

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
 2. Ensuring all questions are answered completely.
 3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
 4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
 5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
 6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.
- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.
 - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: NJ-509 - Morris County CoC

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

1A-3. CoC Designation: CA

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

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

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

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

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

The Exec Committee members include: hospitals, foundations, local universities, shelter and housing providers, soup kitchens & formerly homeless individuals, providing input in the planning process. Input on needs & strategies are generated through exec, full membership & subcommittee meetings. CoC membership expressed concerns about the availability of affordable housing. The Exec Committee authorized the PH committee to develop strategies to increase support from landlords and approved a study of landlord attitudes & needs conducted by a local university. After CoC review of PIT data, the Exec Committee is developing an addendum to the PIT survey to understand the reasons and needs of those coming from locations outside the CoC & determine effective service strategies. The CoC provided support for the project homeless connect events led by the Mental Health Association. The CoC is working with the county on the development of Code Blue protocol in response to state legislation.

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

The CoC full membership and sub-committee meetings are open to all interested persons. Meeting notices are sent out via email to a variety of listservs to expand the number of agencies/advocates aware of the CoC process. The Executive Committee routinely examines membership and actively works to solicit participation from sectors insufficiently represented in the CoC membership (at both full membership and executive membership level).

The Executive Committee has participation from a formerly homeless persons who is active in all discussions and votes. CoC member agencies are encouraged to solicit participation from homeless or formerly homeless individuals for the CoC full membership and sub-committee meetings.

CoC member agencies use social media and newsletters to share information about the CoC planning process and solicit participation from new members.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if

**the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals.
(limit 1000 characters)**

The CoC issued applications for new projects through posting on the CoC website, announcements at human services related planning meetings, and distribution through Human Service and CoC listservs. The announcement was shared with funded and non-funded agencies. The CoC request for proposals identified requirements for new projects and renewal projects and a technical assistance session was provided to answer questions from agencies unfamiliar with the CoC program or process. The announcement included the application process, scoring criteria and funding priorities.

The CoC established a scoring scale for new projects that included a review of agency experience providing series, type of project, population to be served and willingness to participate in the local planning process.

In the ranking process new projects were scored ranked based on the percentage of points awarded from the new project scoring scale enabling cross comparison and ranking with renewal projects

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

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

There are 2 ESG recipients in the region: Morris County and the State of NJ. The Exec Committee approves performance standards and funding priorities for CoC and ESG funded programs. The Morris County ESG recipient is a voting

member of the Exe committee and participates in all CoC meetings. The Morris County ESG recipient shares funding recommendations with the CoC Exec committee based CoC priorities.

The state of NJ hosts conference calls to solicit feedback on funding priorities for ESG. All projects seeking state ESG funding must get letters of support from the CoC. The CoC reviews all requests to ensure projects meet local standards and priorities.

The CoC Lead and Exec Committee provide information for the Morris County ESG plans; HIC and PIT data from HDX & review and completion of all homeless service and strategy narratives. There are joint planning meetings to finalize homeless information & strategies in the action plan & con plan prior to final submission.

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

Those presenting to community agencies as victims of domestic violence are immediately referred to the designated DV providers in the region (JBWS). No information is collected or entered anywhere if DV is identified as an issue. Upon receipt of referral, JBWS completes a safety evaluation to determine eligibility for safe house placement. If there is not an immediate safety need, the household may be referred back to the community service provider who work with the household to connect them to benefits and services for which they are eligible. DV Victims without an immediate safety issue may participate in JBWS services but may not be sheltered in the Safe House.

Abigail House, a TH program run by Family Promise, also serves DV clients and provides additional support with programing designed to address DV specific needs.

All programs work diligently to protect the confidentiality of program participant information. No data is shared unless the client explicitly approves.

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

JBWS, the primary DV agency, conducts trainings for professionals and community education opportunities to help providers and the larger community recognize DV issues, promote healthy relationships and enhance access to services. Trainings are open to all interested agencies and cover a variety of

topics from recognizing partner, overview of DV issues, immigration, safety planning, lgbtq intersections and trauma informed care.

The CoC is works with the DV agency to collect quarterly data an clients served in programs to better understand the scope of needs. Data is integrated into system performance reports reviewed by the Executive Committee.

The Coordinated Assessment System is developing protocol for addressing the specific needs of DV victims. Specialized procedures will be put into place when households identify as DV.

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

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Morris County Housing Authority		No
Morristown Housing Authority		No
Dover Housing Authority		No
State of NJ Dept of Community Affairs	5.00%	Yes-HCV
Madison Housing Authority		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-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

The Permanent Housing Committee worked with the Morris County PHA to understand barriers to prioritizing homeless households. Based on information gathered, the permanent housing committee is working with community providers to develop services and opportunities to help reduce the perceived barriers to development of a homeless priority.

Family Promise worked with the Madison PHA to set aside units for the homelessness. The PHA is piloting a set aside of 2 – 3 units and Family Promise is offering case management to households at risk of losing their HCV or Public Housing benefits due to non-compliance with program regulations.

The NJ DCA not only has a preference for victims of domestic violence, but has also created set-asides of vouchers for homeless households and veterans in the various voucher programs. Morris County has secured 50 vouchers through the Housing First set aside operated by NJ DCA that targets the chronically homeless

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

The CoC requires all programs to adhere to fair housing standards and provide for equal access. CoC agencies follow a non-discrimination policy. Sheltering programs place homeless individuals according to their gender identity. The Fair Housing Committee works to ensure all programs in the community provide for equal access and do not discriminate on any basis including gender identity and sexual orientation. Several agencies offer services specific to the LGBT community: New Jersey AIDS Services holds a weekly Gay Men support group. NJAS staff are also trained and have the capacity to offer training on equal access to housing and services. There are a number of agencies serving those with HIV/AIDS. All HIV programs have staff trained in LGBTQAA issues. Family Promise offers counseling and recovery services geared towards the LGBT community. Visions and Pathways, a youth provider, hosts trainings twice a year, and provide workshops and mentoring opportunities for LGBTQI youth.

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

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

Applicant: Morris County CoC

NJ-509

Project: NJ-509 CoC Registration and Application FY2017

COC_REG_2017_149528

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

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

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

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

Applicant: Morris County CoC

NJ-509

Project: NJ-509 CoC Registration and Application FY2017

COC_REG_2017_149528

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

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

Instructions

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

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

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

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

1E-2. Severity of Needs and Vulnerabilities

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

The local application had questions on the use of housing first, low barriers, use of evidence based practices, and efforts to retain participants. These questions were used to evaluate program capacity to serve those with the most severe needs. Projects using housing first with minimal barriers were found to employ a process that enables them to serve the most vulnerable populations and were prioritized. Projects received up to 6 points for targeting priority populations (DV, veterans, youth, families, chronically homeless). Project serving those with the most severe needs and/or priority populations were awarded up to 18 points.

Renewal projects were also evaluated on program performance with consideration for severity of need of the populations served. For income evaluations, the baseline of participants this measure was applied to was

adjusted/reduced according to the number of participants connected to SSI/SSDI.

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

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

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

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

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

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

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

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

Reallocation: Option 1

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

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 08/14/2017

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

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 08/14/2017

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

Reallocation Supporting Documentation

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

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

Attachment Details

Document Description:

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

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

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

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

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

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

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

FY2017 CoC Application	Page 18	09/26/2017
------------------------	---------	------------

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	132	33	99	100.00%
Safe Haven (SH) beds	20	0	20	100.00%
Transitional Housing (TH) beds	142	39	103	100.00%
Rapid Re-Housing (RRH) beds	13	0	13	100.00%
Permanent Supportive Housing (PSH) beds	359	0	267	74.37%
Other Permanent Housing (OPH) beds	0	0	0	

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

There are 92 permanent housing beds that were not in HMIS at time of the HIC submission. 50 beds are associated with the Collaborative Housing First Program currently implemented by several agencies in the community. This program is now currently in HMIS. The CoC data committee is working with the partner agencies associated with this program to ensure data is entered accurately in the system in a separate program and should have all beds entered into HMIS by November 1, 2017

42 beds are associated with the HUD VASH program operated by the State of New Jersey as the PHA and the VA as the service providers. The CoC Data committee and Veteran's committee are exploring partnerships with SSVF providers as a potential way of ensuring client data is entered into HMIS.

**2A-6. Annual Housing Assessment Report 12
(AHAR) Submission: How many Annual
Housing Assessment Report (AHAR) tables
were accepted and used in the 2016 AHAR?**

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

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

Instructions:

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

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

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

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

Instructions:

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

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

The CoC continues to work to improve data quality of the PIT count and HMIS data. 82% of the PIT count was generated from HMIS data. The CoC data committee has worked actively throughout the year to provide trainings and review data quality to ensure agencies capture client data accurately. For the 2017 PIT count there was increased focus on ensuring full understanding of the chronically homeless definition. The CoC saw an overall reduction in the sheltered count but did experience an increase in the chronically homeless population. This increase is related to the increased trainings and improvements in more accurately capturing the chronically homeless population.

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

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

Beds Added:	0
Beds Removed:	0
Total:	0

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

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

FY2017 CoC Application	Page 21	09/26/2017
------------------------	---------	------------

Beds Added:	0
Beds Removed:	0
Total:	0

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

No

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

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

The CoC did not make any changes to the unsheltered count methodology. There are continuing efforts to increase data quality. For the 2017 county, there was an increased focus on ensuring all interviewers understood the questions related to chronic homelessness and answered those questions accurately. There was an overall decrease in the unsheltered population (20%). While the CoC experienced a decrease in the unsheltered population, there was an increase in the chronically homeless population. This was a result of increased efforts to train interviewers conducting the count to fully understand the survey questions and more accurately capture the chronically homeless population.

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

Yes

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

The PIT planning process included participation from youth service providers Roots and Wings and Visions and Pathways. Both agencies completed surveys for youth served in their program. Visions and Pathways conducts street outreach in the CoC and works to identify homeless youth in the community.

Notifications of the PIT survey and process were sent to the homeless liaisons in the school districts to alert them to the process and help them connect homeless students and their households with community providers who could complete the PIT survey with them.

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

The CoC worked to increase the agencies participating in the PIT planning process. The participating organizations included veterans service organizations, programs serving families and programs serving the chronically homeless. All sheltering programs in the community participated in the count submitting data either through HMIS or through client level surveys entered into an on-line survey database.

All persons administering surveys received extensive training to ensure full understanding of the survey tool enabling the collection of accurate information.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

(limit 1000 characters)

The rate of first time homeless increased by 2% from 2015 to 2016. The CoC evaluates PIT data on first time homelessness & is creating an addendum to the PIT survey to better understand the homeless population entering from outside of the CoC (58% reported a last residence outside of the CoC in the 2017 PIT). Those seeking assistance are connected to the Office of Temporary Assistance (OTA), the welfare and prevention agency. OTA provides prevention assistance or referral. CoC agencies coordinate to provide prevention services & ensure all agencies are aware of the system resources to direct clients properly. Sheltering agencies complete a diversion process where short term phone and in-person case management services are offered with a focus on repairing relationships & providing donated in-kind items. The coordinated entry with assessment & referral completed by 2-1-1 will streamline access to prevention services. The Executive Committee oversees implementation of these strategies.

3A-2. Performance Measure: Length-of-Time Homeless.

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

(limit 1000 characters)

The CoC experienced a 33% increase in the average length of time homeless for persons in ES and SH between 2015 and 2016, and a 12% increase for persons in ES, SH and TH.

The CoC has developed local performance standards that seeks to decrease the length of time households remain homeless. Project and system level evaluations are conducted quarterly.

The permanent housing committee is working to identify ways of expanding permanent housing opportunities to increase the rate of persons exiting the system to permanent housing and to speed up the process.

The state of New Jersey passed a law enabling homeless persons to obtain Birth Certificates and state IDs for free thereby reducing barriers to exiting homelessness.

The coordinated entry process will connect households to services and housing quickly reducing the length of homelessness

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

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

There was a 7% increase in successful Permanent housing placements (from 31% in 2015 to 38% in 2016). There was no change in permanent housing retention with 96% of those in permanent housing remaining in housing.

The Permanent Housing Committee is working to increase housing opportunities for homeless households. This includes recruiting new landlords to the process through a landlord appreciation event, and a housing study to determine attitudes towards special needs housing.

The CoC works to increase vouchers available in the community. The Housing First Collaborative secured 50 vouchers through the NJ Housing First program that provided permanent housing to chronically homeless households.

Permanent Housing Providers work to provide supportive services that are focused on helping clients maintain housing.

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

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

The CoC experienced a 50% reduction in returns to homelessness between 2015 and 2016 with 16% of the population returning based on the 2015 system performance measures, and 8% of the population returning based on the 2016 performance measures.

One of the strategies implemented to reduce returns to homelessness is the

community support program which provides services to families once they are in housing. Services are provided for up to 6 months and include connection to community programs, budgeting and connections to financial resources.

Follow up services are provided to those exiting the Transitional Housing programs for up to 2 years after exit to ensure stability.

The System Performance committee and the CAS committee are responsible for strategy development, implementation and oversight.

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

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

There was a 43% increase in the number of system leavers experiencing an income growth, and an 18% increase in the number of system stayers experiencing income growth.

The CoC has implemented a procedure where every household seeking assistance is connected to the mainstream benefits program. In this way all eligible households are connected to cash and non-cash mainstream benefits. The Mental Health Association of Essex and Morris County has SOAR trained staff that assist individuals in successfully connecting with SSI/SSDI. The Data committee is working with all programs to ensure they are accurately recording income data and updates in HMIS.

CoC partners connect clients to the Workforce Investment Board which as many programs centered around employment and training. CoC agencies also work with other community partners to offer clients workshops on financial assistance and employment services.

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

3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count?

(limit 1000 characters)

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

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

Instructions

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

3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for use by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	66	120	54

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

Total number of beds dedicated as Dedicated Plus	10
Total number of beds dedicated to individuals and families experiencing chronic homelessness	69
Total	79

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

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

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

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

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

The CoC is working to quickly re-house homeless families and address barriers to connecting households to permanent housing as quickly as possible. Initiatives to decrease length of homelessness for families include: Family Promise has implemented the community support program which provides in-home case management services to stabilize participants in housing. The landlord tenant program provides incentives to landlords to serve those experiencing homelessness. A team of volunteers offer incentives to participating landlord such as free repairs, painting and unit upgrades in exchange for negotiated rents that are more affordable to households experiencing homelessness.

The CoC is designing a coordinated assessment system that assesses and refers families to appropriate community resources based on their need.

CoC agencies work to identify funding resources to increase permanent housing opportunities.

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	2	0	-2

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

The CoC has adopted a policy that prohibits programs serving families with children from denying admission based on household composition. All CoC

programs are required to follow fair housing and equal access requirements. Programs are monitored and scored on adherence to these principles.

Agencies provide training for staff to ensure understanding of fair housing, equal access and family separation policies. Programs also include non-discrimination language in their policies and procedures.

The Fair Housing Committee meets regularly to discuss discrimination and access issues in the community. Both the Fair Housing Committee and community agencies coordinate trainings for programs to increase understanding of fair housing issues, non-discrimination policies and equal access.

