of application for homeless assistance;*
    b. *No subsequent residence has been identified; and*
    c. *The individual or family lacks the resources or support networks needed to obtain other permanent housing*
3. *Homeless under other Federal Statutes - Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:*
    a. *Are defined as homeless under the other listed federal statutes;*
    b. *Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;*
    c. *Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and*
    d. *Can be expected to continue in such status for an extended period of time due to special needs or barriers*
4. *Fleeing/Attempting to flee DV - Any individual or family who:*
    a. *Is fleeing, or is attempting to flee, domestic violence;*
    b. *Has no other residence; and*
    c. *Lacks the resources or support networks to obtain other permanent housing*

The Centralized intake Agency shall assess and refer all households experiencing homelessness or at risk of homelessness. There shall be no disqualifying criteria for the assessment and referral process. All households within the Monmouth County geographic region shall be assessed and referred regardless of residency, income, history of program participation, participation in

services, criminal background, race, color, national origin, religion, sex, familial status, disability or any other factor.

System Flowchart

The Centralized Intake Agency shall serve as the point of entry into shelter and prevention services in Monmouth County. The Housing Navigator Agency shall serve as the point of exit from homelessness to permanent housing in the region. All households experiencing homelessness or at risk of homelessness shall be referred to the Centralized Intake Agency which is responsible for diversion, shelter referral/placement, and referral to the Housing Navigator agency. The Housing Navigator Agency shall be responsible for completing prioritization assessments on all homeless households and connecting households to permanent housing.



CIA role/general responsibilities

The Centralized Intake Agency shall serve as the primary entry point into the homeless service system in Monmouth County. The CIA shall streamline access to shelter and diversion programs based on client eligibility and shall serve as the primary referral source to the centralized exit services provided through the Housing Navigator Agency.

Intake/Referral process

Any agency, individual or organization may make a referral to the Centralized Intake Agency for households experiencing homelessness or at risk of homelessness. Households may also directly access the Centralized Intake Agency without a referral by going to one of the office locations or calling the Homeless Intake Unit. The Centralized Intake Agency can be accessed through their office locations:

3000 Kozloski Road Freehold, NJ 07728	2405 Route 66 Ocean Township, NJ 07712

Or the Centralized Intake Agency can be access by phone at: 732-431-6000 ext. 613

Referrals via phone must provide the following information to the Centralized Intake Agency:

- Name
- Family Size
- Household Income
- Social Security Number

For referrals received by phone, the CIA shall complete a diversion assessment to determine if the household can avoid entrance into the homeless service system. If appropriate, diverted households may be connected to prevention resources.

In the event the household cannot be diverted from homelessness, the CIA shall check to determine the household's preliminary eligibility for Emergency Assistance through TANF or GA. If the household is deemed to have preliminary eligibility, the CIA shall arrange for the household to have a face to face appointment at one of the CIA office locations.

If the household is found to be ineligible for Emergency Assistance placement, the CIA may arrange for the household to have a face to face appointment at one of their locations, or may make referrals to community sheltering programs for which the household is eligible.

Access

The Centralized Intake Agency shall have at least 1 physical location and phone access. The CIA shall make accommodations for after hours contacts which may include on-call staff. The CIA shall ensure full coverage of the CoC's geographic region and shall make accommodations as necessary for households outside of the reach of the physical office locations.

The CIA shall access translation services through ____ for households with limited English proficiency to ensure all households experiencing homelessness or at risk of homelessness have equal access to system services.

CIA staff shall participate in cultural competency training to ensure a well rounded understanding of how to engage and work with populations that have traditionally had limited access to services.

Forms/assessment tools

The Centralized Intake Agency shall first work to divert households from the homeless service system wherever possible. The CIA shall complete the diversion questionnaire (See Appendix A) will all households seeking assistance.

When it is determined that a household cannot be diverted from the homeless service system, the Centralized Intake Agency shall complete an eligibility screening for shelter placement and/or referral. The eligibility screening tool (See Appendix B) shall capture basic household demographic information, household income, criminal background and homeless history.

In addition to the assessment tools, the Centralized Intake Agency shall request signatures on a release of information form enabling the CIA to communicate directly with community service providers they intend to make referrals to. If a household refuses to sign the release of information form the Centralized Intake Agency may complete the assessments, provide placement for programs which the CIA has authorization for the enrollment process, or provide the contact information for other community programs for which the household is eligible for.

Data entry

All client information for households assessed and referred by the Centralized Intake Agency shall be recorded in the Homeless Management Information System (HMIS). The Centralized Intake Agency shall record and track all households that have been diverted, referred, lost contact with, and those for which no options are available. All HMIS data entry must be completed within 3 days of assessment. The client data collected shall be based on the Monmouth HSC approved CIA intake/assessment form. (See Appendix C)

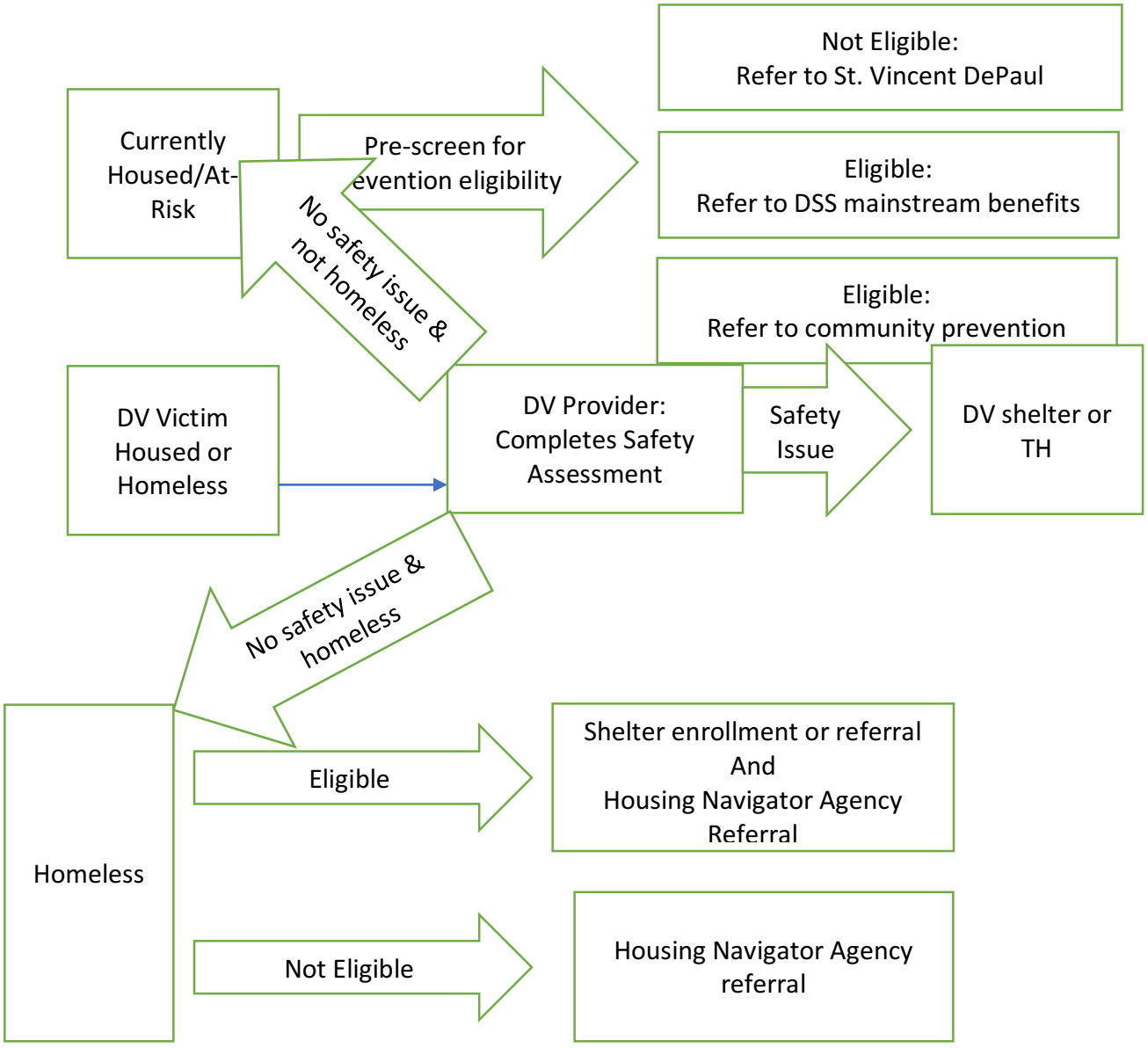
The CIA shall obtain signatures on the HMIS consent form for all households for which they complete diversion and eligibility assessments on.

If a household refuses to sign the HMIS consent form, the CIA may still go through with the diversion and eligibility assessment and enter household information into HMIS, however client data sharing must be set to “no sharing”.

Refusal to share information in HMIS or with other community agencies shall not prohibit households from receiving services for which they are eligible.

Decision making tree

The Centralized Intake shall complete the Diversion Assessment with all households seeking assistance. Once the Diversion Assessment has been completed, the Centralized Intake Agency shall make referrals as follows based on household eligibility:



Prioritization

The Centralized Intake shall complete the diversion assessment on all households seeking assistance. Households not currently homeless but in need of assistance shall be referred to

prevention programs in the community. Homeless households shall be referred to appropriate sheltering options and to the Housing Navigator Agency. Within the scope of program eligibility, the Centralized Intake Agency shall seek to prioritize unsheltered households with sheltering services as appropriate.

Referral/Placement process

Upon completion of the eligibility review, the Centralized Intake Agency shall make referrals to community resources based on household need. The Centralized Intake Agency shall submit the appropriate referral form with all households referred to prevention services, shelter and the Housing Navigatior Agency. The referral forma shall be sent via secure electronic transmittal. Referrals should be sent immediately, but must be sent within 24 hours of client assessment. The referral shall include the standard referral form (See Appendix D) along with the HMIS data sharing consent form (See Appendix E) and may include program specific intake forms that have been provided to the Centralized Intake Agency.

Special populations procedures

The Centralized Intake Agency shall complete the diversion questionnaire which seeks to determine immediate homeless need and domestic violence status. When a household identifies an issue with domestic violence, the Centralized Intake Agency immediately refers them to the DV provider. The Centralized Intake Agency shall collect client information for those identifying DV issues as they would with any other household. Data entered in HMIS for DV households shall be set as no sharing. Upon receipt of referral, the DV provider shall complete an assessment of the household's safety needs. If it is determined that the household has an immediate safety need, the DV provider will move forward with enrolling the household in the most appropriate DV program in the region or in neighboring regions as appropriate. If the household is determined not to have an immediate safety need, the DV provider will connect them to services provided by the DV agency and refer them back to the Centralized Intake Agency for connection to mainstream shelters in the community.