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

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

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

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

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

The CoC has 2 youth service providers that are active members of the CoC. Roots and Wings provides shelter and transitional housing to youth while

Visions and Pathways conducts street outreach. Bridging the Gap Committee focuses on addressing the needs of aging out and homeless youth. The committee is exploring ways of better understanding the scope of the homeless youth population and their needs. The CoC intends to incorporate youth resources into the Coordinated Entry process. Upon development of a full understanding of the needs of homeless youth, the committee will explore strategies to better serve the population. These strategies will include increased coordination of youth services and possibly development of youth specific housing programs. Data will be collected in HMIS and the CoC will evaluate the effectiveness of programs using the system performance measures approved by the Executive Committee. In addition to the general performance measures of length of homelessness, placement and stability in permanent housing, and connection to income, the committee will also look at connection to education resources, and treatment services.

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

All providers serving homeless children connect with the homeless liaisons in the school district to ensure the education needs of children are addressed. Each agency has established policies for assessing and connecting children to the educational services they need and are entitled to. The CoC membership is active in the Bridging the Gap committee which focuses on the service needs of youth, coordinating and enhancing services provided. The Bridging the Gap committee serves as the forum for connecting community providers serving youth to the educational partners and homeless liaisons.

The United Way hosts the School Support Network which provides workshops for community providers and educational professionals (including school homeless liaisons) to better understand the needs of youth, access resources and share ideas and expertise.

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

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

Other: (limit 50 characters)		

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

Community Hope, chairs the veterans subcommittee. The committee has created a by-name list of homeless veterans & works with partners to develop housing solutions.

Community Hope, the community based veterans service provider in the region, connects with homeless veterans through referrals from community agencies & outreach at drop-in centers, soup kitchens and other service based programs. The community has a protocol where all agencies refer veterans to Community Hope.

Community Hope operates the SSVF program & VA transitional & permanent housing programs. Due to Community Hope's strong ties with the VA, once a homeless veteran has been referred to them, they are able to connect them to VA screening to determine veteran status & program eligibility. If the veteran is eligible for VASH, Community Hope will make the referral through the established system. If the veteran is eligible for SSVF Community Hope will enroll them in the program and provide services.

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

Yes

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

Yes

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

Yes

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

Instructions:

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

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

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

4A-1a. Mainstream Benefits

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

In the monitoring & local selection processes, the CoC reviews how funded programs connect participants with benefits & community services & evaluates project capacity to leverage community resources. The CoC works to ensure projects are securing additional community resources, tracking program success at securing resources & providing technical assistance as needed.

At CoC meetings service providers present information about the services they offer & eligibility criteria. The CoC provides opportunities through CoC meetings for programs to network & connect to increase the services available to program participants. All projects connect participants to the Office of Temporary Assistance, the local welfare agency to ensure participants are connected to benefits. The CoC monitors participant connection to benefits

regularly.

The Executive Committee is responsible for reviewing the monitoring reports & providing opportunities for agency collaboration.

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

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	11.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	11.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

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

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	11.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	11.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

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

The Mental Health Association (MHA) operates the primary outreach program for the CoC through the PATH program. MHA teams cover the full geographic region through targeting known locations. The teams work closely with local police and hospitals to respond to unsheltered homeless persons identified by those agencies. MHA tracks outreach interactions in the HMIS.

In addition, there are two day centers that connect unsheltered households to mainstream benefits, services, and shelter. The MHA and the drop in centers work closely with the community shelters and connect people to the safe havens and emergency shelter programs. They also connects people to GA, TANF & SSI through which they may receive shelter and housing.

Outreach teams work to identify and serve those least likely to seek assistance. Outreach staff have access to bi-lingual Spanish speakers and other translation services for those with limited English proficiency. They also print documents in English and Spanish.

4A-5. Affirmative Outreach

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

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

All agencies are required to adhere to fair housing and equal access standards. Funded programs are monitored on their compliance with fair housing and equal access regulations.

Community agencies use bi-lingual Spanish speaking staff and have access to translation services as needed when working with individuals with limited English proficiency. Many agencies print materials in both English and Spanish to broaden community knowledge of available resources.

The Permanent Housing Committee is working with the Fair Housing Committee to develop strategies to monitor and improve Fair Housing adherence from community agencies and private landlords.

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

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	13	13	0

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

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Rejection-Reduction	09/23/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Ra...	09/26/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC Rating and Ra...	09/23/2017
05. CoCs Process for Reallocating	Yes	CoC Process for R...	09/23/2017
06. CoC's Governance Charter	Yes	Governance Charter	09/23/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	09/23/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No	Con Plan Applicab...	09/23/2017
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administratio...	09/23/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	CoC - HMIS MOU	09/23/2017
11. CoC Written Standards for Order of Priority	No	Written Standards...	09/23/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No	Other Homeless	09/23/2017
13. HDX-system Performance Measures	Yes	FY 2017 CoC Compe...	09/23/2017
14. Other	No		
15. Other	No		

Attachment Details

Document Description: Rejection-Reduction

Attachment Details

Document Description:

Attachment Details

Document Description: CoC Rating and Ranking Procedure

Attachment Details

Document Description: CoC Rating and Ranking Procedure - Public Posting

Attachment Details

Document Description: CoC Process for Reallocation

Attachment Details

Document Description: Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description: Con Plan Applicable Sections

Attachment Details

Document Description: PHA Administration Plan

Attachment Details

Document Description: CoC - HMIS MOU

Attachment Details

Document Description: Written Standards for Priority

Attachment Details

Document Description: Other Homeless

Attachment Details

Document Description: FY 2017 CoC Competition Report

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/01/2017
1B. Engagement	09/26/2017
1C. Coordination	09/26/2017
1D. Discharge Planning	09/01/2017
1E. Project Review	09/26/2017
1F. Reallocation Supporting Documentation	No Input Required
2A. HMIS Implementation	09/25/2017
2B. PIT Count	09/25/2017
2C. Sheltered Data - Methods	09/20/2017
3A. System Performance	09/25/2017
3B. Performance and Strategic Planning	09/26/2017

4A. Mainstream Benefits and Additional Policies

09/20/2017

4B. Attachments

Please Complete

Submission Summary

No Input Required

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

Notice of Intent Award



Mocarski, Patricia <pmocarski@co.morris.nj.us>

Monday, August 14, 2017 at 12:14 PM

To: Laurie Litt-Robbins

Cc: Robert Meredith; Carter, Shelia; Becker, Laurie; Jodi Miciak; Jeff Bashe; Everett, Jay; Kelly, Taiisa

📎 FY2017 Budget - Morris.pdf (38.8 KB); 📎 Appeals Process.pdf (29.3 KB) [Preview All](#)

Action Items

Manage Add-ins...

Hello –

The Morris County Continuum of Care Executive Committee issued a request for proposals from agencies interested in funding through the HUD Continuum of Care program on May 1, 2017 for new and renewal projects and May 31, 2017 for coordinated assessment projects. The Executive Committee received the following applications from New Jersey AIDS Services:

Agency	Project	Request	Award	Score %		
New Jersey AIDS Services	New Jersey AIDS Services - SPH	\$86,388	\$86,388.00	85%	10	1
New Jersey AIDS Services	New Jersey AIDS Services SPH 2016	\$85,191	\$35,191.00	96%	13	2
New Jersey AIDS Services	New Jersey AIDS Services 2017 expansion		\$50,000.00		14	2

This project's budget was reduced in order to fund another new project. Since this project has not yet leased up clients, it is anticipated that this will not cause any clients to lose housing. This project may also apply for expansion funding in the amount reduced through reallocation.

Please consider how you will choose to allocate your expansion project among eligible component types, and which of your existing permanent supportive housing projects you wish to expand. You may also begin the process of completing the project applications in e-snaps.

Please be aware that the following requirements and deadlines will be in effect for the FY2017 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 **Wednesday, August 30, 2017**.

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

HUD FY2017 CoC NOFA:

<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

E-snaps project applicant instructions:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

Very Truly Yours,

Tier	Rank	Score %	Agency	Project	Program Type	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	GIW ARD	Request	Award
1	1	96%	Family Promise	Morris Leasing 2016 Renewal	PH	\$46,454	\$0	\$0	\$0	\$0	\$2,978	\$ 49,432	\$ 47,942	\$ 49,432.00
1	2	93%	NJ 211 Partnership	No Wrong Door	SSO	\$0	\$0	\$51,020	\$0	\$0	\$0	\$ 51,020	\$ 51,020	\$ 51,020.00
1	3	93%	NJ 211 Partnership	No Wrong Door 2	SSO	\$0	\$0	\$54,527	\$0	\$0	\$5,089	\$ 59,616	\$ 59,616	\$ 59,616.00
1	4		NJ 211 Partnership	No Wrong Door 2 Expansion										\$ 50,000.00
1	5	91%	Family Promise	Keys to Housing 2016 Renewal	PH	\$0	\$116,304	\$46,006	\$0	\$0	\$12,000	\$ 174,310	\$ 174,310	\$ 174,310.00
1	6	90%	Mental Health Association of Morris County, Inc	Step Off the Street Outreach	SSO	\$0	\$0	\$46,242	\$0	\$0	\$2,600	\$ 48,842	\$ 48,824	\$ 48,842.00
1	7	89%	Family Promise	Community Supportive Housing Program, Phase 1 2016 Renewal	PH	\$0	\$84,528	\$33,619	\$0	\$0	\$7,254	\$ 125,401	\$ 126,417	\$125,401
1	8	86%	Jersey Battered Women's Service, Inc.	Transitional Living Program	TH	\$0	\$0	\$99,879	\$75,193	\$0	\$3,963	\$ 179,035	\$ 179,035	\$ 179,035.00
1	9	85%	Homeless Solutions, Inc.	Transitional Housing Program	TH	\$0	\$0	\$106,500	\$30,985	\$1,837	\$9,362	\$ 148,684	\$ 148,684	\$ 148,684.00
1	10	85%	New Jersey AIDS Services, Inc.	New Jersey AIDS Services SPH Renewal	PH	\$84,835	\$0	\$0	\$0	\$0	\$1,553	\$ 86,388	\$ 86,388	\$ 86,388.00
1	11	69%	Homeless Solutions, Inc.	Safe Haven	SH	\$0	\$0	\$216,400	\$85,600	\$0	\$20,823	\$ 322,823	\$ 322,823	\$ 322,823.00
1&2	12	79%	NJ DEPARTMENT OF COMMUNITY AFFAIRS	3AK, 3AN & 3AP CoC Renewal 2016	PH	\$0	\$382,752	\$0	\$0	\$0	\$15,895	\$ 398,647	\$ 508,002	\$ 398,647.00
2	13	96%	New Jersey AIDS Services, Inc.	New Jersey AIDS Services SPH 2016	PH	\$0	\$52,752	\$30,000	\$0	\$0	\$2,439	\$ 85,191	\$ 85,191	\$ 35,191.00
2	14		New Jersey AIDS Services, Inc.	New Jersey AIDS Services 2017 expansion										\$ 50,000.00
2	15		Family Promise	New Project expansion										\$ 53,763.00
	N/A		Morris County	FY2017 CoC Planning Grant								\$ 51,882	\$ 51,882	\$ 51,882.00
			Total									\$1,729,389	\$1,890,134	\$1,885,034.00

Reallocation													
		96%	New Jersey AIDS Services, Inc.	New Jersey AIDS Services SPH 2016	PH	\$0	\$26,376	\$23,034	\$0	\$0	\$590	\$ 50,000	
Total												\$ 50,000	

Rejected													
			Homeless Solutions, Inc.	Transitional Housing/Rapid Re-Housing	TH-RRH		\$70,710	\$137,460	\$48,625	\$1,837	\$18,104	\$ 276,736	

PH renewal demand 94% ARD			
Annual Renewal Demand	\$1,729,389	\$ 919,369	\$1,625,626
Morris CoC PPRN	\$1,371,174		
Allowable Planning Grant	\$ 51,882		
6% of ARD	\$ 103,763		
Anticipated Tier 1	\$1,625,626		
Total PH Bonus Allowable	\$ 103,763		
Anticipated Tier 2	\$ 207,527		
Maximum Project funding	\$1,833,152		
Total Amount of Funding	\$1,885,034		

Morris County Continuum of Care Policies and Procedures

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 1 member selected by the CoC full membership, 1 member selected by the CoC Executive Committee and 1 member selected by the Human Service Advisory Council.

The Appeal Committee shall have up to 5 business days to review the letter submitted by the agency requesting an appeal. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the CoC review committee. The Appeal Committee shall set a date for 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. Determinations by the Appeals Committee shall be final.

Notice of Intent Award



Mocarski, Patricia <pmocarski@co.morris.nj.us>

Monday, August 14, 2017 at 12:23 PM

To: Dan McGuire

Cc: Carter, Shelia; Becker, Laurie; Jodi Miciak; Jeff Bashe; Everett, Jay; Kelly, Taiisa

📎: 📄 FY2017 Budget - Morris.pdf (38.8 KB); 📄 Appeals Process.pdf (29.3 KB) [Preview All](#)

Action Items

Manage Add-ins...

Hello –

The Morris County Continuum of Care Executive Committee issued a request for proposals from agencies interested in funding through the HUD Continuum of Care program on May 1, 2017 for new and renewal projects and May 31, 2017 for coordinated assessment projects. The Executive Committee received the following applications from Homeless Solutions:

Agency	Project	Request	Award	Score %	Rank	Tier	
Homeless Solutions Inc	Safe Haven	\$322,823	\$322,823.00	69%	11	1	
Homeless Solutions Inc	Transitional Housing Program	\$148,684	\$148,684.00	85%	9	1	
Homeless Solutions Inc	Transitional Housing/Rapid Re-Housing	\$276,736	\$-		N/A	N/A	This project was not funded because its project description did not fit the HUD-intended project model.

You may begin the process of completing the project applications in e-snaps.

Please be aware that the following requirements and deadlines will be in effect for the FY2017 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 **Wednesday, August 30, 2017**.

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

HUD FY2017 CoC NOFA:

<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

E-snaps project applicant instructions:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

Very Truly Yours,



Jay Everett | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 232 | mobile (908) 447-4871 | fax (908) 382-6307
[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)



Building Homes, Transforming Lives

Tier	Rank	Score %	Agency	Project	Program Type	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	GIW ARD	Request	Award
1	1	96%	Family Promise	Morris Leasing 2016 Renewal	PH	\$46,454	\$0	\$0	\$0	\$0	\$2,978	\$ 49,432	\$ 47,942	\$ 49,432.00
1	2	93%	NJ 211 Partnership	No Wrong Door	SSO	\$0	\$0	\$51,020	\$0	\$0	\$0	\$ 51,020	\$ 51,020	\$ 51,020.00
1	3	93%	NJ 211 Partnership	No Wrong Door 2	SSO	\$0	\$0	\$54,527	\$0	\$0	\$5,089	\$ 59,616	\$ 59,616	\$ 59,616.00
1	4		NJ 211 Partnership	No Wrong Door 2 Expansion										\$ 50,000.00
1	5	91%	Family Promise	Keys to Housing 2016 Renewal	PH	\$0	\$116,304	\$46,006	\$0	\$0	\$12,000	\$ 174,310	\$ 174,310	\$ 174,310.00
1	6	90%	Mental Health Association of Morris County, Inc	Step Off the Street Outreach	SSO	\$0	\$0	\$46,242	\$0	\$0	\$2,600	\$ 48,842	\$ 48,824	\$ 48,842.00
1	7	89%	Family Promise	Community Supportive Housing Program, Phase 1 2016 Renewal	PH	\$0	\$84,528	\$33,619	\$0	\$0	\$7,254	\$ 125,401	\$ 126,417	\$125,401
1	8	86%	Jersey Battered Women's Service, Inc.	Transitional Living Program	TH	\$0	\$0	\$99,879	\$75,193	\$0	\$3,963	\$ 179,035	\$ 179,035	\$ 179,035.00
1	9	85%	Homeless Solutions, Inc.	Transitional Housing Program	TH	\$0	\$0	\$106,500	\$30,985	\$1,837	\$9,362	\$ 148,684	\$ 148,684	\$ 148,684.00
1	10	85%	New Jersey AIDS Services, Inc.	New Jersey AIDS Services SPH Renewal	PH	\$84,835	\$0	\$0	\$0	\$0	\$1,553	\$ 86,388	\$ 86,388	\$ 86,388.00
1	11	69%	Homeless Solutions, Inc.	Safe Haven	SH	\$0	\$0	\$216,400	\$85,600	\$0	\$20,823	\$ 322,823	\$ 322,823	\$ 322,823.00
1&2	12	79%	NJ DEPARTMENT OF COMMUNITY AFFAIRS	3AK, 3AN & 3AP CoC Renewal 2016	PH	\$0	\$382,752	\$0	\$0	\$0	\$15,895	\$ 398,647	\$ 508,002	\$ 398,647.00
2	13	96%	New Jersey AIDS Services, Inc.	New Jersey AIDS Services SPH 2016	PH	\$0	\$52,752	\$30,000	\$0	\$0	\$2,439	\$ 85,191	\$ 85,191	\$ 35,191.00
2	14		New Jersey AIDS Services, Inc.	New Jersey AIDS Services 2017 expansion										\$ 50,000.00
2	15		Family Promise	New Project expansion										\$ 53,763.00
	N/A		Morris County	FY2017 CoC Planning Grant								\$ 51,882	\$ 51,882	\$ 51,882.00
			Total									\$1,729,389	\$1,890,134	\$1,885,034.00

PH renewal
demand 94% ARD
\$ 919,369 \$1,625,626

Morris County Continuum of Care Policies and Procedures

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 1 member selected by the CoC full membership, 1 member selected by the CoC Executive Committee and 1 member selected by the Human Service Advisory Council.

The Appeal Committee shall have up to 5 business days to review the letter submitted by the agency requesting an appeal. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the CoC review committee. The Appeal Committee shall set a date for 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. Determinations by the Appeals Committee shall be final.

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

Notice of Intent Award



Mocarski, Patricia <pmocarski@co.morris.nj.us>

Monday, August 14, 2017 at 12:09 PM

To: jkaniewski@nj211.org

Cc: Carter, Shelia; Becker, Laurie; Jeff Bashe; Jodi Miciak; Everett, Jay; Kelly, Taiisa

📎 : 📎 FY2017 Budget - Morris.pdf (38.8 KB); 📎 Appeals Process.pdf (29.3 KB) [Preview All](#)

Action Items

[Manage Add-ins...](#)

Hello -

The Morris County Continuum of Care Executive Committee issued a request for proposals from agencies interested in funding through the HUD Continuum of Care program on May 1, 2017 for new and renewal projects and May 31, 2017 for coordinated assessment projects. The Executive Committee received the following applications from NJ 2-1-1 Partnership.:

Agency	Project	Request	Award	Score %	Rank	Tier
NJ 2-1-1 Partnership	No Wrong Door	\$51,020	\$51,020.00	93%	2	1
NJ 2-1-1 Partnership	No Wrong Door 2	\$59,616	\$59,616.00	93%	3	1
NJ 2-1-1 Partnership	No Wrong Door 2 Expansion		\$50,000.00		4	1

You may begin the process of completing the project applications in e-snaps.

Please be aware that the following requirements and deadlines will be in effect for the FY2017 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 **Wednesday, August 30, 2017**.

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

HUD FY2017 CoC NOFA:

<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

E-snaps project applicant instructions:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

Very Truly Yours,



Jay Everett | Associate

Monarch Housing Associates

29 Alden Street, Suite 1B | Cranford, NJ 07016

tel (908) 272-5363 x 232 | mobile (908) 447-4871 | fax (908) 382-6307

[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)



Building Homes, Transforming Lives

Confidentiality Note: This e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you for your cooperation.

Notice of Intent Award



Mocarski, Patricia <pmocarski@co.morris.nj.us>

Monday, August 14, 2017 at 12:19 PM

To: Joann Bjornson

Cc: Jon Thomsen; Becker, Laurie; Carter, Shelia; Jodi Miciak; Jeff Bashe; Everett, Jay; Kelly, Taiisa

📎 : FY2017 Budget - Morris.pdf (38.8 KB); Appeals Process.pdf (29.3 KB) [Preview All](#)

Action Items

[Manage Add-ins...](#)

Hello –

The Morris County Continuum of Care Executive Committee issued a request for proposals from agencies interested in funding through the HUD Continuum of Care program on May 1, 2017 for new and renewal projects and May 31, 2017 for coordinated assessment projects. The Executive Committee received the following applications from the Family Promise of Morris County:

Agency	Project	Request	Award	Score %	Rank	Tier
Family Promise of Morris County	Morris Leasing 2016 Renewal	\$47,942	\$49,432.00	96%	1	1
Family Promise of Morris County	Community Supportive Permanent Housing Program, Phase 1	\$126,417	\$125,401.00	89%	2	1
Family Promise of Morris County	Keys to Housing	\$174,310	\$174,310.00	91%	5	1
Family Promise of Morris County	New Project expansion		\$53,763.00		15	2

Please consider how you will choose to allocate your expansion project among eligible component types, and which of your existing permanent supportive housing projects you wish to expand. You may also begin the process of completing the project applications in e-snaps.

Please be aware that the following requirements and deadlines will be in effect for the FY2017 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 **Wednesday, August 30, 2017**.

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

HUD FY2017 CoC NOFA:

<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

E-snaps project applicant instructions:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

Very Truly Yours,



Jay Everett | Associate

Monarch Housing Associates

29 Aiden Street, Suite 1B | Cranford, NJ 07016

tel (908) 272-5363 x 232 | mobile (908) 447-4871 | fax (908) 382-6307

[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)

Notice of Intent Award



Mocarski, Patricia <pmocarski@co.morris.nj.us>

Monday, August 14, 2017 at 12:26 PM

To: Patty Sly

Cc: Carter, Shelia; Becker, Laurie; Jodi Miciak; Jeff Bashe; Everett, Jay; Kelly, Taiisa; Nathalie Bernard

📎 FY2017 Budget - Morris.pdf (38.8 KB); 📎 Appeals Process.pdf (29.3 KB) [Preview All](#)

Action Items

[Manage Add-ins...](#)

Hello -

The Morris County Continuum of Care Executive Committee issued a request for proposals from agencies interested in funding through the HUD Continuum of Care program on May 1, 2017 for new and renewal projects and May 31, 2017 for coordinated assessment projects. The Executive Committee received the following applications from the Jersey Battered Women's Service, Inc.:

Agency	Project	Request	Award	Score %	Rank	Tier
Jersey Battered Women's Service, Inc.	Transitional Living Program	\$179,035	\$179,035.00	86%	8	1

You may begin the process of completing the project's application in e-snaps.

Please be aware that the following requirements and deadlines will be in effect for the FY2017 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 **Wednesday, August 30, 2017**.

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

HUD FY2017 CoC NOFA:

<https://www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/>

E-snaps project applicant instructions:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

Very Truly Yours,



Jay Everett | Associate
Monarch Housing Associates
29 Alden Street, Suite 1B | Cranford, NJ 07016
tel (908) 272-5363 x 232 | mobile (908) 447-4871 | fax (908) 382-6307
[website](#) | [bio](#) | [vCard](#) | [map](#) | [email](#)



Building Homes. Transforming Lives

Confidentiality Note: This e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you for your cooperation.

Pat
Patricia Mocarski
Program Development Aide
Community & Behavioral Health Services
Morris County Department of Human Services
POB 900, 30 Schuyler Place, 3rd Floor
Morristown, NJ 07963-0900
(973) 285-6859

03. CoC Rating and Review Procedures

Local Selection Process

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

Morris County Local Selection Process

The CoC Executive committee shall be responsible for identifying the projects eligible to apply for funding through the annual continuum of care application. The Executive Committee shall determine which projects are supported for funding and the level of funding applied to supported projects through the HUD CoC process. In order to complete the local review and selection process the Executive Committee shall take the following steps:

- Establish local priorities – may reflect specific populations, specific project types or other priorities 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 members which may include members of the executive committee, members of the general Morris County CoC membership or other members within the community
- Establish timeframes for release of application, submission deadlines, project presentations and approving final determinations
- Review and approve recommendations of the review committee
- Notify applicants of final recommendations – may be done through the CoC Lead Agency or Executive Committee Chair

Review Committee

Membership

- The Executive Committee Chair and the CoC Lead Agency shall identify a slate of review committee members.
- Members may be selected from the Executive Committee, the full Morris County Continuum of Care membership, other Morris County human service committees or general community members willing to participate in the process and with a basic understanding of review committee processes and homelessness in Morris County
- The 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 will 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
- Review the notice of intent form and update according to locally established priorities
- Review and update the scoring tool to correspond with the updated notice of intent form and local priorities
- Submit the updated notice of intent form and scoring tool to the executive committee for review & approval
- Schedule project presentations

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

- Review all applications submitted as distributed by the CoC Lead Agency
- Listen to project presentations & prepare questions as necessary in making funding decisions
- Score each project based on the established scoring criteria
- Identify approved projects funding levels based on project scores, local priorities and HUD guidance provided through the annual CoC NOFA

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. Agencies submitting requests for funding may also be required to present their project before the review committee prior to final determinations of funding.

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 the which projects to support for funding and at what level. The Notice of intent form shall be reviewed annually by the appointed review committee and updated to reflect the local priorities and identified scoring criteria. The updated notice of intent form shall be submitted to the Executive Committee for review and approval prior to release to the public.

The Notice of Intent form shall contain the following items at a minimum:

- Project name, type and target population
- Detailed budget
- Identification of how the project fits in with the local priorities

Scoring Criteria

All projects submitting a Notice of Intent will be evaluated against scoring criteria recommended by the review committee and approved by the Executive Committee. Each project will be scored and ranked based on information provided through the Notice of Intent form, Project Presentation and CoC monitoring results. The Scoring Criteria will be updated annually by the review committee based on the established priorities and any other relevant information identified by the review committee.

Scoring Criteria will include the following items at a minimum:

- Project fit with established priorities
- Project monitoring results (renewal projects)
- Project performances 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 approval of any updates to the Notice of Intent application, scoring criteria and timeline. The

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

Notice of Intent announcement shall be widely marketed. Information regarding the Notice of Intent shall be disseminated through:

- Publication on CoC Lead Agency Website
- Emails to CoC listserv and other human services and housing listservs
- Announcements at CoC and other community meetings

The Notice of Intent Announcement shall include the following information:

- CoC Funding Priorities
- Notice of Intent Application
- Notice of Intent Scoring Criteria
- Submission Deadline
- Appeals Process information

Submission Process

All agencies interested 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 must be completed for each project requesting funding including both new projects and renewal projects. Programs (both new and renewal) that fail to submit a notice of intent by the approved deadline will not be considered for funding.

All agencies submitting a Notice of Intent must participate in a mandatory Morris County Notice of Intent Technical Assistance session. The Notice of Intent technical assistance session shall cover:

- The eligible activities and costs allowable through HUD CoC funding
- Local CoC Funding Priorities
- How to complete the Notice of Intent Form
- Notice of Intent scoring criteria
- Anticipated selection timeline

Notices of Intent must be complete 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 applications 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 to the CoC Lead Agency at least 3 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 Vice Chair and make a determination about whether to grant an extension. Waivers will be reviewed on a case-by-case basis.

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

Project Presentation

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. The project presentations will provide an opportunity for the review committee to gain a better understanding of the programs and clarification of program information. The review committee will have an opportunity to ask questions of applicants based on information in the HUD CoC NOFA that may not have been included in the original Notice of Intent Application. Agencies submitting Notice of Intent Applications 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 Application
- 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.

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 applications for new and renewal projects. The Notice of Intent application 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

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/continuum>

shall include information regarding the appeals process. Projects that have been denied funding may not submit a HUD CoC Exhibit 2 application.

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 1 member selected by the CoC full membership, 1 member selected by the CoC Executive Committee and 1 member selected by the Human Service Advisory Council.

The Appeal Committee shall have up to 5 business days to review the letter submitted by the agency requesting an appeal. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the CoC review committee. The Appeal Committee shall set a date for 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. Determinations by the Appeals Committee shall be final.

03. CoC Rating and Review Procedures

Funding Announcement Letter

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<http://morrishumanservices.org/behavioral/continuum.asp>

Executive Committee

CHAIR
Jeff Bashe

VICE CHAIR
Jodi Miciak
United Way of Northern NJ

Mike Armstrong
Community Hope

Joann Bjornson
Family Promise of Morris County

Jennifer Carpinteri
Morris County Dept. of Human Services

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
Morris County Housing Alliance

Nancy Magee
Community Foundation of NJ

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of Temporary Assistance

Gwen Rippey, PhD
Atlantic Health System

Lou Schwarcz
Mental Health Association

David Scott
Market Street Mission

Patty Sly
Jersey Battered Women's Services

Rebecca Zydel
Child & Family Resources

To: All Morris County Community Agencies

From: Jeff Bashe, Chair

Re: Morris County Continuum of Care 2017 Notice of Intent

Date: **Monday, May 1, 2017**

The Morris County Continuum of Care, a local planning committee charged with the responsibility of reducing the incidence of homelessness in Morris County, has begun the process for the U.S. Department of Housing and Urban Development (HUD) 2017 Continuum of Care Application.

In preparation for submission of the CoC application for HUD funding, the Morris County Continuum of Care Executive Committee is now accepting Notices of Intent from all agencies interested in applying for funding to support both **NEW** and **RENEWAL** projects through the Morris County Continuum of Care process. Projects may apply for renewal funding if the program was awarded funds for any CoC Program, SHP or S+C grants in a preceding competition where the program expires in calendar year 2018. Please note, projects that submitted applications in the FY 2016 CoC competition that were not awarded funds in the recent announcement cannot submit a renewal application.

The HUD Continuum of Care program provides funding to programs serving homeless individuals and families in the community. Priority populations are those with the longest histories of homelessness, greatest severity of service needs, and special vulnerabilities, including those experiencing chronically homeless, veterans, unaccompanied youth, families, and survivors of domestic violence. This is in accordance with the federal goals of:

1. Ending Veteran Homelessness – HUD encourages CoCs to prioritize veterans to the extent possible, in existing permanent housing programs with a focus on those veterans not eligible for VA funded housing or services. In addition, CoCs should coordinate with the local VA and VA funded programs to ensure access and opportunities for all homeless veterans,
2. Ending Chronic Homelessness – HUD encourages communities to increase the number of units dedicated and prioritized for the chronically homeless,
3. Ending Family Homelessness – HUD encourages communities to increase availability of rapid re-housing opportunities for homeless families,
4. Ending Youth Homelessness – HUD encourages communities to work closely with youth service providers to identify the unique need of homeless youth and increase resources and programs available to address their housing and service needs.