Community partnerships/agreements

The Centralized Intake Agency shall work collaboratively with community providers to ensure a seamless referral and transition process to services within Monmouth County. The Centralized Intake Agency shall enter into Memorandums of Understanding with three categories of agencies. These MOUs shall be tailored to meet the specific requirements of the agencies based on the services provided, but shall spell out the general communication procedures and service provision expectations of the agencies involved. The following types of MOUs shall be maintained by the Centralized Intake Agency:

1. Prevention Resources – The Centralized Intake Agency shall enter into MOUs with agencies providing prevention services (financial and other services) designed to keep people in housing. In general, the Centralized Intake Agency shall be responsible for diverting those in housing crisis from the homeless service system. Upon completion of the diversion questionnaire, the Centralized Intake Agency shall review household eligibility for prevention services and provide households information for each prevention program for which they are eligible. If the Centralized Intake Agency is able to obtain a signature on the release of information form from the client seeking assistance, they shall call or send a

secure email or fax to the prevention agency using the appropriate referral form indicating that they are referring a potentially eligible client. The prevention agency shall make contact with the client referred within 48 hours. The prevention agency shall notify the centralized intake agency of the status of the client referred (accepted or denied) within 48 hours of initial contact. If the client is working with multiple prevention agencies, those agencies shall be responsible for coordinating the assistance provided.

2. Shelter Resources – The Centralized Intake Agency shall enter into MOUs with all agencies providing shelter in the region (ES & TH). There will be two types of MOUs the Centralized Intake Agency shall maintain, enrollment MOUs and referral MOUs. For sheltering programs where the Centralized Intake Agency has the authority to enroll eligible households, the Centralized Intake Agency shall notify the sheltering program by phone and/or secure electronic transmission, when a new client has been approved/enrolled in the program. The sheltering programs will be responsible for confirming with the Centralized Intake Agency the vacancy rates on a weekly basis. For sheltering programs where the Centralized Intake Agency does not have authority for enrollment, a referral will be sent to the programs for which the client is eligible. The Centralized Intake Agency shall provide detailed information about the sheltering programs for which the client is eligible. If the clients sign a release of information form, the Centralized Intake Agency shall complete a referral using the appropriate form and notify the sheltering program via phone or secure electronic transmission of a coming referral. The sheltering agency shall attempt to contact the client within 48 hours of receiving a referral and shall notify the centralized intake agency within 48 hours of the client's status (accepted or denied). The sheltering programs will be responsible for notifying the Centralized Intake Agency of vacancies on a weekly basis and/or as soon as a vacancy occurs.
3. Housing Navigator Agency – The Centralized Intake Agency shall enter into an MOU with the Housing Navigator Agency referring only those households that are literally homeless at the time of connection to the Centralized Intake Agency. The Centralized Intake Agency shall obtain client signatures on the HMIS data sharing form and release of information form. If a client refuses to sign the release of information form, the Centralized Intake Agency will provide them with the information about how to connect with the Housing Navigator Agency. If a client signs the release of information form, the Centralized Intake Agency shall send the referral to the Housing Navigator Agency along with a copy of the HMIS data sharing form by secure electronic transmission. The Centralized Intake Agency shall notify the Housing Navigator Agency of all homeless clients they have made contact with on a daily basis through a standard log. The log shall indicate clients that have signed a release of information and those that have not as well as the sheltering locations to which they have been referred. The Housing Navigator Agency shall use this information to ensure outreach is done to all households experiencing homeless to complete the prioritization assessment.

Service database maintenance

All agencies providing services in Monmouth County will be responsible for entering and updating their service and eligibility criteria on the Monmouth ResourceNet website. This website shall be

used by the Centralized Intake Agency and other community providers to ensure clients are provided with appropriate referrals.

Refusal of Service procedures

All clients seeking assistance shall have the right to refuse services offered through the Centralized Intake Agency or any partner agencies. A refusal of services may not be used to prohibit future enrollment in programs offered through the Monmouth County Homeless System. Refusal of services may not be held against clients if they re-engage with the system at a later date. If a client re-engages with the Centralized Intake Agency after refusing the initial offer of services, the Centralized Intake Agency will complete the diversion and eligibility screening again as circumstances may have changed between dates of engagement.

Return to CIA procedures

If a household is successfully referred to a community provider but comes back to the Centralized Intake Agency, the agency shall first complete a consumer look up in HMIS to determine if the household is currently engaged with any providers in the system. If the household is engaged with a community provider, with the household's permission, the Centralized Intake Agency may reach out to that provider to determine what additional services/resources are necessary to successfully resolve the household's housing issue. If the household is not currently engaged with a provider or refuses to provide permission to contact that provider, the Centralized Intake Agency shall complete the diversion and eligibility assessment, as done at first contact, and make referrals as appropriate.

HNA role/general responsibilities

The Housing Navigator Agency shall be responsible for completing a prioritization assessment and housing barrier assessment for all households experiencing homelessness in Monmouth County. The Housing Navigator Agency's role will be to assist households in exiting the system by obtaining stable permanent housing. In order to accomplish this, the Housing Navigator Agency shall:

- Maintain a listing of affordable housing opportunities in Monmouth County
- Manage a prioritized waiting list of clients seeking housing
- Provide appropriate services to walk clients seeking assistance through the process of obtaining permanent housing

Permanent housing can take many forms, including supportive housing, rapid re-housing and affordable housing.

Permanent Supportive Housing

Permanent Supportive Housing Programs must provide non-time limited permanent housing to eligible households according to the needs of the household. Programs must provide for the supportive service needs of program participants either directly or through connection to community resources.

Participant Eligibility

Permanent Supportive Housing programs funded through the CoC may only serve homeless households (individuals and/or families) in which a household member has a disabling condition.

Prioritization

All Permanent Supportive Housing Programs must prioritize households to fill vacancies according to the order of priority established in the HUD Notice CPD-14-012. The Housing Placement Agency shall assess and prioritize all households according to the order of priority outlined below. Referrals to Permanent Supportive Housing Programs shall be made based on the highest priority households that meet the program eligibility requirements.

Order of Priority

<u>CoC funded Permanent Housing Beds Dedicated or Prioritized for the Chronically Homeless</u>

1. Priority 1: Chronically homeless individuals and families with the longest history of homelessness and most severe needs
2. Priority 2: Chronically Homeless individuals and families with the longest history of homelessness
3. Priority 3: Chronically homeless individuals and families with the most severe service needs
4. Priority 4: All other chronically homeless individuals and families

<u>CoC funded Permanent Housing Beds Not Dedicated or Prioritized for the Chronically Homeless</u>

1. Priority 1: Homeless individuals and families with a disability and the most severe service needs
2. Priority 2: Homeless individuals and families with a disability and a long period of continuous or episodic homelessness
3. Priority 3: Homeless individuals and families with a disability coming from places not meant for human habitation, safe havens or emergency shelters
4. Priority 4: Homeless individuals and families with a disability coming from transitional housing

Application of Priority

The Housing Placement Agency shall maintain housing priority lists based on the order of priority listed above. Permanent Supportive Housing programs shall receive referrals based on the highest priority household that meets bed/program eligibility requirements.

Where there is an individual or family meeting the higher priority criteria that refuses the permanent supportive housing opportunities offered to them, the Housing Placement Agency and

Permanent Supportive Housing programs may skip to the next individual or family on the priority list meeting the program criteria. Every effort will be made to continue to engage those individuals and families identified as the highest priority, however vacancies will not be held should they refuse the housing offered. In such cases those individuals and families refusing housing will be offered the next available vacancy until they are in a position to accept the housing offered to them. At no time shall an individual or family refusing the housing opportunity offered be placed on a "do not serve" list based solely on their refusal of housing.

Permanent Supportive Housing programs with beds dedicated or prioritized for the chronically homeless will not be required to hold vacancies open if there are no individuals or families meeting the chronic homeless definition as outlined in 24 CFR 578.3 within the CoC geographic region. In the event that there are no chronically homeless individuals and families within the CoC geographic region, the Housing Placement Agency may make referrals to Permanent Supportive Housing Programs with beds dedicated or prioritized for the chronically homeless based on the order of priority for CoC funded Permanent Housing Beds Not Dedicated or Prioritized for the Chronically Homeless.

Eligible Activities

Programs providing permanent supportive housing may use CoC funding to pay for acquisition, rehabilitation, new construction, leasing, rental assistance, operating cost or supportive services so long as those activities are dedicated to the provision of permanent supportive housing to eligible program participants.

Service Provision

In general, programs should not require participation in services in order to gain program admission or maintain program eligibility. Programs that do require participation in service may not require participants to engage in disability related services as a condition of housing. All permanent supportive housing programs should make a variety of service options available to program participants and work with participants to create individualized service plans. Service provision must be client centered and must be based on goals developed in coordination with program participants. Programs must work with participants to develop individualized service plans annually and services offered should at a minimum assist participants in achieving the goals identified in their individualized service plans.

Housing First

All CoC funded Permanent Supportive Housing programs must operate within a Housing First Framework. At a minimum, permanent supportive housing programs must meet the following criteria:

- Low Barriers to Access: Programs must make every effort to ensure they are accessible to the most vulnerable population with the most barriers to housing. Program enrollment and eligibility criteria may not restrict/deny participation based on the following items:
    - Limited or no income – programs may not deny entrance based on households having limited or no income at time of referral/application

    - Active or Past Substance Use – programs may not deny entrance based on household substance use status (whether actively using or a history of substance abuse). The only exception to this rule are for those programs that have been developed specifically as sober living programs.
    - Poor Credit – programs may not deny entrance based on household credit history.
    - Experience of Domestic Violence – programs may not deny entrance based on a household's previous/current experience with domestic violence
    - Criminal Background – programs may not deny entrance based on household's criminal background. The only exceptions to this are where households have a conviction for manufacturing or selling Methamphetamine, or arson. Additionally, project based supportive housing programs may restrict participation based on Meghan's Law status of the household if the unit is in a building serving families or within the state mandated limits of proximity to public places in which registered sex offenders are not permitted to live.
    - Refusal to participate in services – programs may not deny entrance based on a household's refusal to participate in services offered by the program, history of refusal to participate in services or due to no current involvement in services.
- Emphasis on rapid housing placement: Programs must focus on assisting participants in obtaining permanent housing based on household need immediately upon enrollment. There shall be no requirement of engagement in services or activities to prove "housing readiness". Instead programs must focus initially on connecting participants to permanent housing as quickly as possible.
- Client centered/Client driven services: Programs must work collaborative with program participants after permanent housing placement to develop goals and create a service plan to help participants achieved the self-identified goals. Goals and service plans must reflect participant desires and work at the pace most comfortable for program participants. Programs may use evidence based techniques and other best practices such as Motivational Interviewing and Harm Reduction to assist program participants in setting goals and actively working on service plans
- Low Barriers for continued program participation: Programs must make every effort to maintain program participant enrollment. Participants termination from program is only allowable in cases where the participant's behavior presents a direct threat to the health and safety of program staff and residents where that threat cannot be ameliorated. Programs should not terminate participants for any of the following reasons:
    - Eviction
    - Failure to pay rent
    - Substance use
    - Failure to participate in services
    - Experience with domestic violence

Admission Policies and Procedures

The Monmouth County Homeless System Collaboration (HSC) Admission Policies and Procedures outlines the policies and procedures for the CoC funded agencies, tenant, sponsor and project-based rental assistance programs following the HUD Housing First Model. The policies and procedures

has the overarching goal of reducing the chronically homelessness populations with disabilities in Monmouth County.

As indicated in the Memorandum of Understanding between the Monmouth County Navigation Agency and participating Monmouth County Housing Agencies, agreements were set in place and are as follows:

MHA of Monmouth County - Housing Navigator Agency:

- Will use the Housing Prioritization Tool to prioritize homeless clients within the community to identify appropriate and eligible referrals for all participating agencies
- Will work with the client to collect all basic and required eligibility documentation to provide a complete referral to all participating agencies
- Will advise potential tenants of the placement process and that the referral does not guarantee a permanent housing placement.
- Will work with clients who are being referred to permanent housing vacancies to ensure the referral is complete and can be processed by participating agencies
- Will establish and participate in quarterly meetings with all Housing Placement Agencies in an effort to discuss the needs of all parties and the specific information which needs to be shared among parties.

Housing Provider Agency:

- Will notify and provide the eligibility criteria to MHA of Monmouth County - Housing Navigator Agency with maximum capacity and unit size required for available permanent housing unit.
- Will conduct program specific screening and interview to determine the acceptability of referral from the Housing Navigator Agency
- Will notify the Housing Navigator Agency of the acceptance or denial of the referral
- Will ensure that tenant and client rights are respected and complied with not only as a matter of principle, but as a matter of practice and their role will be that of a landlord and/or voucher holder.

Participating agencies and the Monmouth County Housing Navigation Agency staff must work together as a team to effectively meet the needs of the tenants. This level of collaboration will require exceptional, thorough, and timely communication between all parties.

Program Enrollment

After informing a participant of their acceptance into the program, they will fill out a HMIS Consent Form. They will be encouraged to participate in the housing unit search process, and their preferences can be taken into account, considering factors such as child's current school placement, support network, doctors, etc.

Housing units for all participating housing agencies will meet HUD Housing Quality Standards (HQS) and rents should be at or under HUD's Fair Market Rents. When an appropriate housing unit is found, the resident signs the lease and provides the appropriate security deposit. The

participant will sign an occupancy agreement containing a program fee amount equal to the calculations on the Program Fee Calculation worksheet.

Part I TOTAL ADJUSTED INCOME DETERMINATION		
ANNUAL GROSS INCOME		
A. Income	**Type Of Income Reported**	**Amount**
Some of the types of income that should be included are employment income, social security, welfare assistance, unemployment, and disability or worker's compensation. This is not, however, a complete list. For a comprehensive listing of the types of income that must be included in calculating total household income, see the "Annual Income Includes" paragraph in the SHP Desk Guide.		$
		$
		$
		$
		$
Total A:		$
B. Income Exclusions	**Type Of Exclusion**	**Amount**
Income exclusions can include income from children under 18, payments received for the care of foster children or adults, and reimbursement for the cost of medical expenses. For a complete list of the income exclusions which should be considered when calculating total amount of exclusions, see "Income that Must be Excluded" in the SHP Desk Guide.		$
		$
		$
Total B:		$
C. Annual Gross Income:		**Amount**
Subtract the total amount of income exclusions from the total amount of eligible income.		
Total A-B:		$

Part I (continued)		
ADJUSTMENTS TO INCOME		
D. Dependent Allowance	**Number of Dependents**	**Amount**
Multiply the number of dependents by $480		$
E. Child Care Allowance	**Description**	**Amount**
Child care expenses for children 12 and under that are made for a household member to work. Amount deducted cannot exceed amount received for work. For a complete reference see "Adjustments to Income: Child Care Allowance" in SHP Desk Guide.		$
F. Disabled Assistance Allowance	**Description**	**Amount**
F1. Disabled assistance expense: Reasonable expenses for attendant care that enable a household member to work.		$
F2. Adjusted amount of disabled assistance expense. To calculate, multiply Disabled Assistance expenses by .03.	**F1 x .03 =**	$
F3. Adjusted disabled assistance expense: Subtract adjusted amount of disabled assistance expense from disabled assistance expense: **(F1-F2)**	**F1 - F2 =**	$
F4. Family members' earnings dependent on attendant care:		$
F5. Enter lesser of adjusted disabled assistance expense or family member earnings:	**Total:**	$
G. Medical Expenses Allowance	**Description**	**Amount**
G1. Medical Expenses not covered by insurance or unreimbursed. See Desk Guide.		$
G2. If Adjusted Disabled Assistance Expense (**F3**) is greater than zero, enter Medical Expenses to the right. If not, add Disabled Assistance Expense (**F1**) and Medical Expenses (**G1**) lines and enter to the right.	**Total:**	$
H. Elderly or Disabled Family Allowance		**Amount**
Multiple number of elderly (62 years or older) or disabled family members who are the head of household, spouse, or sole member of household by $400.	**Total:**	$
I. Total Allowances		**Amount**
To calculate, sum the totals from all applicable allowances (D+E+F+G+H):	**Total:**	$

J. TOTAL ADJUSTED INCOME		
Enter Annual Gross Income (Line C)		$
Enter Total Allowances (Line I)		$
J. TOTAL ADJUSTED INCOME: To calculate, subtract Total Allowances from Annual Gross Income	**Line C - Line I:**	$
Part II. RESIDENT PROGRAM FEE DETERMINATION		
		Amount
K. Divide TOTAL ADJUSTED INCOME (Line J) by 12 and multiply by 30 percent.	**(Line J/12 months) x .30 =**	$
L. Divide ANNUAL GROSS INCOME (Line C) by 12 and multiple by 10 percent.	**(Line C/12 months) x .10 =**	$
M. Amount of WELFARE RENT, if applicable		$
N. MAXIMUM FEE AMOUNT PER MONTH: Compare the three amounts **(lines K, L, and M)** under RESIDENT FEE DETERMINATION and enter the LARGEST of the three to the left	**Largest of K, L, and M:**	$
RESIDENT PROGRAM FEE WHEN UTILITIES ARE NOT INCLUDED IN RENT		
O. Utility Allowance	**Description**	**Amount**
Enter total amount of utility allowance. (For more information about the utility allowance see "General Topics Regarding Resident Rent: Utility Payments" in the SHP Desk Guide.)		$
P. ADJUSTED RESIDENT PROGRAM FEE WITHOUT UTILITIES: Subtract Utility Allowance from MAXIMUM FEE AMOUNT PER MONTH	**Line N - Line O:**	$

INTAKE PROCEDURES

I. Contact prospective applicant from waiting list or referral source, prioritizing by:
<u>CoC funded Permanent Housing Beds Dedicated or Prioritized for the Chronically Homeless</u>

1. Priority 1: Chronically homeless individuals and families with the longest history of homelessness and most severe needs
2. Priority 2: Chronically Homeless individuals and families with the longest history of homelessness
3. Priority 3: Chronically homeless individuals and families with the most severe service needs
4. Priority 4: All other chronically homeless individuals and families

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

1. Priority 1: Homeless individuals and families with a disability and the most severe service needs
2. Priority 2: Homeless individuals and families with a disability and a long period of continuous or episodic homelessness
3. Priority 3: Homeless individuals and families with a disability coming from places not meant for human habitation, safe havens or emergency shelters
4. Priority 4: Homeless individuals and families with a disability coming from transitional housing

II. Case Managers and/or agency housing staff will exercise due diligence when conducting outreach and assessment to ensure that persons are served in the order of priority. HUD recognizes that some persons–particularly those living on the streets or in places not meant for human habitation–might require significant engagement and contacts prior to their entering housing and recipients are not required to keep units vacant where there are persons who meet a higher priority within the CoC and who have not yet accepted the PSH opportunities offered to them. Case managers and/or agency housing staff member should continue to make attempts to engage those persons. For eligibility in dedicated or prioritized PSH serving chronically homeless households, veterans, the individual or head of household must meet all of the applicable criteria to be considered chronically homeless.

III. Provide application packet for completion:

a. Agency application will be completed for all household members and follow all timeframes with the Housing Navigation Agency as listed on the MOU
b. Verification of Chronic Homelessness Form/Instruction Sheet
c. Verification of Disability (Treating MD or Psychiatrist)
d. Release of Information form
e. Background Check performed by each agency

IV. Background Checks

Arrest Records alone will not be the basis for denying housing under the Housing First Model. Agencies will have discretion to consider circumstances, ensuring due process rights of applicants and tenants and complying with the Fair Housing Act.

a. Convictions for methamphetamine manufacturing, arson, sexually assaultive crimes, and Megan's Law crimes will generally be grounds for termination or denial.
b. Assaultive and aggressive crimes will be examined for mitigating circumstances such as drug-related behaviors or domestic violence
c. Police reports and testimonials from police, probation officers, etc will also be examined for mitigating circumstances
d. Consideration will be given to the length of time since the last conviction.

V. Conduct face-to-face interview with applicant.
   a. Discuss items of concern from assessments, progress notes, background checks
   b. If third party verification of homelessness is not available,
      1. document your observations (is it evident to you they are living in car, tent, etc.)
      2. ask them to submit narrative of homeless history, including specific dates and places
   c. Take thorough notes to substantiate decision and rejection letter, when applicable.

VI. Rejection letter must inform the applicant that they may appeal the decision in the following manner.

   a. If reason for denial is lack of cooperation in the interview, they may request a second interview with a different Director (the original interviewer may or may not attend).
   b. If reason for denial is lack of documentation, they may reapply when all necessary documentation is submitted and updated.
   c. If reason for denial is concern of a safety risk, they may submit a written appeal explaining why those concerns are not valid. The agency Executive Director will determine if a second interview is warranted.

Admission Procedures – Calculating Program Fees

The *maximum* program fee is the higher of:

1. 30% of monthly adjusted income
2. 10% of monthly gross income

Annual Gross Income

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
2. Net income from the operation of a business or profession;
3. Interest, dividends, and other net income of any kind from real and personal property;
4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including lump sum payment for delayed start of a periodic payment;
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
6. Welfare assistance. Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments (e.g. Social Security Income (SSI) and general assistance available through state welfare programs);
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling; and

8. All regular pay, special pay and allowances of a member of the Armed Forces, except special hostile fire pay.

What is *not included in income*:

1. Income from employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant family, who are unable to live alone);
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay);
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of a live-in aide
6. The full amount of student assistance paid directly to the student or to the educational institution;
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8. Amounts received under training programs funded by HUD;
9. Amounts received by a disabled person that are disregarded for a limited time for purposes of SSI income eligibility and benefits because they are set aside for use under a Plan for Achieving Self-Support (PASS);
10. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
11. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;
12. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
13. Temporary, non-recurring or sporadic income (including gifts);
14. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
15. Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse);

16. Adoption assistance payments in excess of $480 per adopted child;
17. Deferred periodic payments of SSI income and social security benefits that are received in a lump sum amount or in prospective monthly amounts;
18. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
19. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.