CoC Lead Agency: Morris County Department of Human Services

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<http://morrishumanservices.org/behavioral/continuum.asp>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Miciak
United Way of Northern NJ

Mike Armstrong
Community Hope

Joann Bjornson
Family Promise of Morris County

Jennifer Carpinteri
Morris County Dept. of Human Services

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
Morris County Housing Alliance

Nancy Magee
Community Foundation of NJ

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of Temporary Assistance

Gwen Rippey, PhD
Atlantic Health System

Lou Schwarcz
Mental Health Association

David Scott
Market Street Mission

Patty Sly
Jersey Battered Women's Services

Rebecca Zydel
Child & Family Resources

For the FY 2017 CoC Competition, HUD identified the following funding priorities which will inform its evaluation of CoCs and project efforts toward ending homelessness for all populations:

1. Creating a systemic response to homelessness – CoCs should use CoC Program performance measures such as the average length of homeless episodes, rates of return to homelessness, and other factors that determine the effectiveness of serving people experiencing homelessness. Additionally, CoCs should be doing everything they can to create and use an effective Coordinated Entry process, promote participant choice, coordinate homeless assistance and mainstream housing service providers to ensure people experiencing homelessness receive assistance quickly that results in obtaining and maintaining housing, and make the delivery of homeless assistance open, inclusive, and transparent.
2. Strategically allocating and using resources – HUD calls for communities to critically evaluate all funding requests to ensure effective resource allocation. This process must include a comprehensive project review, evaluation of project use of mainstream resources, leveraging additional community-based resources through partnerships, and reviewing the efficacy of transitional housing.
3. Using a Housing First Approach – HUD encourages CoCs and CoC-funded projects to adopt a Housing First Approach which prioritizes getting homeless persons into permanent housing quickly and wrapping the needed services around them. Housing First approaches include low barriers to program entry, removal of barriers for program retention, client centered services based on goals developed by the household, and prioritizing those households who are most in need. A system level Housing First approach should also include use of a centralized/coordinated assessment process and an inclusive decision-making structure for system development.

In accordance with the FY 2017 HUD funding priorities, the Morris County Continuum of Care will entertain NOIs from all **Renewal** programs with contracts ending in calendar year 2018. **New** project proposals may only request funding for the following types of activities:

- Permanent Supportive Housing projects that will primarily serve chronically homeless individuals and/or families, including unaccompanied youth. This may include funding for acquisition, rehabilitation, new construction, rental assistance, leasing, services, or operating dollars. Projects may also request up to 7% in administrative funds.
- Rapid Re-Housing for homeless individuals and/or families, including unaccompanied youth. Rapid rehousing projects may serve homeless households who do not have a disabling condition. Programs will need to serve only those living on the streets or in emergency shelter as well as those fleeing domestic violence. Rapid Re-Housing projects may request short-term (1-3 months) or medium-term (3-24 months) rental assistance, service funding and up to 7% in administrative funding.

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<http://morrishumanservices.org/behavioral/continuum.asp>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Miciak
United Way of Northern NJ

Mike Armstrong
Community Hope

Joann Bjornson
Family Promise of Morris County

Jennifer Carpinteri
Morris County Dept. of Human Services

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
Morris County Housing Alliance

Nancy Magee
Community Foundation of NJ

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of Temporary Assistance

Gwen Rippey, PhD
Atlantic Health System

Lou Schwarcz
Mental Health Association

David Scott
Market Street Mission

Patty Sly
Jersey Battered Women's Services

Rebecca Zydel
Child & Family Resources

- Joint TH and RRH Component projects, which will combine Transitional Housing (TH) and Rapid Rehousing (PH-RRH) into a single project to serve individuals and/or families experiencing homelessness.
- Supportive Services Only Projects for Coordinated Entry. Projects may request supportive services and up to 7% in administrative funding to support communitywide centralized/coordinated assessment process.
- HMIS. Projects may request funding for the costs associated with the HMIS that must be carried out by the CoC HMIS Lead Agency.

For more details on the HUD funding priorities applicants are strongly encouraged to review the FY2016 CoC NOFA and FY2017 CoC Registration Notice which may be found at www.hudexchange.info. For additional information on the Morris County local selection process please visit:

<http://morriscountynj.gov/hs/wp-content/uploads/2016/01/15CoCSelection.pdf>

Agencies interested in applying for funding must:

- **attend a mandatory technical assistance meeting on May 10, 2017, 10am,** 30 Schuyler Place, 3rd floor, Morristown, NJ 07963
- **submit a completed Notice of Intent by 4:30 pm, Tuesday, May 30, 2017.**

The Notice of Intent Application Form may be found at the Morris County Department of Human Services's website: <http://morrishumanservices.org/behavioral/continuum.asp>

Applications may be submitted by mail or in person to the Morris County Department of Human Services, 30 Schuyler Place, 3rd Floor, P.O. Box 900, Morristown, New Jersey 07963-0900 Monday – Friday (excluding holidays).

Agencies submitting a Notice of Intent form will be required to participate in program presentations before the CoC review committee. The project presentation schedule will be announced within two weeks of the release of the 2017 CoC Notice of Funding Available by HUD.

Call Shelia Carter at 973-285-6851 with any questions regarding the 2017 Morris County Notice of Intent process.

CoC Lead Agency: Morris County Department of Human Services

03. CoC Rating and Review Procedures

New Project Application

Morris County
2017 CoC Application
Notice of Intent – NEW PROJECTS

Applicant: _____
Project Name: _____
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 ☐ Supportive Services Only ☐ HMIS

Project Term: (*note: renewal projects 1yr only*)

☐ 1 year ☐ 2 years ☐ 3 years ☐ 5 years

Total Project Cost: \$ _____
Total Amount Requested in this Application: \$ _____
Percent of project cost being requested: _____ %

Project Target Population:

Number of unduplicated adult-only households to be served: _____

Number of unduplicated persons in adult-only households to be served: _____

Number of unduplicated households with both adults & children to be served: _____

Number of unduplicated persons in households with both adults & children to be served: _____

Project location address: _____

Priority Populations	Number of Beds		Number of Units	
	Prioritized	Dedicated	Prioritized	Dedicated
Chronically Homeless				
Veterans				
Youth aged 18-24				
Families				
Survivors of Domestic Violence				
Total Number Available to Any Subpopulation or Client				

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 Morris 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:** _____

Please answer the following questions about the program you are applying for in 10 pages or less (using 12 point font). The budget pages as well as the front summary page are not included in the 10 page total. Program applications that exceed the 10 page limit will not be considered for funding.

- 1) Briefly describe the activity for which you are requesting funds. Which goal/funding priority is the proposed project addressing? What gaps in available homeless/housing services in Morris County CoC does this project fill?
- 2) What is your agency's mission and how does the proposed program fit within this mission?
- 3) If applicable, please identify any partner agencies committed to working on this project. Describe the capacity in which partner agencies will contribute to this project.
- 4) What are the proposed project's goals? Please describe project outcomes based on the goals identified and how the project will measure participant satisfaction.
- 5) What specific activities/services will the project offer to participants to meet identified participant needs? Specifically,
 - How will the identified activities/services assist participants to obtain and maintain permanent housing?
 - What project staff/partner agency will perform identified activities/services—any formal partnerships?
 - How will participants be assessed for, and connected with, employment services, mainstream benefits, healthcare services, and health insurance?
- 6) Please discuss the service model that will be used for project implementation. Identify any best practices and/or evidence based practices that will be employed by this project.
- 7) Does your project operate using a Housing First Philosophy? Please describe:
 - how your project policies/operations reflect and follow the Housing First Philosophy,
 - challenges or impediments to implementing Housing First strategies in this project,
 - how any barriers to meeting participant needs are addressed, when identified.

- 8) Please describe the proposed project admission and termination criteria. Specifically address how the items listed below will impact admission and termination within the project as applicable.

Admission Criteria:

- Having too little or no income
- Active or history of substance abuse
- Having a criminal record with exception for state-mandated restrictions
- History of domestic violence

Termination Criteria:

- 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 standard lease agreement

- 9) Please briefly describe the experience your agency and (if applicable) any partner agency has with providing the described services and serving the identified homeless population.

- 10) Please discuss your agency and (if applicable) partner agency experience/history with implementing HUD funded projects. Address: project administration, fiscal management, adherence to program regulations, and audit results. If you have lost, or been denied, any HUD-funded grants please disclose the program name, HUD project type, and reasons for grant loss/denial. If agency has no experience with HUD funding, describe experience with other funders, including agency administration and management performance.
- Please include proof of your agency's up-to-date SAM registration (sam.gov)

- 11) Please describe your agency's fiscal capacity to undertake the proposed project. Specifically,
- What staff will be responsible for ensuring that all expenses are eligible under the grant agreement?
 - What fiscal oversight structure and policies will be in place to ensure that grant fund drawdowns are completed accurately and timely?
 - What percentage of new/existing staff time will be devoted to project and reporting activities?
 - Please include a copy, and summary of, the agency's most recently completed audit; & Form 990

- 12) Please describe your agency's level of participation in local planning processes (i.e. CoC (formerly known as CEAS), sub-committees, Community Development Consolidated Plan, etc).

13) What is your agency's experience and plan for using the New Jersey Homeless Management Information System (HMIS)? Specifically,

- Do agency staff regularly enter data into the HMIS database?
- How would you describe the quality of data for your project in the system?
- How will the proposed project comply with HMIS reporting and staff training requirements?

14) Please describe the proposed project's proposed outreach and enrollment plan. How will referrals be obtained for this program? What additional steps will be taken should your agency encounter difficulty in identifying eligible project participants that meet the target population?

15) Please provide the anticipated project implementation timeline, including:

- Timeline for activities to be completed prior to receiving HUD grant funds,
- Number of days following receipt of HUD grant funds until project activities/services begin
- Number of days following receipt of HUD grant funds until fully operational.

16) Identify all anticipated sources either cash or in-kind support identified on the summary budget below to leverage the HUD budget request. Leveraging may include both cash and in-kind internal agency services and programs and services from community agencies. Include information about specific amount of funding from each identified source and level of commitment – Firm commitment (formal agreement, funding award), soft commitment (verbal agreements), no commitment (not yet applied for, no agreement in place). **project Attach letters of commitment for any Firm Commitment of support to the proposed project. Firm Commitments of cash or in-kind support with a total value of 25% of proposed project budget request (minus leasing costs) is required. Also encouraged to attach letters of support for any Soft Commitments.**

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

17) Please complete the attached budget. Clearly identify the amount of funding requested from HUD, funding to be provided by your agency (cash or in-kind), Cash funding from other sources, and in-kind funding from other sources.

Summary Budget

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

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

Unit Mix

Size of Units	Number Of Units	Fair Market Rent 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	=	\$

*Actual Rent could be a monthly rental amount requested that is below FMR

The current FMR is listed below:

SRO	\$ 783
0 Bedroom	\$ 1,044
1 Bedroom	\$ 1,099
2 Bedrooms	\$ 1,324
3 Bedrooms	\$ 1,695
4 Bedrooms	\$ 1,922

03. CoC Rating and Review Procedures

Renewal Project Application

Morris County
2017 CoC Application
Notice of Intent – RENEWAL PROJECTS

Applicant: _____
Project Name: _____
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 ☐ Safe Haven
☐ Supportive Services Only

Total Project Cost: \$ _____
Total Amount Requested in this Application: \$ _____
Percent of project cost being requested: _____ %

Project Target Population:

Number of unduplicated adult-only households to be served: _____
Number of unduplicated persons in adult-only households to be served: _____
Number of unduplicated households with both adults & children to be served: _____
Number of unduplicated persons in households with both adults & children to be served: _____
Project location address: _____

Priority Populations	Number of Beds		Number of Units	
	Prioritized	Dedicated	Prioritized	Dedicated
Chronically Homeless				
Veterans				
Youth aged 18-24				
Families				
Survivors of Domestic Violence				
Total Number Available to Any Subpopulation or Client				

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 Morris 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:** _____

Please answer the following questions about the program you are applying for in 10 pages or less (using 12 point font). The budget pages as well as the front summary page are not included in the 10 page total. Program applications that exceed the 10 page limit will not be considered for funding.

- 1) Briefly describe the activity for which you are requesting funds. Which goal/funding priority is the proposed project addressing? What gaps in available homeless/housing services in Morris County CoC does this project fill?

- 2) What is your agency's mission and how does this project fit within this mission?

- 3) What are your project's goals? Please describe project outcomes based on the goals identified, and results of any internal project participant satisfaction measures.

- 4) What specific activities/services will the project offer to participants to meet identified participant needs and project goals? Specifically,
 - How will the identified activities/services assist participants to obtain and maintain permanent housing?
 - What project staff/partner agency will perform identified activities/services?
 - How will participants be assessed for, and connected with, employment services, mainstream benefits, healthcare services, and health insurance?

- 5) Please discuss the service model that will be used for project implementation. Identify any best practices and/or evidence based practices that to be employed by this project.

- 6) Does your project operate using a Housing First Philosophy? Please describe:
 - how your program policies/operations reflect and follow the Housing First Philosophy,
 - challenges or impediments to implementing Housing First strategies in this project,
 - how any barriers to meeting participant needs are addressed, when identified.

7) Please describe project admission and termination criteria. Specifically address how the items listed below will impact admission and termination within the project as applicable.

Admission Criteria:

- Having too little or no income
- Active or history of substance abuse
- Having a criminal record with exception for state-mandated restrictions
- History of domestic violence

Termination Criteria:

- 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 standard lease agreement

8) Please briefly describe relevant experience of the Grantee and any primary project partners in providing the proposed services and serving the identified homeless population.

9) How do you obtain referrals for this program? What additional steps will be taken should you encounter difficulty in identifying eligible program participants that meet your target population?

10) Please identify/describe any changes made to your project model, staffing, and/or budget within the last 3 years. Do you anticipate any major changes over the next year?

11) Please describe your long-term plans to sustain the program should there be decreases in HUD funding.

- 12) Please provide a list of anticipated funding and services you will be able to leverage for this project (leveraging includes internal agency services/programs as well as services from community agencies both cash and in-kind)
Attach letters of commitment for any Firm Commitment of support to the proposed project. Firm Commitments of cash or in-kind support with a total value of 25% of proposed project budget request (minus leasing costs) is required. Also encouraged to attach letters of support for any Soft Commitments.

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

- 13) Please describe your agency's level of participation in local planning processes (i.e. CoC (formerly known as CEAS), sub-committees, Community Development Consolidated Plan, etc).
- 14) How often are staff trained on Homeless Management Information System (HMIS) and how would you describe the quality of data for your project in the system?
- 15) Do you regularly enter data into the HMIS database? _____
- 16) Were there any unused funds at the end of your operating year? If yes, please identify how much and provide a brief description about why the funds were unspent.

Summary Budget

Component Type (please double click appropriate box and select checked) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> TH PSH RRH SSO HMIS Safe Haven		Grant Term (please double click appropriate box and select checked) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1 yr 2 yrs 3 yrs 5 yrs 15 yrs		
Proposed CoC Activities	CoC Dollars Requested	HUD Cash Match	Other Cash/in-Kind Match or Leveraging	Total Project Budget
1. 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 1 through 5)				
7. Administrative Costs (Up to 7% of line 6)				
8. Total CoC Request (Total lines 6 and 7)				

Definitions:

HMIS	Homeless Management Information System
TH	Transitional Housing
PSH	Permanent Supportive Housing
RRH	Rapid Re-housing
SSO	Supportive Services Only
Safe Haven	Low barrier shelter for people with mental illness, substance abuse challenges, serving no more than 25 people in one location.

Please note there is a 25% cash match requirement for all line items except leasing.