Annual Adjusted Income

Annual adjusted income is determined by deducting from annual gross income the items listed below.

- $480 for each dependent;
- $400 for any elderly or disabled family;
  - The sum of the following, to the extent the sum exceeds 3 percent of annual income:
  - Unreimbursed medical expenses of any elderly family or disabled family; and
  - Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus; and
  - Reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education.

The Earned Income Disallowance (EID)

For participants that meet EID requirements, any increase in income due to employment will be excluded from annual income for 12 months.

Special regulations apply to all *disabled* clients that *became employed after April 20, 2001* and:

- were previously unemployed for one or more years; or
- earned less than $3,375 in the previous 12 months; or
- increased their income during a self-sufficiency or job training program; or
- received welfare benefits or participated in a Welfare-to-Work program within six months prior to getting a job.

For these participants, *any increase in income due to employment is to be excluded from annual income for 12 months*. For months 13-24 after getting a job, 50% of the income increase is to be excluded form annual income. This provision applies to any disabled household member.

A tenant is eligible to receive the EID during a lifetime 48-month period from the time that the EID is first applied for the affected tenant. The time begins to run the date that the project would have otherwise raised the tenant's program fee in response to a reported income increase.

The amount of income included in the residents' pay that is attributed to an earned income tax credit should be excluded when calculating income. This amount will be listed separately on residents' pay stubs. It will be the same amount in each check.

Review of Income

In order to determine the correct program fee payment, residents' income must be reviewed. Their income should be reexamined at least annually. In addition, if there is a change in family composition (e.g., birth of a child) or a decrease in the resident's income during the year, an interim reexamination may be requested by the resident and the program fee adjusted accordingly. Residents who receive an increase in income need not have their program fee increased until the next scheduled (annual) reexamination. Residents should agree to supply such certification, release, information, or documentation as the grantee determines the resident's income. Self-declaration may be used only if there is no other means of verification available.

Use of Income Earned Through Participation in a Training Program

Income earned through training programs should be excluded if the training program is:

- Funded by HUD (including training provided by HUD grantees and sub-grantees using HUD program funds);
- Funded through the Job Training Partnership Act (JTPA), including AmeriCorps Living Allowances; or
- Funded by State or local employment training programs.

Distinguishing Between Employment That is Part of a Training Program and Regular Employment

Employment-related activities are considered to be training rather than employment if the work activity is of a time-limited nature and there is a curriculum of activities with discrete goals related to a participant's skill development and employability. Examples of such activities may include on-the-job training for maintenance work, data entry, or food preparation.

Eligible Child Care Expenses

Child care expenses can be deducted in full given the following conditions:

- the child or children are 12 years old and under;
- the resident is employed or enrolled in school while the dependent is receiving care;
- the amount deducted as child care expenses is necessary for the resident to work or attend school and the amount necessary for the resident to work does not exceed the amount earned while working; and
- the resident is not reimbursed for this expense.

Child Care Payments Through Program Fees

If participants' program fees are being used for eligible child care expenses, then the amount paid should be deducted from the participant's income.

Seasonal Employment Income

Unless the income is earned by family members younger than 18 years of age, seasonal income is counted just like other wages and salaries. Seasonal income includes, but is not limited to, holiday employment, summer employment, and seasonal farm work. Temporary, non-recurring income is income that is not expected to be regularly available in the future. An example of temporary, non-recurring income is income earned by census workers.

Services and Information and Referral

Participating CoC Case Managers and agency housing staff are responsible for supportive services and/or information and referral including evaluation and planning. The primary goal of the initial service planning period is to help the participant access all the benefits and services she or he needs and is eligible for, including VA, SSI or SSD, partial hospitalization programs, Medicaid, food stamps, discounted public transportation passes, primary care physicians, dentists, and other essential supports. When all the essential benefits and supports are applied for and obtained, the Case Manager's work shifts focus to a more individualized service planning process. This service agreement will outline expectations after completing assessments that involve the client, the treatment team and family. This plan is revised along the way as progress is reviewed and new circumstances arise.

The social service plan ensures access to healthcare, social interaction, wellness education, life skills training and physical activity, aiming to create a solid social and psychological foundation to rebuild lives. In some instances housing managers will refer and Case Managers will teach individuals how to use tools to minimize symptoms and proceed on their recovery journey with increasing independence over time. The ultimate goal will be for each participant to attain the highest quality of life possible.

Service plans are based on strengths-based planning, individualized and consumer-driven service, stigma reduction, team-based and flexible interventions, collaboration, empowerment, and the goal of seamless assimilation.

The degree and type of service intensity begins weekly but then will vary based on the residents changing needs. Available services include:

- Linkages and coordination of services specific to the needs of the individual based on their disability
- Self-care skills
- Health care, including medication management
- Wellness education
- Mobility (if the consumer has a physical disability)
- Ensure and facilitate access to benefits
- Financial literacy, credit counseling and budgeting skills
- Information regarding local bus routes, shuttle and train service information
- Housekeeping skills
- Employment search and acquisition skills
- Coping skills
- Interpersonal skills
- Vocational or educational activities

- Use of leisure time
- Time management skills
- Use of community resources and services

Participating Monmouth County CoC agencies will regularly communicate with residents in an effort to determine the most suitable programs and services to be offered. By working proactively to develop the necessary linkages to community service providers, local government agencies, houses of worship, businesses and schools, case managers should be well positioned to identify and immediately respond to the changing needs of the residents.

Participating Monmouth County CoC agencies should maintain relationships with organizations such as Vetworks, NJ Veterans Services, Mental Health Association, CPC Behavioral Healthcare, Beacon of Life, Visiting Nurses Association, and various other programs to provide residents with the links and support appropriate to their individual needs.

Provisions for Education Services to Children

Parents will have access to numerous services including pediatric care and insurance through NJ Family Care, child care subsidies for working parents through the New Jersey Cares for Kids program, New Jersey Early Intervention System (NJEIS) services for children with developmental delays, assistance with appropriate pre-school selection, and Temporary Assistance for Needy Families (TANF).

Participating Monmouth County CoC agencies will ensure:

- Linkages and advocacy for parents and children regarding local and state resources
- Advocacy regarding Child Study Teams, school ISP's, navigating school districts
- Coordination of advocacy with appropriate agencies such as Children's Inter-Agency Coordinating Council (CIACC) and Monmouth Cares

Termination and Appeal Policies and Procedure

Under HUD regulations governing SHP recipient agencies, assistance for participants may be terminated if the participant violates agency requirements or conditions of occupancy. Agencies must ensure that supportive services are provided, so that a participant's assistance is terminated only in the most severe cases and in those cases agencies must engage in discharge planning with the participant after services have been terminated. Agency staff shall use their best efforts to utilize supportive services to create an environment in which participants' actions do not escalate to a level that threatens the health, safety, or welfare of the agency, its staff, or other participants. If after all best efforts have been exhausted, it is the determination of the agency that termination of assistance is warranted, the agency must provide a formal process that recognizes the rights of the participant receiving assistance to due process of law. This process at minimum must consist of the following:

1) Serving the participant with written warning notices indicating the issues of non-compliance that may result in termination;

2) Serving the participant with a written notice indicating a clear statement of the reasons for termination;
3) Permitting the participant to have a review of the decision, in which the participant is given the opportunity to confront opposing witnesses, present written objections, and be represented by their own counsel, before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
4) Providing prompt written notification of the final decision to the participant;
5) This process may be completed with the Associate Director, Executive Director, Executive Committee of the Board of Trustees and/or the President of the Board of Trustees, at the agencies Executive Director's discretion.

This process will comply with all local, state, and federal laws. Participating Monmouth County CoC agencies may choose any due process format it wishes as long as it complies with the above criteria.

If after the Agency and participant complete the Agency's internal due process procedure, and there is a final determination that the participant's assistance will be terminated, the Agency may not use force to remove the participant from the premises. However, most cases can be resolved through agency staff using their best efforts through counseling, social work, the due process procedure and appropriate discharge planning to avoid filing an eviction action.

Discharge Planning

When a participant's assistance is terminated involuntarily, agency staff shall use and document their best efforts to engage in discharge planning in accordance with general discharge planning procedures that include assisting the participant in securing alternate housing and supportive services. Referrals to other social service providers and/or case management to assist participants whose assistance has been terminated are a vital portion of discharge planning procedures.

Although the agency shall undertake its best efforts to locate alternate housing and supportive services, discharge planning is not a guarantee that the agency will find the participant alternative housing.

Conduct That May Result in Involuntary Termination of Assistance.

The following is a non-exclusive list of conduct that may lead to immediate or involuntary termination of assistance to a participant:

1) Theft or abandonment of the housing unit
2) Intentionally destroying housing unit, agency property or another participant's property
3) Engaging in physical violence and/or abuse
4) Illegal possession of weapons
5) Failure to supply all documentation for recertification
6) Consistently fail to pay program fees
7) Fail to provide all sources of the household's income
8) Allow persons not identified on the program participation agreement to reside in the housing unit
9) Failed to recertify program participation agreement 45 days after the expiration
10) Sub-leased apartment

11) Violation of the lease
12) Multiple instances of verbal or emotional abuse officially reported to authority including, but not limited to, profanity, derogatory or defamatory speech, or graphic depictions of private sexual behaviors which are offensive and threatening to participants, staff, volunteers, guests, neighbors, or other members of the community.

The following situations are grounds for program termination within 24 hours:

1) Engaging in physical violence and/or abuse
2) Intentionally destroying housing unit, agency property or another resident's property
3) Possession of illegal weapons
4) Sub lease apartment

Appeals Process

Purpose

The Appeals policy sets out which decisions are appealable and outlines how Monmouth County CoC agencies will handle a request for a decision to be reviewed.

Its purpose is to:

1) Give applicants and tenants the right to appeal;
2) Make it easy for applicants and tenants to exercise that right, and
3) Help agencies review what is and isn't working well within their organization.

Policy

The Appeals policy outlines how participating Monmouth County CoC agencies will effectively:

1) Register, investigate, resolve and record appeals;
2) Ensure applicant and tenant rights, and
3) Enable applicant and tenant views to influence how we deliver our housing services.

The sorts of decisions that can be appealed are:

Applicants

1) Eligibility for housing;
2) Priority status on the waiting list;
3) Removal from the waiting list;
4) Offers of properties.

Tenants

1) Rent subsidy assessment;
2) Application for rehousing;
3) Property modifications relating to medical needs;
4) Absence from a dwelling;
5) Water usage or other tenant charges

Applicants and tenants can appeal because they believe the decision made:

1) Was inconsistent with the agencies Policies and Procedures;
2) Did not consider all the relevant information before making the decision;
3) Was influenced by information irrelevant to the matter under consideration;
4) Did not deal with the client fairly, taking account of the particular circumstances.

All agencies welcome appeals as they are seen as an important transparency mechanism for future planning and continued service improvement strategies.

General Principles

All participating Monmouth County CoC agencies will ensure where it makes a decision about an entitlement or a service that it will include information on the right to appeal in its verbal and written communication with applicants and tenants.

What the appellant can expect from the process:

1) Applicants and tenants are fully informed of their rights and responsibilities, and
2) have realistic expectations of what the service can provide;
3) Any request for information about the service, or any concern or objections about rules, practices or tenancy conditions expressed by clients will be responded to promptly and appropriately with the intention of firstly clarifying rules, rights, responsibilities or services provided;
4) Applicants and tenants can appeal decisions without fear of recrimination and participating Monmouth County CoC agencies will inform applicants and tenants about our appeals policy by providing a copy of the Termination and Appeals Policies and Procedures manual and verbally being informed by participating agencies.
5) Applicants and tenants can involve their own advocate or support person at any point in the appeals procedure.
6) Our procedure states who is responsible for dealing and processing appeals, how long it takes and how it is recorded

Responsibility

1) Participating Monmouth County CoC Housing Manager will review the decision and make recommendation to their Chief Executive Officer;
2) Housing Manager will maintain the appeals register and provide a quarterly report to the Chief Executive Officer.
3) The Chief Executive Officer will make the final decision on all internal appeals and report it to their Board of Trustees.

Definitions and References

An appeal is a request to have a decision reviewed by a higher level or tribunal. An appeal can be lodged by a tenant or applicant if they are unhappy with a decision made by the Monmouth County participating CoC agency that affects their entitlement to a housing product or service.

Procedure

As previously stated, an appeal is a request to have a decision reviewed by a higher level or tribunal. An appeal can be lodged by a tenant or applicant if they are unhappy with a decision made by the Monmouth County participating CoC agency that affects their entitlement to a housing product or service.

Internal Appeal

Applicants and tenants have the right to request that the participating CoC agency reviews decisions with which they disagree or believe unfair. The participating CoC agency will review the merits of the decision within the policy of the organization and taking account of procedural fairness and the circumstances of each case.

Time frames and limits

An appeal can be lodged by a client within a 30-day timeframe of any decision made. There are exceptions and these will be assessed individually via management discretion based on the merits and circumstances of the case. An outcome of an internal appeal can be expected within 30 days of the date of lodgement. This timeframe may increase due to unforeseen circumstances and the clients request to delay the process in some instances.

2A-2. HMIS – Policies and Procedures Manual

2A-2. HMIS – Policies and Procedures Manual

HMIS Policy and Procedure Manual

NEW JERSEY HOMELESS MANAGEMENT INFORMATION SYSTEM
Policies & Procedures Manual

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Introduction

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

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

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

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

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

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

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

Confidentiality, Privacy, and Security

HMIS Privacy & Security Standards
Federal Register – July 30, 2004

Section 4

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

Section 4.1.1 Definition of Terms

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

Section 4.1.2 Applying HMIS Privacy & Security Standards

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

Section 4.1.3 Allowable HMIS uses & disclosures of PPI

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

- Uses and disclosures for academic research; must be formal relationship-See section for further discussion
- Disclosures for law enforcement purposes; court order, warrant, subpoena or summons. **See section for further discussion**

Section 4.2 Privacy Requirements

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

Section 4.2.1 Collection Limitation

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

collection of PPI; 2) collection PPI only with express knowledge; 3) oral/written consent from individual/third party

Section 4.2.2 Data Quality

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

Section 4.2.3 Purpose Specification/Use Limitation

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

Section 4.2.4 Openness

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

Section 4.2.5 Access and Correction

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

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

Section 4.2.6 Accountability

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

Section 4.3 Security Standards

- All CHOs must comply with baseline security requirements

Section 4.3.1 System Security

- Must apply system security provisions to all systems where PPI is stored
    - System Networks
    - Desktops
    - Laptops
    - Mini-computers
    - Mainframes
    - Servers
- Additional Security Protections-1) apply system security provisions to electronic and hard copy information that is not collected for HMIS; 2) May seek outside collaboration for performing internal security audit and certify system security

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

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

Section 4.3.2 Application Security

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

a. Protected Personal Information

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

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

b. Unidentifiable Data

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

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

c. Release of Information

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

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

d. Client Consent to Share Data

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

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

e. HMIS Security

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

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

User IDs and Passwords

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

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

Simple rules for passwords

- Passwords should be kept confidential and should never be shared.
- Passwords should not be written down.
- Never use the same password twice. When you are selecting a new password, choose one that is quite different from your previous password.
- 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. Data Access Location

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

g. Ethical Data Use

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

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

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

Inappropriate use of the HMIS modules includes, for example:

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

h. Security Audits

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

Access to HMIS

On your Web browser type:

https://njhmis.footholdtechnology.com

a. HMIS Customization

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

b. Agency Participation Fee

- Each Participant will be charged an annual participation fee to be involved in the NJHMIS Collaborative. The annual fee will be invoiced and payable to the NJHMFA. The initial annual fee in the amount of five hundred ($500.00) dollars is due prior to the Participant's activation in the NJHMIS system. The annual fee is subject to change, and is the sole discretion of the NJHMFA.

c. User Activation

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

d. Breach of System or Client Confidentiality Penalty

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

Hardware

NJ HMIS Collaborative Hardware Technical Specifications

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

1. Minimum Recommendations for computer equipment/software.

PIII w/256k RAM

Microsoft Windows 98 or above with IE Browser

Communication

Ethernet RJ45 connection - Cable/DSL

Or

Phone Line - RJ11 connection

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

CD-ROM Drive

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

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

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

a. Participating Agency Hardware/Software Requirements

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

b. Participating Agency Technical Support Requirements

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

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

New Jersey HMIS Required Data Elements

a. Required Data Collection

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

UNIVERSAL DATA ELEMENTS

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

Program-Specific Data Elements:

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

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

LISTING OF AWARDS INTAKE SCREEN ELEMENTS AND THEIR REQUIRED RESPONSES:

(All required elements have an Asterisk next to them)

Intake Date: (MM/DD/YY)
Shelter Bed:
Primary Worker
Referred by:
First Name*:
Middle Name:
Last Name*:
Suffix:
Alias:
Birth Date*: (MM/DD/YY)
Social Security #*: (999-99-9999 if unknown)
SSN Data Quality*:
1 = Full SSN reported.
2 = Partial SSN reported.
3 = Don't know or don't have SSN.
4 = Refused.
Gender*:
Male
Female
Trans-Male
Trans-Female
Ethnicity*:
0 = Non-Hispanic/Latino.
1 = Hispanic/Latino.
Race*: (multiple choices)
1 = American Indian or Alaska Native.
2 = Asian.
3 = Black or African-American.
4 = Native Hawaiian or Other Pacific Islander
5 = White
Chronically Homeless*:
Yes
No
Date Left Last Permanent Residence:
Zip Code of Last Permanent Address*:
Zip Code Data Quality*:
1 = Full Zip Code Recorded.
8 = Don't Know.
9 = Refused.
Residence Prior to Program Entry*:
1 = Emergency shelter (including a youth shelter, or hotel, motel, or campground paid for with emergency shelter voucher).
2 = Transitional housing for homeless persons (including homeless youth).
3 = Permanent housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab).
4 = Psychiatric hospital or other psychiatric facility.

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

Length of Stay at Previous Residence*:

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

Marital Status*:

Single
Married
Common Law
Divorced
Separated
Remarried
Widow(er)

Individual/family Type*:

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

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

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

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

14 = Alimony or other spousal support
15 = Other source
16 = No financial resources.

Non-Cash Benefits:

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

Disabling Condition*:

Yes
No
Don't Know

General Health:

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

Currently Pregnant*:

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

Special Needs: (Check all that apply)

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

If Yes to Mental Illness:

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

Yes
No

If Yes to Drug/Alcohol Abuse:

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

Yes
No

If Yes to Domestic Violence, when did experience occur:

1 = Within the past three months

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

Employment Status*:

Yes
No

# of Hours worked in the past week: (#)

Employment Tenure:

1 = Permanent
2 = Temporary
3 = Seasonal

Looking for Work (if not currently employed):

Yes
No

Highest Level of School Completed*:

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

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

Current Student*:

Yes
No

Post-Secondary Degree *:

None
Bachelors
Associates
Masters
Doctorate
Other graduate/professional degree

Received vocational training or apprenticeship certificate*:

Yes
No

Veteran's Status*:

Yes
No
Don't Know
Refused

Birth Place:

Citizen:

US Citizen
Registered Alien
Undocumented Alien

Alien Registration:

Homeless Cause

Homeless Duration:

Previous Living Situation*:

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

Primary Language:

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

Services Sought: (check all that apply)

Shelter/Housing

Drug Treatment

Mental Health Care

Medical Care

Legal Aid - CRJS/Civil

Legal Aid – immigration

Emergency Contact

Address

Relation:

Grandparent
Parent
Stepparent
Sibling
Guardian
Uncle
Aunt

Spouse
In-Law
Cousin
Friend
Provider

Phone:

LISTING OF AWARDS DISCHARGE SCREEN ELEMENTS AND THEIR REQUIRED RESPONSES:

(All required elements have an Asterisk next to them)

Resident: ***(displayed)***
Gender: ***(displayed)***
Birth Date: ***(displayed)***
Admission: ***(displayed)***
Address: ***(displayed)***
Referral Source: ***(displayed)***
Discharge Date*: (MM/DD/YY)
Reason for Discharge*:

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

Monthly Income At Discharges: (Displayed from income choices below)
Income Sources*: (check all appropriate sources and enter dollar amount)

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

Non-Cash Benefits:

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

11 = Other source

New Residence Setting*:

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

Destination Tenure*:

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

Destination Subsidy Type*:

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

New Residence County*:

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

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

Discharge To:
Anonymous Summary:
Discharge Notes:
Service Charge:
Discharge Summary:
Alerts:
Known Medical Problems: (Displayed)
Counselor: (Displayed)
Supervisor: (Displayed)

b. Appropriate Data Collection

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

Quality Control

a. Data Integrity

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

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

b. Data Integrity Expectations

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

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

Data Retrieval

a. Participating Agencies

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

b. HMIS Software Provider

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

c. General Public

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

User Licenses

a. Software Licenses

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

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Data Loading

a. Client Data

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

b. Schedule of Data Loads

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

Training

a. HMIS Train-the-Trainer

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

b. Ongoing HMIS Training

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

c. Training Materials for Future Releases

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

APPENDIX:
Roles and Responsibilities

a. System Administrator

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

Responsibilities

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

b. HMIS Technical Assistant

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

Responsibilities

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

c. System Administrative Assistant

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

Responsibilities

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

d. Site Administrator

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

Responsibilities

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

e. Participating Agencies

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

Responsibilities

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

f. NJ HMIS Steering Committee

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

g. NJ HMIS Advisory Council

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

The Advisory Council includes the following standing committees:

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

Support Fund Committee-
Chair-
Purpose:

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

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

Training Committee-
Chair-
Purpose:

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

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

Policy and Procedures Committee
Chair-
Purpose:

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

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

Data, Quality Assurance, and Outcome Measures
Chair-
Purpose:

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

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

Technology
Chair-
Purpose:

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

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

h. HMIS User

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

Responsibilities

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

i. HMIS User Access Levels

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

Access Level	Description
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. <u>Communication with Participating Agencies</u>

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

i. System Availability

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

j. <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.