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 a		
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

Component Types (Check only one box)

<input type="checkbox"/> TRA	<input type="checkbox"/> SRA	<input type="checkbox"/> PRA	<input type="checkbox"/> Leasing
<input type="checkbox"/>			<input type="checkbox"/>
Short-term Rental Assistance (1-3 months)		Medium-term Rental Assistance (4 – 24 months)	

Size of Units	Number Of Units	FMR or Actual Rent	Number of Months	h. 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	\$ 783
0 Bedroom	\$ 1,044
1 Bedroom	\$ 1,099
2 Bedrooms	\$ 1,324
3 Bedrooms	\$ 1,695
4 Bedrooms	\$ 1,922

- TRA – Tenant Based Rental Assistance – lease is in tenant's name
- SRA – Sponsor Based Rental Assistance – lease is in agencies name or in tenant's name if used in property owned by the sponsor agency
- PRA – Project Based Rental Assistance – voucher tied to specific unit and lease is in tenant's name
- Short Term Rental Assistance – For Rapid Re-Housing Project only - rental assistance provided to participants for up to 3 months
- Medium Term Rental Assistance – For Rapid Re-Housing Projects only – rental assistance provided to participants for 4 – 24 months

03. CoC Rating and Review Procedures

Renewal Project Desk Monitoring

**Morris County Continuum of Care
Desk Monitoring Questionnaire/Document Request**

In order to assist the Performance and Evaluation Committee, in addition to maintaining compliance with Continuum of Care Regulations, the Performance and Evaluation Committee will be requesting the following information to complete a Monitoring of the following Continuum of Care Project:

Agency Name: _____

Project Name: _____

The monitoring being completed will assist the Continuum as well as the agencies to ensure all projects are in compliance with HUD regulations and will provide the Committee with additional information to base funding decisions on. After the monitoring has been completed, all agencies will receive a formal monitoring report identifying any issues that may need to be addressed.

In addition to completing the questionnaire below, please provide the Performance and Evaluation Committee with the following documents by **4:30 pm, March 22, 2017** by sending them to: **pmocarski@co.morris.nj.us**.

Documents to be submitted:

- Blank copy of your agency's client satisfaction survey if used for this project
- Copies of any MOUs currently in place with other agencies that provide services of any kind to this project (especially those whose services are used as match or leveraging for the project)
- A copy of your most recently submitted APR (from esnaps)
- A copy of the LOCCS request or a LOCCS vouchers print out showing the last 4 drawdowns that were completed for this project
- Any back up documentation required by HUD to justify the services, operating or administrative funds requested in the last 4 drawdowns (this includes timesheets, service logs, etc.)
- Copy of the most recent grant agreement with HUD
- Copy of the most recent grant closeout certification for the grant (if applicable)
- Copy of the any HUD monitoring findings (if applicable)
- A copy of the most recently completed audit for your agency

Please complete the following questions:

Client Feedback:

1. Does your agency administer a client satisfaction survey to the participants in this project? If so, how often is the survey conducted? If no, does the agency have other means for collecting consumer feedback?

2. Does this project provide clients with the rules and regulations of the project? If yes, how and when do they receive this information?

3. Does the agency provide clients with a means of expressing and resolving a complaint or appeal? If yes, what is the process?

4. Is there a grievance procedure document for this project?

Program Coordination:

1. In what way does your agency work with other agencies throughout the CoC to fill vacancies or obtain referrals for this project?

2. If someone is not eligible for this project, how does your agency connect them to other services in the community?

Agency Staff:

1. What type of training do the staff that work with this project receive to ensure they have the information needed to work on this grant?

Project Administration:

1. Has this project been audited by HUD? If yes, were there any findings, what were they and have those findings been since cleared by HUD?

**Morris County Continuum of Care
Desk Monitoring Questionnaire**

Agency Name: _____

Project Name: _____

CLIENT REVIEW (10 possible points)	Yes	No	N/A	Score
1. Are clients eligible based on homeless status?				
2. Are clients eligible based on disabling conditions?				
3. Do the clients served in the project match the subpopulations the project has applied for?				
Notes:				

HMIS COMPLIANCE (5 possible points)	Yes	No	N/A	Score
1. Does the project's HMIS data have less than 10% of responses for Universal Data Elements listed as "don't know" or "refused"?				
2. Does the project's HMIS data have less than 10% of responses for Universal Data Elements as null or missing values?				
3. Does the project intake and discharge clients within the required 48-hour time period?				
4. Does the project input the required annual updates for all permanent housing participants?				
Notes:				

CLIENT FEEDBACK (4 possible points)	Yes	No	N/A	Score
1. Does the agency administer a client satisfaction survey for this project?				
2. Does the agency provide clients with the rules and regulations for the project?				
3. Does the agency provide clients with a means of expressing and resolving a complaint or appeal?				
4. Is there a grievance procedure for the project?				
Notes:				

PROJECT COORDINATION (4 possible points)	Yes	No	N/A	Score
1. Does the agency have signed MOUs with any agency that is providing any service or administrative activity for the project?				
2. Does the project work with agencies throughout the CoC to fill vacancies or obtain referrals?				
3. Does the agency connect households to other services in the community if they do not qualify for the project in review?				
Notes:				

--

FINANCIAL REVIEW (10 possible points)	Yes	No	N/A	Score
1. Is the project sufficiently utilizing the funds awarded?				
2. Is the project drawing down funds from LOCCS on at least a quarterly basis?				
3. If project is requesting service, operating or administrative funds, does it have the appropriate back up, including time sheets, required for the drawdown?				
4. Is the adequate match being provided by the project for all funds requested?				
Notes:				

AGENCY STAFF (2 possible points)	Yes	No	N/A	Score
1. Does project staff have appropriate training for the level of services required of the grant?				
Notes:				

PROJECT ADMINISTRATION (5 points)	Yes	No	N/A	Score
1. Did the project submit the most recent Annual Performance Report to HUD within the 90 day window?				
2. Does the agency have a copy of the most recently signed grant agreement with HUD for this project?				
3. Does the project have any outstanding audit/monitoring findings with HUD?				
Notes:				

Total Score: _____

Additional Notes/Comments:

Date Completed: _____

Completed by: _____

03. CoC Rating and Review Procedures

New and Renewal Project Scoring Tools

Scoring Matrix

Along the left hand side are listed all of the applicants. The determining factors are along the top (factors that have been identified as priorities). The weight for each factor is along the bottom (the weight reflects the importance of the priority).

The chart shows Permanent Housing for the Chronically Homeless as the highest priority, with the weight of 4, while Agency Track Record is weighted as a 2. This means that Addressing Chronic Homelessness is twice as important a factor as Agency Track Record. Programs are rated on a scale of 0-2 in each category. (0 does not meet, 1 partially meets, 2 fully meets) Totals are the sum of the category rating multiplied by the category weight. Recommendations for funding will be based on the program receiving the highest total scores.

Rating Calculation Example: 1x4=4, 2x4=8, 2x3=6, 2x3=6, 0x3=0, 1x2=2, 2x2=4
4+8+6+6+0+2+4 = 30

Renewal Project Scoring Tool																							
	Program Performance					Program Type			Programs working to remove barriers to CoC resources		Maximizes Mainstream Resources and Supportive Services			Program Impact					Agency Track Record			totals	
	Data Quality	Serves Homeless Population	Exits to PH / Stability in PH	Connection to income & benefits	Utilization Rates	(permanent housing programs, new beds dedicated to chronically homeless, etc.)	Permanent housing for homeless families using a rapid re-housing model	Coordinated Assessment	Screening practices	Termination Practices	Leveraging	Connection to Employment Services & Mainstream Benefits	Connection to healthcare services & Medicaid	Positive Discharge Rate	Customer Satisfaction	Letters of Support	Use of Best Practice Service Models	Serves Priority Populations (chronically homeless, veterans, youth, families, domestic violence)	Service Delivery History	Program Monitoring Score	Financial management (timely submission of APR, timely HUD drawdowns)		
weight	4	4	4	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	2	2	2		
Renewal Maximum score	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	120	% of maximum score
Example Renewal	1	2	1	2	2	2	0	0	2	1	1	2	2	1	2	2	1	0	1	2	0	88	73%

New Project Scoring Tool																			
	Program Type			Programs working to remove		Maximizes Mainstream Resources and Supportive			Program Impact					Agency Track Record			totals		
	(permanent housing programs, new beds dedicated to chronically homeless, etc.)	Permanent housing for homeless families using a rapid re-housing model	Coordinated Assessment	Screening practices	Termination Practices	Leveraging	Connection to Employment Services & Mainstream Benefits	Connection to healthcare services & Medicaid	Customer Satisfaction	Letters of Support	Use of Best Practice Service Models	Implementation Timeline	Serves Priority Populations (chronically homeless, veterans, youth, families, domestic violence)	Service Delivery History	Performance with previous HUD or other funding	Financial Strength			
weight	4	4	4	3	3	3	3	3	3	3	3	3	3	2	2	2			
New Project Maximum score	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	80	% of maximum score	
Example New Project	0	2	0	2	1	1	2	0	2	1	1	2	0	2	1	2	54	68%	

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<http://morrishumanservices.org/behavioral/continuum.asp>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

odi Miciak
United Way of Northern NJ

Mike Armstrong
Community Hope

Joann Bjornson
Family Promise of Morris County

Jennifer Carpinteri
Morris County Dept. of Human Services

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
Morris County Housing Alliance

Nancy Magee
Community Foundation of NJ

Dan McGuire
Homeless Solutions

Tesha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of Temporary Assistance

Iwen Rippey, PhD
Atlantic Health System

Jo Schwarcz
Mental Health Association

David Scott
Market Street Mission

Katty Sly
Jersey Battered Women's Services

Rebecca Zydel
Child & Family Resources

Morris County Continuum of Care CoC Application Notice of Intent Rank and Review Tool Guide

A rank and review tool allows the review committee to structure, then award allocations by: specifying and prioritizing needs with a list of criteria; then evaluating, rating, and comparing the different applications; and selecting the best matching application. The rank and review tool aids the review committee in determining the winning application amid all those sent in response to the release of the Notice of Intent.

The purpose of this guide is to define the determining factors and specify CoC Application Notice of Intent alignment.

Program Performance	<ul style="list-style-type: none"> • Determining Factor: Program Performance – Data Quality, Income growth, Connection to benefits, Housing stability, Full utilization by eligible population
	<ul style="list-style-type: none"> • Definition: Applicant demonstrates ability to meet the Morris County CoC Performance Standards
	<ul style="list-style-type: none"> • CoC Application Notice of Intent Alignment: Information for project performance will be pulled directly from HMIS (or APRs for non-HMIS agencies)
Program Type: Permanent Supportive Housing	<ul style="list-style-type: none"> • Determining Factor: Permanent Housing beds dedicated or prioritized for the chronically homeless
	<ul style="list-style-type: none"> • Definition: <ul style="list-style-type: none"> ○ Projects adding new permanent housing beds dedicated to the chronically homeless ○ Projects dedicating existing permanent housing beds for the chronically homeless ○ Projects prioritizing existing permanent housing beds for the chronically homeless ○ Projects prioritizing existing permanent housing beds to the chronically homeless at bed turnover ○ Projects dedicating existing permanent housing beds to the chronically homeless at turnover
	<ul style="list-style-type: none"> • CoC Application Notice of Intent Alignment: <ul style="list-style-type: none"> Renewal Application <ul style="list-style-type: none"> ○ Type of Funding ○ Project Target Population New Application <ul style="list-style-type: none"> ○ Type of Funding ○ Project Target Population
Program Type: Permanent Housing for homeless	<ul style="list-style-type: none"> • Determining Factor: Permanent Housing for homeless families using a rapid re-housing model
	<ul style="list-style-type: none"> • Definition: Rapid Re-Housing is defined as a housing model in which households are moved into housing as quickly as

CoC Lead Agency: Morris County Department of Human Services

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<http://morrishumanservices.org/behavioral/continuum.asp>

Executive Committee

CHAIR
Jeff Bashe

VICE CHAIR
Todi Miciak
Inited Way of Northern NJ

Mike Armstrong
Community Hope

Joann Bjornson
Family Promise of Morris
County

Jennifer Carpinteri
Morris County Dept. of
Human Services

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
Morris County Housing
Alliance

Nancy Magee
Community Foundation of NJ

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of
Temporary Assistance

Iwen Rippey, PhD
Atlantic Health System

Jo Schwarez
Mental Health Association

David Scott
Market Street Mission

Patricia Sly
New Jersey Battered Women's
Services

Rebecca Zydel
Child & Family Resources

families using a rapid re- housing model

possible and provided with temporary rental assistance and intensive case management services to help participants achieve and maintain stability in permanent housing. Participants must be literally homeless coming from the streets or emergency shelter and may or may not be disabled.

- **CoC Application Notice of Intent Alignment:**

Renewal Application

- Type of Funding
- Project Target Population

New Application

- Type of Funding
- Project Target Population

Program Type: Coordinated Assessment

- **Determining Factor:** Coordinated Entry and referral for CoC and ESG-funded projects

- **Definition:** Applicant demonstrates ability to meet the HUD requirements for Coordinated Entry and Assessment

- **CoC Application Notice of Intent Alignment:**

Renewal Application

- Type of Funding
- Project Target Population

New Application

- Type of Funding
- Project Target Population

Programs working to remove barriers to CoC resources

- **Determining Factor:** Programs working to maximize participant access to CoC funded projects

- **Definition:**

- Projects prioritizing those most in need of services (i.e. long histories of homelessness, significant barriers, severest service needs, unsheltered households, medically vulnerable)
- Program reduce barriers to project entry
- Programs that work to reduce barriers to program retention including terminations for unknown reasons and/or negative reasons

- **CoC Application Notice of Intent Alignment:**

Renewal Application

- Question 5
- Question 7

New Application

- Question 6
- Question 8

Maximize use of mainstream resources

- **Determining Factor:** Programs utilizing mainstream resources to expand services and benefits available to program participants

- **Definition:**

CoC Lead Agency: Morris County Department of Human Services

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<http://morrishumanservices.org/behavioral/continuum.asp>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

odi Miciak
United Way of Northern NJ

Mike Armstrong
Community Hope

Joann Bjornson
Family Promise of Morris County

Jennifer Carpinteri
Morris County Dept. of Human Services

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
Morris County Housing Alliance

Nancy Magee
Community Foundation of NJ

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of Temporary Assistance

Iwen Rippey, PhD
Atlantic Health System

Jo Schwarcz
Mental Health Association

David Scott
Market Street Mission

Patricia Sly
New Jersey Battered Women's Services

Rebecca Zydel
Child & Family Resources

	<ul style="list-style-type: none"> ○ Projects that coordinate with existing mainstream resources to enroll participants in eligible programs and connect them in community based services ○ Projects that secure funding for services through mainstream resource programs and other partnerships to leverage grant funds ○ Programs that work to actively enroll participants in healthcare and assist participants in understanding and accessing expanded services available through the Affordable Care Act.
	<ul style="list-style-type: none"> ● CoC Application Notice of Intent Alignment: <ul style="list-style-type: none"> Renewal Application <ul style="list-style-type: none"> ○ Question 4 ○ Question 12 New Application <ul style="list-style-type: none"> ○ Question 5 ○ Question 16
Program Impact	<ul style="list-style-type: none"> ● Determining Factor: Programs have positive permanent housing outcomes, robustly positive participant satisfaction measures, community support/commitment letters, uses best/evidence-based service models, timely implementation. ● Definition: Projects effectively fill gaps in homeless/housing services through use of best practice service models that serve client needs and wishes with community support. ● CoC Application Notice of Intent Alignment: <ul style="list-style-type: none"> Renewal Application <ul style="list-style-type: none"> ○ Question 1 ○ Question 3 ○ Question 5 ○ Question 6 ○ Question 7 ○ Question 12 ○ Desk Monitoring New Application <ul style="list-style-type: none"> ○ Question 1 ○ Question 4 ○ Question 6 ○ Question 7 ○ Question 8 ○ Question 15 ○ Question 16
Serves Priority Populations	<ul style="list-style-type: none"> ● Determining Factor: Programs targeting priority populations ● Definition: <ul style="list-style-type: none"> ○ Chronically Homeless ○ Homeless Veterans