2A-2. HMIS – Policies and Procedures Manual

CoC Additional HMIS Policies

Monmouth HSC

HMIS Data Policies

- Data must be entered within 7 days of program entry
- All staff utilizing HMIS (including data entry staff and site administrators) must attend at least 1 HMIS training annually
- Site administrators are required to run data quality and system performance reports quarterly and submit to the CoC
- All agencies must set consumer consent to 84 months
- Sharing choice must be consumer choice unless the program is otherwise restricted
- Discharge information must be entered within 3 days of program exit
- Programs may discharge clients if they have had no contact with them for 45 days
- Data must be entered in accordance with data standards established by the CoC per project type
- All agencies are required to ensure accurate data is entered into the system. No more than 8% of required fields should have missing info (all types of missing info including don't know, refused, data not collected etc.)
- No client shall be denied services if they refuse to sign an HMIS consent. If client refuses to sign, their data may still be entered into the system but sharing must be set to no sharing
- Intake workers must explain the HMIS consent form to clients when obtaining signatures
- Agencies transferring client information pulled from HMIS must use secure processes such as encrypted email.
- Agencies must submit email notification to the CoC when adding new project. New project notifications must include completion of new project form

3A-6. HDX – 2018 Competition Report

2018 HDX Competition Report

PIT Count Data for NJ-508 - Monmouth County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	**344**	**299**	**335**
Emergency Shelter Total	170	124	129
Safe Haven Total	0	0	0
Transitional Housing Total	129	131	134
Total Sheltered Count	**299**	**255**	**263**
Total Unsheltered Count	**45**	**44**	**72**

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	**74**	**44**	**40**
Sheltered Count of Chronically Homeless Persons	41	29	12
Unsheltered Count of Chronically Homeless Persons	33	15	28

2018 HDX Competition Report

PIT Count Data for NJ-508 - Monmouth County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	**57**	**49**	**45**
Sheltered Count of Homeless Households with Children	53	49	45
Unsheltered Count of Homeless Households with Children	4	0	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	**15**	**17**	**16**	**10**
Sheltered Count of Homeless Veterans	14	13	9	7
Unsheltered Count of Homeless Veterans	1	4	7	3

2018 HDX Competition Report

HIC Data for NJ-508 - Monmouth County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	**109**	**45**	**64**	**100.00%**
Safe Haven (SH) Beds	**0**	**0**	**0**	**NA**
Transitional Housing (TH) Beds	**157**	**33**	**106**	**85.48%**
Rapid Re-Housing (RRH) Beds	**58**	**0**	**46**	**79.31%**
Permanent Supportive Housing (PSH) Beds	**411**	**0**	**330**	**80.29%**
Other Permanent Housing (OPH) Beds	**0**	**0**	**0**	**NA**
Total Beds	735	78	546	83.11%

2018 HDX Competition Report

HIC Data for NJ-508 - Monmouth County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	149	220	366

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

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	19	17	16

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	62	70	58

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for NJ-508 - Monmouth County CoC

Measure 1: Length of Time Persons Remain Homeless

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

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	737	722	23	25	2	13	18	5
1.2 Persons in ES, SH, and TH	988	1016	65	60	-5	24	30	6

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

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

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	737	736	82	187	105	23	47	24
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	988	1030	120	184	64	37	61	24

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	3	0	0%	0	0%	0	0%	0	0%
Exit was from ES	73	12	16%	3	4%	2	3%	17	23%
Exit was from TH	76	0	0%	0	0%	0	0%	0	0%
Exit was from SH	0	0		0		0		0	
Exit was from PH	48	0	0%	2	4%	1	2%	3	6%
TOTAL Returns to Homelessness	200	12	6%	5	3%	3	2%	20	10%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

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

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	344	299	-45
Emergency Shelter Total	170	124	-46
Safe Haven Total	0	0	0
Transitional Housing Total	129	131	2
Total Sheltered Count	299	255	-44
Unsheltered Count	45	44	-1

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	1002	1023	21
Emergency Shelter Total	742	726	-16
Safe Haven Total	0	0	0
Transitional Housing Total	290	338	48

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	69	146	77
Number of adults with increased earned income	7	16	9
Percentage of adults who increased earned income	10%	11%	1%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	69	146	77
Number of adults with increased non-employment cash income	27	46	19
Percentage of adults who increased non-employment cash income	39%	32%	-7%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	69	146	77
Number of adults with increased total income	30	57	27
Percentage of adults who increased total income	43%	39%	-4%

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

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	14	77	63
Number of adults who exited with increased earned income	1	5	4
Percentage of adults who increased earned income	7%	6%	-1%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	14	77	63
Number of adults who exited with increased non-employment cash income	8	33	25
Percentage of adults who increased non-employment cash income	57%	43%	-14%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	14	77	63
Number of adults who exited with increased total income	9	35	26
Percentage of adults who increased total income	64%	45%	-19%

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

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	882	909	27
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	189	173	-16
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	693	736	43

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1018	1029	11
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	202	191	-11
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	816	838	22

FY2017 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	15	910	895
Of persons above, those who exited to temporary & some institutional destinations	3	10	7
Of the persons above, those who exited to permanent housing destinations	3	5	2
% Successful exits	40%	2%	-38%

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

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1004	923	-81
Of the persons above, those who exited to permanent housing destinations	231	189	-42
% Successful exits	23%	20%	-3%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	498	431	-67
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	463	394	-69
% Successful exits/retention	93%	91%	-2%

2018 HDX Competition Report

FY2017 - SysPM Data Quality

NJ-508 - Monmouth County CoC

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

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

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

2018 HDX Competition Report

FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	65	65	64	64	144	144	158	124	325	306	344	376	39	36	62	70				
2. Number of HMIS Beds	65	65	64	64	126	126	126	106	240	240	270	300	39	32	57	59				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	87.50	87.50	79.75	85.48	73.85	78.43	78.49	79.79	100.00	88.89	91.94	84.29				
4. Unduplicated Persons Served (HMIS)	897	844	795	726	263	280	294	338	489	496	532	443	429	517	414	58	0	4	3	6
5. Total Leavers (HMIS)	859	800	749	675	173	180	204	266	57	71	58	89	257	413	229	13	0	1	2	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	631	46	22	16	3	4	8	12	3	4	5	11	34	9	2	0	0	1	1	0
7. Destination Error Rate (%)	73.46	5.75	2.94	2.37	1.73	2.22	3.92	4.51	5.26	5.63	8.62	12.36	13.23	2.18	0.87	0.00		100.00	50.00	

2018 HDX Competition Report

Submission and Count Dates for NJ-508 - Monmouth County CoC

Date of PIT Count

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

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/30/2018	No
2018 HIC Count Submittal Date	4/30/2018	No
2017 System PM Submittal Date	5/31/2018	Yes

3B-2. Order of Priority – Written Standards

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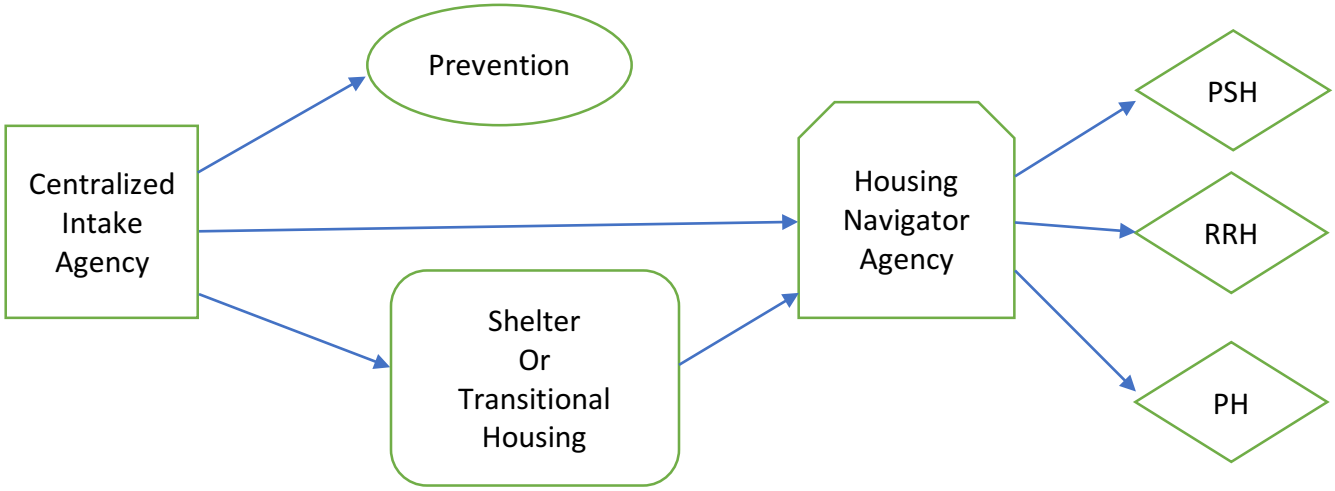
services, criminal background, race, color, national origin, religion, sex, familial status, disability or any other factor.

System Flowchart

The Centralized Intake Agency shall serve as the point of entry into shelter and prevention services in Monmouth County. The Housing Navigator Agency shall serve as the point of exit from homelessness to permanent housing in the region. All households experiencing homelessness or at risk of homelessness shall be referred to the Centralized Intake Agency which is responsible for diversion, shelter referral/placement, and referral to the Housing Navigator agency. The Housing Navigator Agency shall be responsible for completing prioritization assessments on all homeless households and connecting households to permanent housing.



CIA role/general responsibilities

The Centralized Intake Agency shall serve as the primary entry point into the homeless service system in Monmouth County. The CIA shall streamline access to shelter and diversion programs based on client eligibility and shall serve as the primary referral source to the centralized exit services provided through the Housing Navigator Agency.

Intake/Referral process

Any agency, individual or organization may make a referral to the Centralized Intake Agency for households experiencing homelessness or at risk of homelessness. Households may also directly access the Centralized Intake Agency without a referral by going to one of the office locations or calling the Homeless Intake Unit. The Centralized Intake Agency can be accessed through their office locations:

3000 Kozloski Road Freehold, NJ 07728	2405 Route 66 Ocean Township, NJ 07712

Or the Centralized Intake Agency can be access by phone at: 732-431-6000 ext. 613

Referrals via phone must provide the following information to the Centralized Intake Agency:

- Name
- Family Size
- Household Income
- Social Security Number

For referrals received by phone, the CIA shall complete a diversion assessment to determine if the household can avoid entrance into the homeless service system. If appropriate, diverted households may be connected to prevention resources.

In the event the household cannot be diverted from homelessness, the CIA shall check to determine the household's preliminary eligibility for Emergency Assistance through TANF or GA. If the household is deemed to have preliminary eligibility, the CIA shall arrange for the household to have a face to face appointment at one of the CIA office locations.

If the household is found to be ineligible for Emergency Assistance placement, the CIA may arrange for the household to have a face to face appointment at one of their locations, or may make referrals to community sheltering programs for which the household is eligible.

Access

The Centralized Intake Agency shall have at least 1 physical location and phone access. The CIA shall make accommodations for after hours contacts which may include on-call staff. The CIA shall ensure full coverage of the CoC's geographic region and shall make accommodations as necessary for households outside of the reach of the physical office locations.

The CIA shall access translation services through ____ for households with limited English proficiency to ensure all households experiencing homelessness or at risk of homelessness have equal access to system services.

CIA staff shall participate in cultural competency training to ensure a well rounded understanding of how to engage and work with populations that have traditionally had limited access to services.

Forms/assessment tools

The Centralized Intake Agency shall first work to divert households from the homeless service system wherever possible. The CIA shall complete the diversion questionnaire (See Appendix A) will all households seeking assistance.

When it is determined that a household cannot be diverted from the homeless service system, the Centralized Intake Agency shall complete an eligibility screening for shelter placement and/or referral. The eligibility screening tool (See Appendix B) shall capture basic household demographic information, household income, criminal background and homeless history.

In addition to the assessment tools, the Centralized Intake Agency shall request signatures on a release of information form enabling the CIA to communicate directly with community service providers they intend to make referrals to. If a household refuses to sign the release of information form the Centralized Intake Agency may complete the assessments, provide placement for programs which the CIA has authorization for the enrollment process, or provide the contact information for other community programs for which the household is eligible for.

Data entry

All client information for households assessed and referred by the Centralized Intake Agency shall be recorded in the Homeless Management Information System (HMIS). The Centralized Intake Agency shall record and track all households that have been diverted, referred, lost contact with, and those for which no options are available. All HMIS data entry must be completed within 3 days of assessment. The client data collected shall be based on the Monmouth HSC approved CIA intake/assessment form. (See Appendix C)

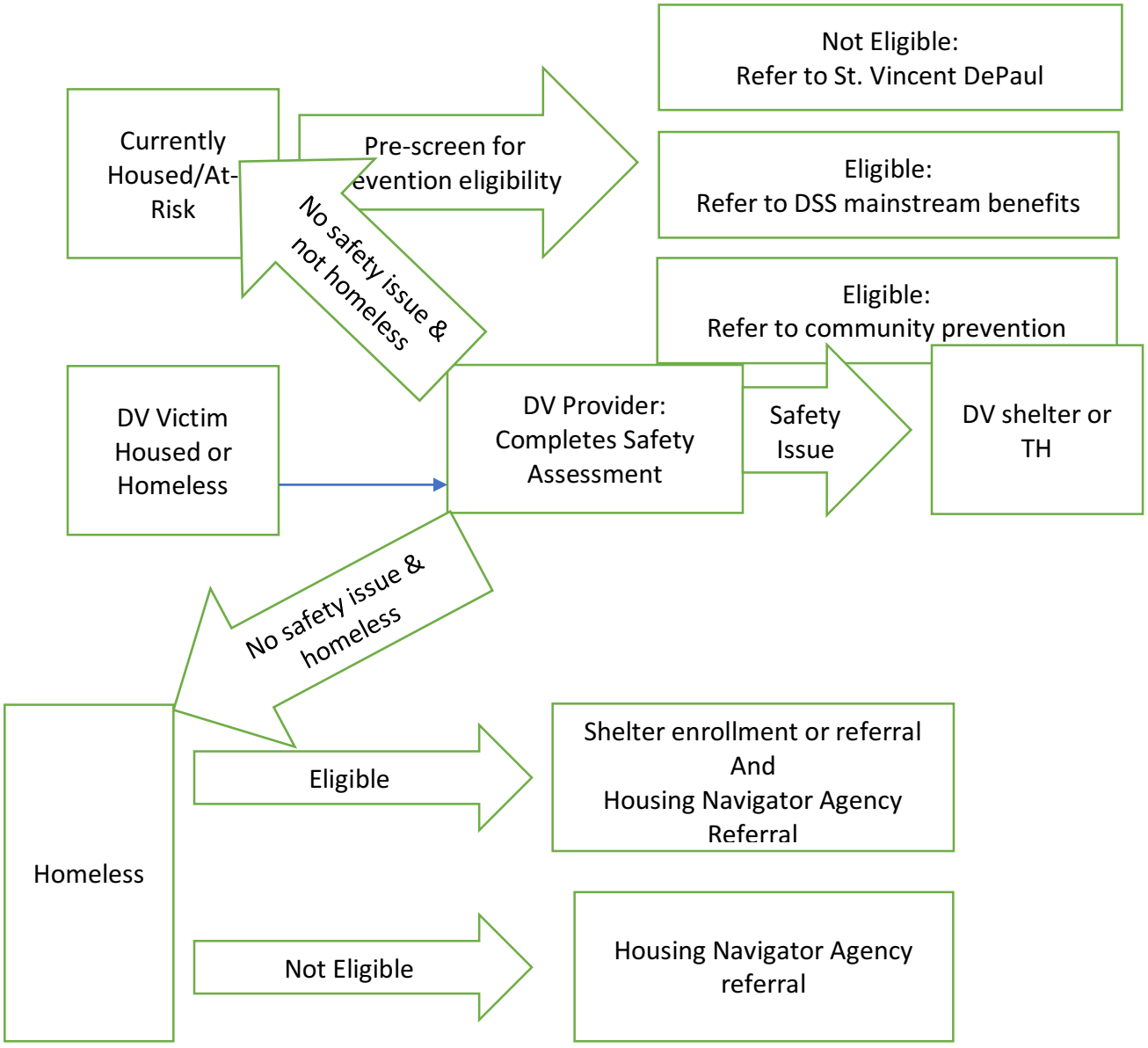
The CIA shall obtain signatures on the HMIS consent form for all households for which they complete diversion and eligibility assessments on.

If a household refuses to sign the HMIS consent form, the CIA may still go through with the diversion and eligibility assessment and enter household information into HMIS, however client data sharing must be set to “no sharing”.

Refusal to share information in HMIS or with other community agencies shall not prohibit households from receiving services for which they are eligible.

Decision making tree

The Centralized Intake shall complete the Diversion Assessment with all households seeking assistance. Once the Diversion Assessment has been completed, the Centralized Intake Agency shall make referrals as follows based on household eligibility:



Prioritization

The Centralized Intake shall complete the diversion assessment on all households seeking assistance. Households not currently homeless but in need of assistance shall be referred to

prevention programs in the community. Homeless households shall be referred to appropriate sheltering options and to the Housing Navigator Agency. Within the scope of program eligibility, the Centralized Intake Agency shall seek to prioritize unsheltered households with sheltering services as appropriate.

Referral/Placement process

Upon completion of the eligibility review, the Centralized Intake Agency shall make referrals to community resources based on household need. The Centralized Intake Agency shall submit the appropriate referral form with all households referred to prevention services, shelter and the Housing Navigatior Agency. The referral forma shall be sent via secure electronic transmittal. Referrals should be sent immediately, but must be sent within 24 hours of client assessment. The referral shall include the standard referral form (See Appendix D) along with the HMIS data sharing consent form (See Appendix E) and may include program specific intake forms that have been provided to the Centralized Intake Agency.

Special populations procedures

The Centralized Intake Agency shall complete the diversion questionnaire which seeks to determine immediate homeless need and domestic violence status. When a household identifies an issue with domestic violence, the Centralized Intake Agency immediately refers them to the DV provider. The Centralized Intake Agency shall collect client information for those identifying DV issues as they would with any other household. Data entered in HMIS for DV households shall be set as no sharing. Upon receipt of referral, the DV provider shall complete an assessment of the household's safety needs. If it is determined that the household has an immediate safety need, the DV provider will move forward with enrolling the household in the most appropriate DV program in the region or in neighboring regions as appropriate. If the household is determined not to have an immediate safety need, the DV provider will connect them to services provided by the DV agency and refer them back to the Centralized Intake Agency for connection to mainstream shelters in the community.

Community partnerships/agreements

The Centralized Intake Agency shall work collaboratively with community providers to ensure a seamless referral and transition process to services within Monmouth County. The Centralized Intake Agency shall enter into Memorandums of Understanding with three categories of agencies. These MOUs shall be tailored to meet the specific requirements of the agencies based on the services provided, but shall spell out the general communication procedures and service provision expectations of the agencies involved. The following types of MOUs shall be maintained by the Centralized Intake Agency:

1. Prevention Resources – The Centralized Intake Agency shall enter into MOUs with agencies providing prevention services (financial and other services) designed to keep people in housing. In general, the Centralized Intake Agency shall be responsible for diverting those in housing crisis from the homeless service system. Upon completion of the diversion questionnaire, the Centralized Intake Agency shall review household eligibility for prevention services and provide households information for each prevention program for which they are eligible. If the Centralized Intake Agency is able to obtain a signature on the release of information form from the client seeking assistance, they shall call or send a

secure email or fax to the prevention agency using the appropriate referral form indicating that they are referring a potentially eligible client. The prevention agency shall make contact with the client referred within 48 hours. The prevention agency shall notify the centralized intake agency of the status of the client referred (accepted or denied) within 48 hours of initial contact. If the client is working with multiple prevention agencies, those agencies shall be responsible for coordinating the assistance provided.

2. Shelter Resources – The Centralized Intake Agency shall enter into MOUs with all agencies providing shelter in the region (ES & TH). There will be two types of MOUs the Centralized Intake Agency shall maintain, enrollment MOUs and referral MOUs. For sheltering programs where the Centralized Intake Agency has the authority to enroll eligible households, the Centralized Intake Agency shall notify the sheltering program by phone and/or secure electronic transmission, when a new client has been approved/enrolled in the program. The sheltering programs will be responsible for confirming with the Centralized Intake Agency the vacancy rates on a weekly basis. For sheltering programs where the Centralized Intake Agency does not have authority for enrollment, a referral will be sent to the programs for which the client is eligible. The Centralized Intake Agency shall provide detailed information about the sheltering programs for which the client is eligible. If the clients sign a release of information form, the Centralized Intake Agency shall complete a referral using the appropriate form and notify the sheltering program via phone or secure electronic transmission of a coming referral. The sheltering agency shall attempt to contact the client within 48 hours of receiving a referral and shall notify the centralized intake agency within 48 hours of the client's status (accepted or denied). The sheltering programs will be responsible for notifying the Centralized Intake Agency of vacancies on a weekly basis and/or as soon as a vacancy occurs.
3. Housing Navigator Agency – The Centralized Intake Agency shall enter into an MOU with the Housing Navigator Agency referring only those households that are literally homeless at the time of connection to the Centralized Intake Agency. The Centralized Intake Agency shall obtain client signatures on the HMIS data sharing form and release of information form. If a client refuses to sign the release of information form, the Centralized Intake Agency will provide them with the information about how to connect with the Housing Navigator Agency. If a client signs the release of information form, the Centralized Intake Agency shall send the referral to the Housing Navigator Agency along with a copy of the HMIS data sharing form by secure electronic transmission. The Centralized Intake Agency shall notify the Housing Navigator Agency of all homeless clients they have made contact with on a daily basis through a standard log. The log shall indicate clients that have signed a release of information and those that have not as well as the sheltering locations to which they have been referred. The Housing Navigator Agency shall use this information to ensure outreach is done to all households experiencing homeless to complete the prioritization assessment.