CoC Lead Agency: Morris County Department of Human Services

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<http://morrishumanservices.org/behavioral/continuum.asp>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

odi Miciak
United Way of Northern NJ

Mike Armstrong
Community Hope

Joann Bjornson
Family Promise of Morris County

Jennifer Carpinteri
Morris County Dept. of Human Services

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
Morris County Housing Alliance

Nancy Magee
Community Foundation of NJ

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of Temporary Assistance

Iwen Rippey, PhD
Atlantic Health System

Jo Schwarcz
Mental Health Association

David Scott
Market Street Mission

Katty Sly
New Jersey Battered Women's Services

Rebecca Zydel
Child & Family Resources

	<ul style="list-style-type: none"> ○ Homeless Youth ○ Families ○ Survivors of Domestic Violence
	<ul style="list-style-type: none"> • CoC Application Notice of Intent Alignment: Renewal Application <ul style="list-style-type: none"> ○ Project Target Population ○ Question 4 New Application <ul style="list-style-type: none"> ○ Project Target Population ○ Question 5
Agency Track Record	<ul style="list-style-type: none"> • Determining Factor: Agency has strong track record in service delivery and program implementation
	<ul style="list-style-type: none"> • Definition: Applicant demonstrates experience in providing proposed services, serving the target population, compliance with program regulations, and effective use of program funds
	<ul style="list-style-type: none"> • CoC Application Notice of Intent Alignment: Renewal Application <ul style="list-style-type: none"> ○ Question 4 ○ Question 5 ○ Question 7 ○ Question 8 ○ Question 16 ○ Desk Monitoring New Application <ul style="list-style-type: none"> ○ Question 9 ○ Question 10 ○ Question 11 ○ Question 13 ○ Question 15 ○ Question 16

Morris County CoC Performance Standards

Standard	Morris County CoC Standards
Length of Time Persons Remain Homeless	Short ES – 7 days length of program stay Long ES – 90 days length of program stay TH Ind – 12 months length of program stay TH Fam – 18 months length of program stay SH – 15 months length of program stay
Employment and Income Growth	23% connected to earned income 34% connected to cash benefits 63% connected to non-cash benefits
Successful Placements & Retention in Permanent Housing	PH – 75% successful placement RRH – 95% successful placement SH – 35% successful placement TH – 65% successful placement ES – 22% successful placement

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

Newspaper posting

AFIDAVIT (PROOF) OF PUBLICATION

STATE OF NEW JERSEY)

)SS:

COUNTY OF MORRIS)

SHELIA D. CARTER

OF FULL AGE, BEING FULLY SWORN
ACCORDING TO LAW, DOTH DEPOSE
AND SAY THAT SHE IS THE ASSISTANT DIRECTOR
OF THE DIVISION OF COMMUNITY &
BEHAVIORAL HEALTH SERVICES
AND, AS SUCH, ANNEXED A PRINTED COPY
OF A LEGAL NOTICE PUBLISHED ON THE
5th DAY OF MAY, 2017
IN MORRIS COUNTY'S DAILY RECORD,
NEWSPAPER PRINTED AND
PUBLISHED IN THE COUNTY OF MORRIS,
STATE OF NEW JERSEY.

Patricia M. Reid

Sworn to and subscribed before me this

5th day of MAY, 2017

Patricia M. Reid

PATRICIA M. REID
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires June 27, 2017

**MORRIS COUNTY DEPARTMENT
OF HUMAN SERVICES**

Legal Notice

In preparation for submission of an application for funding to the U.S. Department of Housing and Urban Development, the Morris County Continuum of Care Executive Committee is now accepting Notices of Intent from all agencies interested in applying for funding to support NEW and RENEWAL projects through the Morris County Continuum of Care process aimed at reducing homelessness.

All agencies interested in applying for funding for NEW and RENEWAL projects, must tender a Notice of Intent Project Application form. The 2017 Notice of Intent NEW and RENEWAL Project letter and Notice of Intent NEW, RENEWAL Application forms and additional information are available online on the Morris County Department of Human Services website, <https://hs.morriscountynj.gov>

Notice of Intent Project Application forms must be submitted by mail or in person by 4:30 pm, Tuesday, May 30, 2017 to the Morris County Department of Human Services, 30 Schuyler Place, 3rd Floor, P.O. Box 900 Morristown, New Jersey 07963-0900, Attention: Shelia Carter. Applications may be submitted Monday - Friday (excluding holidays).

Agencies interested in applying for this funding must attend a mandatory technical assistance meeting on Wednesday, May 10, 2017 at 10:00 a.m. at 30 Schuyler Place, 3rd Floor, Red Room, Morristown.

For further information, please contact Shelia Carter at (973) 285-6851.
(\$25.52)

0002115128-01

FIDAVIT (PROOF) OF PUBLICATION

STATE OF NEW JERSEY)

)SS:

COUNTY OF MORRIS)

SHELIA D. CARTER

OF FULL AGE, BEING FULLY SWORN
ACCORDING TO LAW, DOTH DEPOSE
AND SAY THAT SHE IS THE ASSISTANT DIRECTOR

OF THE DIVISION OF COMMUNITY &
BEHAVIORAL HEALTH SERVICES

AND, AS SUCH, ANNEXED A PRINTED COPY

OF A LEGAL NOTICE PUBLISHED ON THE

5th DAY OF JUNE, 2017

IN MORRIS COUNTY'S DAILY RECORD,

NEWSPAPER PRINTED AND

PUBLISHED IN THE COUNTY OF MORRIS,

STATE OF NEW JERSEY.

Shelia Carter

Sworn to and subscribed before me this

5th day of JUNE, 2017

Patricia M. Reid

PATRICIA M. REID
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires June 27, 2017

(\$25.52)

MORRIS COUNTY DEPARTMENT OF HUMAN SERVICES

Legal Notice

In preparation for submission of the CoC application for HUD funding, the Morris County Continuum of Care Executive Committee has identified the need for services related to the implementation of a coordinated assessment system. The Morris County Continuum of Care Executive Committee is now accepting Supplemental Notices of Intent from all agencies interested in applying for funding to support the coordinated assessment system.

In accordance with the FY 2017 HUD funding priorities, the Morris County Continuum of Care will entertain Supplemental Notice Of Intent (NOI's) from all Renewal and New programs funding for the following type of activities:

- Supportive Services Only Projects for Coordinated Entry. Projects may request supportive services and up to 7% in administrative funding to support community wide centralized/coordinated assessment process.

For more details on the HUD funding priorities applicants are strongly encouraged to review the FY2016 CoC NOFA and FY2017 CoC Registration Notice which may be found at www.hudexchange.info. For additional information on the Morris County local selection process please visit: http://morriscountynj.gov/hs/wp-content/uploads/2016/01/15CoCs_election.pdf

Agencies interested in applying for funding must:

- submit a completed Notice of Intent by 4:30 pm, Wednesday, June 14, 2017. No exceptions. Late notices will not be considered for funding.

The Notice of Intent Application Form may be found at the Morris County Department of Human Services website: http://morriscountynj.gov/hs/wp-content/uploads/2016/01/15CoCs_election.pdf

Applications may be submitted by mail or in person to the Morris County Department of Human Services, 30 Schuyler Place, 3rd Floor, P.O. Box 900, Morristown, New Jersey 07963-0900 Monday - Friday (excluding holidays).

For further information, please contact Shelia Carter at (973) 285-6851.

Patricia Mocarski
Program Development Aide
Community & Behavioral Health Services
Morris County Department of Human Services
POB 900, 30 Schuyler Place,
3rd Floor
Morristown, NJ 07963-0900
(973) 285-6859
Email: pmocarski@co.morris.nj.us
Website:
www.morrishumanservices.org
(\$42.68)

02170305-01

0002183683-01

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

E-mail of Rating and Ranking Procedures

Subject: Funding Notification - Morris County Continuum of Care (2017 Notice of Intent for New and Renewal Projects) Serving the Homeless
Date: Monday, May 1, 2017 at 4:48:27 PM Eastern Daylight Time
From: Carter, Shelia <SCarter@co.morris.nj.us>
To: Carter, Shelia <SCarter@co.morris.nj.us>
CC: Carpinteri, Jennifer <JCarpinteri@co.morris.nj.us>, Becker, Laurie <LBecker@co.morris.nj.us>, Tansey, Tim <ttansey@co.morris.nj.us>, Mocarski, Patricia <pmocarski@co.morris.nj.us>, Jeff Bashe <jbashe@optonline.net>, Miciak, Jodi <Jodi.Miciak@unitedwaynnj.org>
Priority: High

In preparation for submission of an application for funding to the U.S. Department of Housing and Urban Development, the Morris County Continuum of Care Executive Committee is now accepting Notices of Intent (NOI) from all agencies interested in applying for funding to support NEW and RENEWAL projects through the Morris County Continuum of Care process aimed at reducing homelessness.

All interested agencies and those applying for funding **must attend** a mandatory technical assistance meeting at **10:00 am, Wednesday, May 10, 2017 at 30 Schuyler Place, 3rd Floor, Red Room in Morristown.**

A 2017 Notice of Intent form for NEW AND RENEWAL Projects must be submitted. The 2017 Notice of Intent Project letter, New and Renewal Application forms are available online on the Department of Human Services website <https://hs.morriscountynj.gov>.

All 2017 NOI application forms must be submitted by mail or in person by **4:30 pm, Tuesday, May 30, 2017** to the Morris County Department of Human Services, 30 Schuyler Place, 3rd Floor, P.O. Box 900 Morristown, New Jersey 07963-0900, Attention: Shelia Carter. Applications may be submitted **Monday – Friday (excluding holidays).**

If you have questions, please feel free to contact me at (973) 285-6851. Thank you.

Shelia D. Carter, Assistant Director
County of Morris Department of Human Services
Division of Community & Behavioral Health Services
30 Schuyler Place, Third Floor
P.O. Box 900
Morristown, New Jersey 07963-0900
Office Phone: (973) 285-6851
Cell Phone: (973) 698-9887
Facsimile: (973) 285-6713
e-mail: scarter@co.morris.nj.us
Website: www.MorrisHumanServices.org

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

Web posting of Rating & Review procedures

Interf

Bedroom Lin...

Estimating th...

www.csh.org...

Interface

DoubleTree...

Human Servi...

Continuum o...

how to do sc...

Fraud

Healthcare

Housing

Job Skills Training

Mental Health

Senior Citizens





Shelter (Temporary)

Transportation

2017-2018 HUD Renewal Project Submission

Agencies interested in applying for funding must submit a completed Notice of Intent by **4:30 pm, Tuesday, May 30, 2017.**

All potential applicants for NEW and RENEWAL projects must attend a mandatory technical assistance session regarding the 2017-2018 Notice of Intent process to be held on Wednesday, May 10 at 10:00 a.m. at 30 Schuyler Place, 3rd Floor Blue Room, Morristown.





- [Notice of Intent Letter](#)  (letter dated May 1, 2017)
- [Notice of Intent for RENEWAL Projects](#) 
 - Right click on the link and select "Save as" to download the form. Please fill this out in Microsoft Word, print and mail to Morris County Department of Human Services
Attn: Shelia Carter
PO Box 900
Morristown, NJ 07963-0900
Or return in person to 30 Schuyler Place, 3rd Floor, Morristown
- [FY2017 Scoring Tool](#) 
- [FY2017 Rank and Review Tool Guide](#) 

Veterans

2017-2018 HUD New Project Submission

In preparation for submission of the CoC application for HUD funding, the Morris County Continuum of Care Executive is now accepting Notices of Intent from all agencies interested in applying for funding to support NEW projects through the Morris County Continuum of Care process. **Notices are due 4:30 pm, Tuesday, May 30, 2017.**

All potential applicants for NEW and RENEWAL projects must attend a mandatory technical assistance session regarding the 2017-2018 Notice of Intent process to be held on Wednesday, May 10 at 10:00 a.m. at 30 Schuyler Place, 3rd Floor Blue Room, Morristown.

- [Notice of Intent Letter](#)  (letter dated May 1, 2017)
- [Notice of Intent for NEW projects](#) 
 - Right click on the link and select "Save as" to download the form. Please fill this out in Microsoft Word, print and mail to Morris County Department of Human Services
Attn: Shelia Carter
PO Box 900
Morristown, NJ 07963-0900
Or return in person to 30 Schuyler Place, 3rd Floor, Morristown
- [FY2017 Scoring Tool](#) 
- [FY2017 Rank and Review Tool Guide](#) 

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

Web posting - letter requesting applications

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900 Phone:
973-285-6851
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/community/continuum/>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Miciak

*United Way of Northern
NJ*

Mike Armstrong
Community Hope

Joann Bjornson
*Family Promise of Morris
County*

Jennifer Carpinteri
*Morris County Dept.
of Human Services*

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
*Morris County Housing
Alliance*

Nancy Magee
*Community Foundation of
NJ*

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
*Morris County Office
of Temporary
Assistance*

Gwen Rippey, PhD
Atlantic Health System

Lou Schwarcz
Mental Health Association

David Scott
Market Street Mission

Patty Sly
*Jersey Battered Women's
Services*

Rebecca Zydel
Child & Family Resources

To: All Morris County Community Agencies

From: Jeff Bashe, Chair

Re: Morris County Continuum of Care 2017 Notice of Intent

Date: **Monday, May 1, 2017**

The Morris County Continuum of Care, a local planning committee charged with the responsibility of reducing the incidence of homelessness in Morris County, has begun the process for the U.S. Department of Housing and Urban Development (HUD) 2017 Continuum of Care Application.

In preparation for submission of the CoC application for HUD funding, the Morris County Continuum of Care Executive Committee is now accepting Notices of Intent from all agencies interested in applying for funding to support both **NEW** and **RENEWAL** projects through the Morris County Continuum of Care process. Projects may apply for renewal funding if the program was awarded funds for any CoC Program, SHP or S+C grants in a preceding competition where the program expires in calendar year 2018. Please note, projects that submitted applications in the FY 2016 CoC competition that were not awarded funds in the recent announcement cannot submit a renewal application.

The HUD Continuum of Care program provides funding to programs serving homeless individuals and families in the community. Priority populations are those with the longest histories of homelessness, greatest severity of service needs, and special vulnerabilities, including those experiencing chronically homeless, veterans, unaccompanied youth, families, and survivors of domestic violence. This is in accordance with the federal goals of:

1. Ending Veteran Homelessness – HUD encourages CoCs to prioritize veterans to the extent possible, in existing permanent housing programs with a focus on those veterans not eligible for VA funded housing or services. In addition, CoCs should coordinate with the local VA and VA funded programs to ensure access and opportunities for all homeless veterans,
2. Ending Chronic Homelessness – HUD encourages communities to increase the number of units dedicated and prioritized for the chronically homeless,
3. Ending Family Homelessness – HUD encourages communities to increase availability of rapid re-housing opportunities for homeless families,
4. Ending Youth Homelessness – HUD encourages communities to work closely with youth service providers to identify the unique need of homeless youth and increase resources and programs available to address their housing and service needs.