Service database maintenance

All agencies providing services in Monmouth County will be responsible for entering and updating their service and eligibility criteria on the Monmouth ResourceNet website. This website shall be

used by the Centralized Intake Agency and other community providers to ensure clients are provided with appropriate referrals.

Refusal of Service procedures

All clients seeking assistance shall have the right to refuse services offered through the Centralized Intake Agency or any partner agencies. A refusal of services may not be used to prohibit future enrollment in programs offered through the Monmouth County Homeless System. Refusal of services may not be held against clients if they re-engage with the system at a later date. If a client re-engages with the Centralized Intake Agency after refusing the initial offer of services, the Centralized Intake Agency will complete the diversion and eligibility screening again as circumstances may have changed between dates of engagement.

Return to CIA procedures

If a household is successfully referred to a community provider but comes back to the Centralized Intake Agency, the agency shall first complete a consumer look up in HMIS to determine if the household is currently engaged with any providers in the system. If the household is engaged with a community provider, with the household's permission, the Centralized Intake Agency may reach out to that provider to determine what additional services/resources are necessary to successfully resolve the household's housing issue. If the household is not currently engaged with a provider or refuses to provide permission to contact that provider, the Centralized Intake Agency shall complete the diversion and eligibility assessment, as done at first contact, and make referrals as appropriate.

HNA role/general responsibilities

The Housing Navigator Agency shall be responsible for completing a prioritization assessment and housing barrier assessment for all households experiencing homelessness in Monmouth County. The Housing Navigator Agency's role will be to assist households in exiting the system by obtaining stable permanent housing. In order to accomplish this, the Housing Navigator Agency shall:

- Maintain a listing of affordable housing opportunities in Monmouth County
- Manage a prioritized waiting list of clients seeking housing
- Provide appropriate services to walk clients seeking assistance through the process of obtaining permanent housing

Permanent housing can take many forms, including supportive housing, rapid re-housing and affordable housing.

Permanent Supportive Housing

Permanent Supportive Housing Programs must provide non-time limited permanent housing to eligible households according to the needs of the household. Programs must provide for the supportive service needs of program participants either directly or through connection to community resources.

Participant Eligibility

Permanent Supportive Housing programs funded through the CoC may only serve homeless households (individuals and/or families) in which a household member has a disabling condition.

Prioritization

All Permanent Supportive Housing Programs must prioritize households to fill vacancies according to the order of priority established in the HUD Notice CPD-14-012. The Housing Placement Agency shall assess and prioritize all households according to the order of priority outlined below. Referrals to Permanent Supportive Housing Programs shall be made based on the highest priority households that meet the program eligibility requirements.

Order of Priority

<u>CoC funded Permanent Housing Beds Dedicated or Prioritized for the Chronically Homeless</u>

1. Priority 1: Chronically homeless individuals and families with the longest history of homelessness and most severe needs
2. Priority 2: Chronically Homeless individuals and families with the longest history of homelessness
3. Priority 3: Chronically homeless individuals and families with the most severe service needs
4. Priority 4: All other chronically homeless individuals and families

<u>CoC funded Permanent Housing Beds Not Dedicated or Prioritized for the Chronically Homeless</u>

1. Priority 1: Homeless individuals and families with a disability and the most severe service needs
2. Priority 2: Homeless individuals and families with a disability and a long period of continuous or episodic homelessness
3. Priority 3: Homeless individuals and families with a disability coming from places not meant for human habitation, safe havens or emergency shelters
4. Priority 4: Homeless individuals and families with a disability coming from transitional housing

Application of Priority

The Housing Placement Agency shall maintain housing priority lists based on the order of priority listed above. Permanent Supportive Housing programs shall receive referrals based on the highest priority household that meets bed/program eligibility requirements.

Where there is an individual or family meeting the higher priority criteria that refuses the permanent supportive housing opportunities offered to them, the Housing Placement Agency and

Permanent Supportive Housing programs may skip to the next individual or family on the priority list meeting the program criteria. Every effort will be made to continue to engage those individuals and families identified as the highest priority, however vacancies will not be held should they refuse the housing offered. In such cases those individuals and families refusing housing will be offered the next available vacancy until they are in a position to accept the housing offered to them. At no time shall an individual or family refusing the housing opportunity offered be placed on a "do not serve" list based solely on their refusal of housing.

Permanent Supportive Housing programs with beds dedicated or prioritized for the chronically homeless will not be required to hold vacancies open if there are no individuals or families meeting the chronic homeless definition as outlined in 24 CFR 578.3 within the CoC geographic region. In the event that there are no chronically homeless individuals and families within the CoC geographic region, the Housing Placement Agency may make referrals to Permanent Supportive Housing Programs with beds dedicated or prioritized for the chronically homeless based on the order of priority for CoC funded Permanent Housing Beds Not Dedicated or Prioritized for the Chronically Homeless.

Eligible Activities

Programs providing permanent supportive housing may use CoC funding to pay for acquisition, rehabilitation, new construction, leasing, rental assistance, operating cost or supportive services so long as those activities are dedicated to the provision of permanent supportive housing to eligible program participants.

Service Provision

In general, programs should not require participation in services in order to gain program admission or maintain program eligibility. Programs that do require participation in service may not require participants to engage in disability related services as a condition of housing. All permanent supportive housing programs should make a variety of service options available to program participants and work with participants to create individualized service plans. Service provision must be client centered and must be based on goals developed in coordination with program participants. Programs must work with participants to develop individualized service plans annually and services offered should at a minimum assist participants in achieving the goals identified in their individualized service plans.

Housing First

All CoC funded Permanent Supportive Housing programs must operate within a Housing First Framework. At a minimum, permanent supportive housing programs must meet the following criteria:

- Low Barriers to Access: Programs must make every effort to ensure they are accessible to the most vulnerable population with the most barriers to housing. Program enrollment and eligibility criteria may not restrict/deny participation based on the following items:
    - Limited or no income – programs may not deny entrance based on households having limited or no income at time of referral/application

    - Active or Past Substance Use – programs may not deny entrance based on household substance use status (whether actively using or a history of substance abuse). The only exception to this rule are for those programs that have been developed specifically as sober living programs.
    - Poor Credit – programs may not deny entrance based on household credit history.
    - Experience of Domestic Violence – programs may not deny entrance based on a household's previous/current experience with domestic violence
    - Criminal Background – programs may not deny entrance based on household's criminal background. The only exceptions to this are where households have a conviction for manufacturing or selling Methamphetamine, or arson. Additionally, project based supportive housing programs may restrict participation based on Meghan's Law status of the household if the unit is in a building serving families or within the state mandated limits of proximity to public places in which registered sex offenders are not permitted to live.
    - Refusal to participate in services – programs may not deny entrance based on a household's refusal to participate in services offered by the program, history of refusal to participate in services or due to no current involvement in services.
- Emphasis on rapid housing placement: Programs must focus on assisting participants in obtaining permanent housing based on household need immediately upon enrollment. There shall be no requirement of engagement in services or activities to prove "housing readiness". Instead programs must focus initially on connecting participants to permanent housing as quickly as possible.
- Client centered/Client driven services: Programs must work collaborative with program participants after permanent housing placement to develop goals and create a service plan to help participants achieved the self-identified goals. Goals and service plans must reflect participant desires and work at the pace most comfortable for program participants. Programs may use evidence based techniques and other best practices such as Motivational Interviewing and Harm Reduction to assist program participants in setting goals and actively working on service plans
- Low Barriers for continued program participation: Programs must make every effort to maintain program participant enrollment. Participants termination from program is only allowable in cases where the participant's behavior presents a direct threat to the health and safety of program staff and residents where that threat cannot be ameliorated. Programs should not terminate participants for any of the following reasons:
    - Eviction
    - Failure to pay rent
    - Substance use
    - Failure to participate in services
    - Experience with domestic violence

Admission Policies and Procedures

The Monmouth County Homeless System Collaboration (HSC) Admission Policies and Procedures outlines the policies and procedures for the CoC funded agencies, tenant, sponsor and project-based rental assistance programs following the HUD Housing First Model. The policies and procedures

has the overarching goal of reducing the chronically homelessness populations with disabilities in Monmouth County.

As indicated in the Memorandum of Understanding between the Monmouth County Navigation Agency and participating Monmouth County Housing Agencies, agreements were set in place and are as follows:

MHA of Monmouth County - Housing Navigator Agency:

- Will use the Housing Prioritization Tool to prioritize homeless clients within the community to identify appropriate and eligible referrals for all participating agencies
- Will work with the client to collect all basic and required eligibility documentation to provide a complete referral to all participating agencies
- Will advise potential tenants of the placement process and that the referral does not guarantee a permanent housing placement.
- Will work with clients who are being referred to permanent housing vacancies to ensure the referral is complete and can be processed by participating agencies
- Will establish and participate in quarterly meetings with all Housing Placement Agencies in an effort to discuss the needs of all parties and the specific information which needs to be shared among parties.

Housing Provider Agency:

- Will notify and provide the eligibility criteria to MHA of Monmouth County - Housing Navigator Agency with maximum capacity and unit size required for available permanent housing unit.
- Will conduct program specific screening and interview to determine the acceptability of referral from the Housing Navigator Agency
- Will notify the Housing Navigator Agency of the acceptance or denial of the referral
- Will ensure that tenant and client rights are respected and complied with not only as a matter of principle, but as a matter of practice and their role will be that of a landlord and/or voucher holder.

Participating agencies and the Monmouth County Housing Navigation Agency staff must work together as a team to effectively meet the needs of the tenants. This level of collaboration will require exceptional, thorough, and timely communication between all parties.

Program Enrollment

After informing a participant of their acceptance into the program, they will fill out a HMIS Consent Form. They will be encouraged to participate in the housing unit search process, and their preferences can be taken into account, considering factors such as child's current school placement, support network, doctors, etc.

Housing units for all participating housing agencies will meet HUD Housing Quality Standards (HQS) and rents should be at or under HUD's Fair Market Rents. When an appropriate housing unit is found, the resident signs the lease and provides the appropriate security deposit. The