CoC Lead Agency: Morris County Department of Human Services

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900 Phone:
973-285-6851
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/community/continuum/>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Miciak
*United Way of Northern
NJ*

Mike Armstrong
Community Hope

Joann Bjornson
*Family Promise of Morris
County*

Jennifer Carpinteri
*Morris County Dept.
of Human Services*

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall

*Morris County Housing
Alliance*

Nancy Magee
*Community Foundation of
NJ*

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
*Morris County Office
of Temporary
Assistance*

Gwen Rippey, PhD
Atlantic Health System

Lou Schwarcz
Mental Health Association

David Scott
Market Street Mission

Patty Sly
*Jersey Battered Women's
Services*

Rebecca Zydel
Child & Family Resources

For the FY 2017 CoC Competition, HUD identified the following funding priorities which will inform its evaluation of CoCs and project efforts toward ending homelessness for all populations:

1. Creating a systemic response to homelessness – CoCs should use CoC Program performance measures such as the average length of homeless episodes, rates of return to homelessness, and other factors that determine the effectiveness of serving people experiencing homelessness. Additionally, CoCs should be doing everything they can to create and use an effective Coordinated Entry process, promote participant choice, coordinate homeless assistance and mainstream housing service providers to ensure people experiencing homelessness receive assistance quickly that results in obtaining and maintaining housing, and make the delivery of homeless assistance open, inclusive, and transparent.
2. Strategically allocating and using resources – HUD calls for communities to critically evaluate all funding requests to ensure effective resource allocation. This process must include a comprehensive project review, evaluation of project use of mainstream resources, leveraging additional community-based resources through partnerships, and reviewing the efficacy of transitional housing.
3. Using a Housing First Approach – HUD encourages CoCs and CoC-funded projects to adopt a Housing First Approach which prioritizes getting homeless persons into permanent housing quickly and wrapping the needed services around them. Housing First approaches include low barriers to program entry, removal of barriers for program retention, client centered services based on goals developed by the household, and prioritizing those households who are most in need. A system level Housing First approach should also include use of a centralized/coordinated assessment process and an inclusive decision-making structure for system development.

In accordance with the FY 2017 HUD funding priorities, the Morris County Continuum of Care will entertain NOIs from all **Renewal** programs with contracts ending in calendar year 2018. **New** project proposals may only request funding for the following types of activities:

- Permanent Supportive Housing projects that will primarily serve chronically homeless individuals and/or families, including unaccompanied youth. This may include funding for acquisition, rehabilitation, new construction, rental assistance, leasing, services, or operating dollars. Projects may also request up to 7% in administrative funds.
- Rapid Re-Housing for homeless individuals and/or families, including unaccompanied youth. Rapid rehousing projects may serve homeless households who do not have a disabling condition. Programs will need to serve only those living on the streets or in emergency shelter as well as those fleeing domestic violence. Rapid Re-Housing projects may request short-term (1-3 months) or medium-term (3-24 months) rental assistance, service funding and up to 7% in administrative funding.

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900 Phone:
973-285-6851
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/community/continuum/>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Miciak

United Way of Northern NJ

Mike Armstrong

Community Hope

Joann Bjornson

Family Promise of Morris County

Jennifer Carpinteri

Morris County Dept. of Human Services

Terry Connolly

Community Soup Kitchen

Joseph Galloway

Market Street Mission

Russ Hall

Morris County Housing Alliance

Nancy Magee

Community Foundation of NJ

Dan McGuire

Homeless Solutions

Kesha Moore, PhD

Drew University

Meagan Quinn

Morris County Office of Temporary Assistance

Gwen Rippey, PhD

Atlantic Health System

Lou Schwarcz

Mental Health Association

David Scott

Market Street Mission

Patty Sly

Jersey Battered Women's Services

Rebecca Zydel

Child & Family Resources

- Joint TH and RRH Component projects, which will combine Transitional Housing (TH) and Rapid Rehousing (PH-RRH) into a single project to serve individuals and/or families experiencing homelessness.
- Supportive Services Only Projects for Coordinated Entry. Projects may request supportive services and up to 7% in administrative funding to support communitywide centralized/coordinated assessment process.
- HMIS. Projects may request funding for the costs associated with the HMIS that must be carried out by the CoC HMIS Lead Agency.

For more details on the HUD funding priorities applicants are strongly encouraged to review the FY2016 CoC NOFA and FY2017 CoC Registration Notice which may be found at www.hudexchange.info.

Agencies interested in applying for funding must:

- **attend a mandatory technical assistance meeting on Wednesday, May 10, 2017, 10am, 30 Schuyler Place, 3rd floor, Red Room, Morristown, NJ.**
- **submit a completed Notice of Intent by 4:30 pm, Tuesday, May 30, 2017.**

The Notice of Intent Application Form may be found at the Morris County Department of Human Service's website: <https://hs.morriscountynj.gov>.

Applications may be submitted by mail or in person to the Morris County Department of Human Services, 30 Schuyler Place, 3rd Floor, P.O. Box 900, Morristown, New Jersey 07963-0900 Monday – Friday (excluding holidays).

Agencies submitting a Notice of Intent form will be required to participate in program presentations before the CoC review committee. The project presentation schedule will be announced within two weeks of the release of the 2017 CoC Notice of Funding Available by HUD.

Call Shelia Carter at 973-285-6851 with any questions regarding the 2017 Morris County Notice of Intent process.

CoC Lead Agency: Morris County Department of Human Services

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

Web Posting new application

Morris County
2017 CoC Application
Notice of Intent – NEW PROJECTS

Applicant: _____
Project Name: _____
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 ☐ Supportive Services Only ☐ HMIS

Project Term: (note: renewal projects 1yr only)

☐ 1 year ☐ 2 years ☐ 3 years ☐ 5 years

Total Project Cost: \$ _____
Total Amount Requested in this Application: \$ _____
Percent of project cost being requested: _____ %

Project Target Population:

Number of unduplicated adult-only households to be served: _____

Number of unduplicated persons in adult-only households to be served: _____

Number of unduplicated households with both adults & children to be served: _____

Number of unduplicated persons in households with both adults & children to be served: _____

Project location address: _____

Priority Populations	Number of Beds		Number of Units	
	Prioritized	Dedicated	Prioritized	Dedicated
Chronically Homeless				
Veterans				
Youth aged 18-24				
Families				
Survivors of Domestic Violence				
Total Number Available to Any Subpopulation or Client				

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 Morris 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:** _____

Please answer the following questions about the program you are applying for in 10 pages or less (using 12 point font). The budget pages as well as the front summary page are not included in the 10 page total. Program applications that exceed the 10 page limit will not be considered for funding.

- 1) Briefly describe the activity for which you are requesting funds. Which goal/funding priority is the proposed project addressing? What gaps in available homeless/housing services in Morris County CoC does this project fill?
- 2) What is your agency's mission and how does the proposed program fit within this mission?
- 3) If applicable, please identify any partner agencies committed to working on this project. Describe the capacity in which partner agencies will contribute to this project.
- 4) What are the proposed project's goals? Please describe project outcomes based on the goals identified and how the project will measure participant satisfaction.
- 5) What specific activities/services will the project offer to participants to meet identified participant needs? Specifically,
 - How will the identified activities/services assist participants to obtain and maintain permanent housing?
 - What project staff/partner agency will perform identified activities/services—any formal partnerships?
 - How will participants be assessed for, and connected with, employment services, mainstream benefits, healthcare services, and health insurance?
- 6) Please discuss the service model that will be used for project implementation. Identify any best practices and/or evidence based practices that will be employed by this project.
- 7) Does your project operate using a Housing First Philosophy? Please describe:
 - how your project policies/operations reflect and follow the Housing First Philosophy,
 - challenges or impediments to implementing Housing First strategies in this project,
 - how any barriers to meeting participant needs are addressed, when identified.

- 8) Please describe the proposed project admission and termination criteria. Specifically address how the items listed below will impact admission and termination within the project as applicable.

Admission Criteria:

- Having too little or no income
- Active or history of substance abuse
- Having a criminal record with exception for state-mandated restrictions
- History of domestic violence

Termination Criteria:

- 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 standard lease agreement

- 9) Please briefly describe the experience your agency and (if applicable) any partner agency has with providing the described services and serving the identified homeless population.

- 10) Please discuss your agency and (if applicable) partner agency experience/history with implementing HUD funded projects. Address: project administration, fiscal management, adherence to program regulations, and audit results. If you have lost, or been denied, any HUD-funded grants please disclose the program name, HUD project type, and reasons for grant loss/denial. If agency has no experience with HUD funding, describe experience with other funders, including agency administration and management performance.
- Please include proof of your agency's up-to-date SAM registration (sam.gov)

- 11) Please describe your agency's fiscal capacity to undertake the proposed project. Specifically,
- What staff will be responsible for ensuring that all expenses are eligible under the grant agreement?
 - What fiscal oversight structure and policies will be in place to ensure that grant fund drawdowns are completed accurately and timely?
 - What percentage of new/existing staff time will be devoted to project and reporting activities?
 - Please include a copy, and summary of, the agency's most recently completed audit; & Form 990

- 12) Please describe your agency's level of participation in local planning processes (i.e. CoC (formerly known as CEAS), sub-committees, Community Development Consolidated Plan, etc).

- Do agency staff regularly enter data into the HMIS database?
- How would you describe the quality of data for your project in the system?
- How will the proposed project comply with HMIS reporting and staff training requirements?

14) Please describe the proposed project's proposed outreach and enrollment plan. How will referrals be obtained for this program? What additional steps will be taken should your agency encounter difficulty in identifying eligible project participants that meet the target population?

- Timeline for activities to be completed prior to receiving HUD grant funds,
- Number of days following receipt of HUD grant funds until project activities/services begin
- Number of days following receipt of HUD grant funds until fully operational.

16) Identify all anticipated sources either cash or in-kind support identified on the summary budget below to leverage the HUD budget request. Leveraging may include both cash and in-kind internal agency services and programs and services from community agencies. Include information about specific amount of funding from each identified source and level of commitment – Firm commitment (formal agreement, funding award), soft commitment (verbal agreements), no commitment (not yet applied for, no agreement in place). **project Attach letters of commitment for any Firm Commitment of support to the proposed project. Firm Commitments of cash or in-kind support with a total value of 25% of proposed project budget request (minus leasing costs) is required. Also encouraged to attach letters of support for any Soft Commitments.**

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

17) Please complete the attached budget. Clearly identify the amount of funding requested from HUD, funding to be provided by your agency (cash or in-kind), Cash funding from other sources, and in-kind funding from other sources.

Summary Budget

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

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

Unit Mix

Size of Units	Number Of Units	Fair Market Rent 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	=	\$

*Actual Rent could be a monthly rental amount requested that is below FMR

The current FMR is listed below:

SRO	\$ 783
0 Bedroom	\$ 1,044
1 Bedroom	\$ 1,099
2 Bedrooms	\$ 1,324
3 Bedrooms	\$ 1,695
4 Bedrooms	\$ 1,922

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

Web posting - renewal applications

Morris County
2017 CoC Application
Notice of Intent – RENEWAL PROJECTS

Applicant: _____
Project Name: _____
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 ☐ Safe Haven
☐ Supportive Services Only

Total Project Cost: \$ _____
Total Amount Requested in this Application: \$ _____
Percent of project cost being requested: _____ %

Project Target Population:

Number of unduplicated adult-only households to be served: _____
Number of unduplicated persons in adult-only households to be served: _____
Number of unduplicated households with both adults & children to be served: _____
Number of unduplicated persons in households with both adults & children to be served: _____
Project location address: _____

Priority Populations	Number of Beds		Number of Units	
	Prioritized	Dedicated	Prioritized	Dedicated
Chronically Homeless				
Veterans				
Youth aged 18-24				
Families				
Survivors of Domestic Violence				
Total Number Available to Any Subpopulation or Client				

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 Morris 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:** _____

Please answer the following questions about the program you are applying for in 10 pages or less (using 12 point font). The budget pages as well as the front summary page are not included in the 10 page total. Program applications that exceed the 10 page limit will not be considered for funding.

- 1) Briefly describe the activity for which you are requesting funds. Which goal/funding priority is the proposed project addressing? What gaps in available homeless/housing services in Morris County CoC does this project fill?

- 2) What is your agency's mission and how does this project fit within this mission?

- 3) What are your project's goals? Please describe project outcomes based on the goals identified, and results of any internal project participant satisfaction measures.

- 4) What specific activities/services will the project offer to participants to meet identified participant needs and project goals? Specifically,
 - How will the identified activities/services assist participants to obtain and maintain permanent housing?
 - What project staff/partner agency will perform identified activities/services?
 - How will participants be assessed for, and connected with, employment services, mainstream benefits, healthcare services, and health insurance?

- 5) Please discuss the service model that will be used for project implementation. Identify any best practices and/or evidence based practices that to be employed by this project.

- 6) Does your project operate using a Housing First Philosophy? Please describe:
 - how your program policies/operations reflect and follow the Housing First Philosophy,
 - challenges or impediments to implementing Housing First strategies in this project,
 - how any barriers to meeting participant needs are addressed, when identified.

7) Please describe project admission and termination criteria. Specifically address how the items listed below will impact admission and termination within the project as applicable.

Admission Criteria:

- Having too little or no income
- Active or history of substance abuse
- Having a criminal record with exception for state-mandated restrictions
- History of domestic violence

Termination Criteria:

- 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 standard lease agreement

8) Please briefly describe relevant experience of the Grantee and any primary project partners in providing the proposed services and serving the identified homeless population.

9) How do you obtain referrals for this program? What additional steps will be taken should you encounter difficulty in identifying eligible program participants that meet your target population?

10) Please identify/describe any changes made to your project model, staffing, and/or budget within the last 3 years. Do you anticipate any major changes over the next year?

11) Please describe your long-term plans to sustain the program should there be decreases in HUD funding.

12) Please provide a list of anticipated funding and services you will be able to leverage for this project (leveraging includes internal agency services/programs as well as services from community agencies both cash and in-kind)

Attach letters of commitment for any Firm Commitment of support to the proposed project. Firm Commitments of cash or in-kind support with a total value of 25% of proposed project budget request (minus leasing costs) is required. Also encouraged to attach letters of support for any Soft Commitments.

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

13) Please describe your agency's level of participation in local planning processes (i.e. CoC (formerly known as CEAS), sub-committees, Community Development Consolidated Plan, etc).

14) How often are staff trained on Homeless Management Information System (HMIS) and how would you describe the quality of data for your project in the system?

15) Do you regularly enter data into the HMIS database? _____

16) Were there any unused funds at the end of your operating year? If yes, please identify how much and provide a brief description about why the funds were unspent.

Summary Budget

Component Type (please double click appropriate box and select checked) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> TH PSH RRH SSO HMIS Safe Haven		Grant Term (please double click appropriate box and select checked) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1 yr 2 yrs 3 yrs 5 yrs 15 yrs		
Proposed CoC Activities	CoC Dollars Requested	HUD Cash Match	Other Cash/in-Kind Match or Leveraging	Total Project Budget
1. 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 1 through 5)				
7. Administrative Costs (Up to 7% of line 6)				
8. Total CoC Request (Total lines 6 and 7)				

Definitions:

HMIS	Homeless Management Information System
TH	Transitional Housing
PSH	Permanent Supportive Housing
RRH	Rapid Re-housing
SSO	Supportive Services Only
Safe Haven	Low barrier shelter for people with mental illness, substance abuse challenges, serving no more than 25 people in one location.

Please note there is a 25% cash match requirement for all line items except leasing.

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 a		
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

Component Types (Check only one box)

<input type="checkbox"/> TRA	<input type="checkbox"/> SRA	<input type="checkbox"/> PRA	<input type="checkbox"/> Leasing
<input type="checkbox"/>			<input type="checkbox"/>
Short-term Rental Assistance (1-3 months)		Medium-term Rental Assistance (4 – 24 months)	

Size of Units	Number Of Units	FMR or Actual Rent	Number of Months	h. 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	\$ 783
0 Bedroom	\$ 1,044
1 Bedroom	\$ 1,099
2 Bedrooms	\$ 1,324
3 Bedrooms	\$ 1,695
4 Bedrooms	\$ 1,922

- TRA – Tenant Based Rental Assistance – lease is in tenant's name
- SRA – Sponsor Based Rental Assistance – lease is in agencies name or in tenant's name if used in property owned by the sponsor agency
- PRA – Project Based Rental Assistance – voucher tied to specific unit and lease is in tenant's name
- Short Term Rental Assistance – For Rapid Re-Housing Project only - rental assistance provided to participants for up to 3 months
- Medium Term Rental Assistance – For Rapid Re-Housing Projects only – rental assistance provided to participants for 4 – 24 months

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

Web Posting - Scoring Tool

Scoring Matrix

Along the left hand side are listed all of the applicants. The determining factors are along the top (factors that have been identified as priorities). The weight for each factor is along the bottom (the weight reflects the importance of the priority).

The chart shows Permanent Housing for the Chronically Homeless as the highest priority, with the weight of 4, while Agency Track Record is weighted as a 2. This means that Addressing Chronic Homelessness is twice as important a factor as Agency Track Record.

Programs are rated on a scale of 0-2 in each category. (0 does not meet, 1 partially meets, 2 fully meets) Totals are the sum of the category rating multiplied by the category weight. Recommendations for funding will be based on the program receiving the highest total scores.

Rating Calculation Example: 1x4=4, 2x4=8, 2x3=6, 2x3=6, 0x3=0, 1x2=2, 2x2=4
4+8+6+6+0+2+4 = 30

Renewal Project Scoring Tool																						
	Program Performance					Program Type			Programs working to remove barriers to CoC resources		Maximizes Mainstream Resources and Supportive Services			Program Impact					Agency Track Record			totals
	Data Quality	Serves Homeless Population	Exits to PH / Stability in PH	Connection to income & benefits	Utilization Rates	[permanent housing programs, new beds dedicated to chronically homeless, etc.]	Permanent housing for homeless families using a rapid re-housing model	Coordinated Assessment	Screening practices	Termination Practices	Leveraging	Connection to Employment Services & Mainstream Benefits	Connection to healthcare services & Medicaid	Positive Discharge Rate	Customer Satisfaction	Letters of Support	Use of Best Practice Service Models	Serves Priority Populations [chronically homeless, veterans, youth, families, domestic violence]	Service Delivery History	Program Monitoring Score	Financial management [timely submission of APR, timely HUD drawdowns]	
weight	4	4	4	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	2	2	2	
Renewal Maximum score	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	% of maximum score 120
Example Renewal	1	2	1	2	2	2	0	0	2	1	1	2	2	1	2	2	1	0	1	2	0	88 73%

New Project Scoring Tool																			
	Program Type			Programs working to remove			Maximizes Mainstream Resources and Supportive			Program Impact				Agency Track Record			totals		
	[permanent housing programs, new beds dedicated to chronically homeless, etc.]	Permanent housing for homeless families using a rapid re-housing model	Coordinated Assessment	Screening practices	Termination Practices	Leveraging	Connection to Employment Services & Mainstream Benefits	Connection to healthcare services & Medicaid	Customer Satisfaction	Letters of Support	Use of Best Practice Service Models	Implementation Timeline	Serves Priority Populations [chronically homeless, veterans, youth, families, domestic violence]	Service Delivery History	Performance with previous HUD or other funding	Financial Strength			% of maximum score 80
weight	4	4	4	3	3	3	3	3	3	3	3	3	3	2	2	2			
New Project Maximum score	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2			
Example New Project	0	2	0	2	1	1	2	0	2	1	1	2	0	2	1	2	54		68%

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

Web Posting - Scoring Guide

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/community/continuum/>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Miciak

United Way of Northern NJ

Mike Armstrong
Community Hope

Joann Bjornson
Family Promise of Morris County

Jennifer Carpinteri
Morris County Dept. of Human Services

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
Morris County Housing Alliance

Nancy Magee
Community Foundation of NJ

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of Temporary Assistance

Gwen Rippey, PhD
Atlantic Health System

Lou Schwarcz
Mental Health Association

David Scott
Market Street Mission

Patty Sly
Jersey Battered Women's Services

Rebecca Zydel
Child & Family Resources

Morris County Continuum of Care CoC Application Notice of Intent Rank and Review Tool Guide

A rank and review tool allows the review committee to structure, then award allocations by: specifying and prioritizing needs with a list of criteria; then evaluating, rating, and comparing the different applications; and selecting the best matching application. The rank and review tool aids the review committee in determining the winning application amid all those sent in response to the release of the Notice of Intent.

The purpose of this guide is to define the determining factors and specify CoC Application Notice of Intent alignment.

Program Performance	<ul style="list-style-type: none"> Determining Factor: Program Performance – Data Quality, Income growth, Connection to benefits, Housing stability, Full utilization by eligible population
	<ul style="list-style-type: none"> Definition: Applicant demonstrates ability to meet the Morris County CoC Performance Standards
	<ul style="list-style-type: none"> CoC Application Notice of Intent Alignment: Information for project performance will be pulled directly from HMIS (or APRs for non-HMIS agencies)
Program Type: Permanent Supportive Housing	<ul style="list-style-type: none"> Determining Factor: Permanent Housing beds dedicated or prioritized for the chronically homeless
	<ul style="list-style-type: none"> Definition: <ul style="list-style-type: none"> Projects adding new permanent housing beds dedicated to the chronically homeless Projects dedicating existing permanent housing beds for the chronically homeless Projects prioritizing existing permanent housing beds for the chronically homeless Projects prioritizing existing permanent housing beds to the chronically homeless at bed turnover Projects dedicating existing permanent housing beds to the chronically homeless at turnover
	<ul style="list-style-type: none"> CoC Application Notice of Intent Alignment: <ul style="list-style-type: none"> Renewal Application <ul style="list-style-type: none"> Type of Funding Project Target Population New Application <ul style="list-style-type: none"> Type of Funding Project Target Population
Program Type: Permanent Housing for homeless	<ul style="list-style-type: none"> Determining Factor: Permanent Housing for homeless families using a rapid re-housing model
	<ul style="list-style-type: none"> Definition: Rapid Re-Housing is defined as a housing model in which households are moved into housing as quickly as

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/community/continuum/>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Miciak

United Way of Northern NJ

Mike Armstrong

Community Hope

Joann Bjornson

Family Promise of Morris County

Jennifer Carpinteri

Morris County Dept. of Human Services

Terry Connolly

Community Soup Kitchen

Joseph Galloway

Market Street Mission

Russ Hall

Morris County Housing Alliance

Nancy Magee

Community Foundation of NJ

Dan McGuire

Homeless Solutions

Kesha Moore, PhD

Drew University

Meagan Quinn

Morris County Office of Temporary Assistance

Gwen Rippey, PhD

Atlantic Health System

Lou Schwarcz

Mental Health Association

David Scott

Market Street Mission

Patty Sly

Jersey Battered Women's Services

Rebecca Zydel

Child & Family Resources

families using a rapid re-housing model

possible and provided with temporary rental assistance and intensive case management services to help participants achieve and maintain stability in permanent housing. Participants must be literally homeless coming from the streets or emergency shelter and may or may not be disabled.

- **CoC Application Notice of Intent Alignment:**
 - Renewal Application
 - Type of Funding
 - Project Target Population
 - New Application
 - Type of Funding
 - Project Target Population

Program Type: Coordinated Assessment

- **Determining Factor:** Coordinated Entry and referral for CoC and ESG-funded projects
- **Definition:** Applicant demonstrates ability to meet the HUD requirements for Coordinated Entry and Assessment
- **CoC Application Notice of Intent Alignment:**
 - Renewal Application
 - Type of Funding
 - Project Target Population
 - New Application
 - Type of Funding
 - Project Target Population

Programs working to remove barriers to CoC resources

- **Determining Factor:** Programs working to maximize participant access to CoC funded projects
- **Definition:**
 - Projects prioritizing those most in need of services (i.e. long histories of homelessness, significant barriers, severest service needs, unsheltered households, medically vulnerable)
 - Program reduce barriers to project entry
 - Programs that work to reduce barriers to program retention including terminations for unknown reasons and/or negative reasons
- **CoC Application Notice of Intent Alignment:**
 - Renewal Application
 - Question 5
 - Question 7
 - New Application
 - Question 6
 - Question 8

Maximize use of mainstream resources

- **Determining Factor:** Programs utilizing mainstream resources to expand services and benefits available to program participants
- **Definition:**

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/community/continuum/>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Miciak

United Way of Northern NJ

Mike Armstrong

Community Hope

Joann Bjornson

*Family Promise of
Morris County*

Jennifer Carpinteri

*Morris County Dept.
of Human Services*

Terry Connolly

Community Soup Kitchen

Joseph Galloway

Market Street Mission

Russ Hall

*Morris County
Housing Alliance*

Nancy Magee

Community Foundation of NJ

Dan McGuire

Homeless Solutions

Kesha Moore, PhD

Drew University

Meagan Quinn

*Morris County Office
of Temporary
Assistance*

Gwen Rippey, PhD

Atlantic Health System

Lou Schwarcz

Mental Health Association

David Scott

Market Street Mission

Patty Sly

*Jersey Battered
Women's Services*

Rebecca Zydell

Child & Family Resources

- Projects that coordinate with existing mainstream resources to enroll participants in eligible programs and connect them in community based services
- Projects that secure funding for services through mainstream resource programs and other partnerships to leverage grant funds
- Programs that work to actively enroll participants in healthcare and assist participants in understanding and accessing expanded services available through the Affordable Care Act.

• CoC Application Notice of Intent Alignment:

Renewal Application

- Question 4
- Question 12

New Application

- Question 5
- Question 16

Program Impact

- **Determining Factor:** Programs have positive permanent housing outcomes, robustly positive participant satisfaction measures, community support/commitment letters, uses best/evidence-based service models, timely implementation.

- **Definition:** Projects effectively fill gaps in homeless/housing services through use of best practice service models that serve client needs and wishes with community support.

• CoC Application Notice of Intent Alignment:

Renewal Application

- Question 1
- Question 3
- Question 5
- Question 6
- Question 7
- Question 12
- Desk Monitoring

New Application

- Question 1
- Question 4
- Question 6
- Question 7
- Question 8
- Question 15
- Question 16

Serves Priority Populations

- **Determining Factor:** Programs targeting priority populations

• Definition:

- Chronically Homeless
- Homeless Veterans

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/community/continuum/>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Micciak

United Way of Northern NJ

Mike Armstrong

Community Hope

Joann Bjornson

*Family Promise of
Morris County*

Jennifer Carpinteri

*Morris County Dept.
of Human Services*

Terry Connolly

Community Soup Kitchen

Joseph Galloway

Market Street Mission

Russ Hall

*Morris County
Housing Alliance*

Nancy Magee

Community Foundation of NJ

Dan McGuire

Homeless Solutions

Kesha Moore, PhD

Drew University

Meagan Quinn

*Morris County Office of
Temporary Assistance*

Gwen Rippey, PhD

Atlantic Health System

Lou Schwarcz

Mental Health Association

David Scott

Market Street Mission

Patty Sly

*Jersey Battered Women's
Services*

Rebecca Zydal

Child & Family Resources

- Homeless Youth
- Families
- Survivors of Domestic Violence

• CoC Application Notice of Intent Alignment:

Renewal Application

- Project Target Population
- Question 4

New Application

- Project Target Population
- Question 5

Agency Track Record

- **Determining Factor:** Agency has strong track record in service delivery and program implementation

- **Definition:** Applicant demonstrates experience in providing proposed services, serving the target population, compliance with program regulations, and effective use of program funds

• CoC Application Notice of Intent Alignment:

Renewal Application

- Question 4
- Question 5
- Question 7
- Question 8
- Question 16
- Desk Monitoring

New Application

- Question 9
- Question 10
- Question 11
- Question 13
- Question 15
- Question 16

Morris County CoC Performance Standards

Standard	Morris County CoC Standards
Length of Time Persons Remain Homeless	Short ES – 7 days length of program stay Long ES – 90 days length of program stay TH Ind – 12 months length of program stay TH Fam – 18 months length of program stay SH – 15 months length of program stay
Employment and Income Growth	23% connected to earned income 34% connected to cash benefits 63% connected to non-cash benefits
Successful Placements & Retention in Permanent Housing	PH – 75% successful placement RRH – 95% successful placement SH – 35% successful placement TH – 65% successful placement ES – 22% successful placement

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

Desk Monitoring Forms

**Morris County Continuum of Care
Desk Monitoring Questionnaire/Document Request**

In order to assist the Performance and Evaluation Committee, in addition to maintaining compliance with Continuum of Care Regulations, the Performance and Evaluation Committee will be requesting the following information to complete a Monitoring of the following Continuum of Care Project:

Agency Name: _____

Project Name: _____

The monitoring being completed will assist the Continuum as well as the agencies to ensure all projects are in compliance with HUD regulations and will provide the Committee with additional information to base funding decisions on. After the monitoring has been completed, all agencies will receive a formal monitoring report identifying any issues that may need to be addressed.

In addition to completing the questionnaire below, please provide the Performance and Evaluation Committee with the following documents by **4:30 pm, March 22, 2017** by sending them to: **pmocarski@co.morris.nj.us**.

Documents to be submitted:

- Blank copy of your agency's client satisfaction survey if used for this project
- Copies of any MOUs currently in place with other agencies that provide services of any kind to this project (especially those whose services are used as match or leveraging for the project)
- A copy of your most recently submitted APR (from esnaps)
- A copy of the LOCCS request or a LOCCS vouchers print out showing the last 4 drawdowns that were completed for this project
- Any back up documentation required by HUD to justify the services, operating or administrative funds requested in the last 4 drawdowns (this includes timesheets, service logs, etc.)
- Copy of the most recent grant agreement with HUD
- Copy of the most recent grant closeout certification for the grant (if applicable)
- Copy of the any HUD monitoring findings (if applicable)
- A copy of the most recently completed audit for your agency

Please complete the following questions:

Client Feedback:

1. Does your agency administer a client satisfaction survey to the participants in this project? If so, how often is the survey conducted? If no, does the agency have other means for collecting consumer feedback?

2. Does this project provide clients with the rules and regulations of the project? If yes, how and when do they receive this information?

3. Does the agency provide clients with a means of expressing and resolving a complaint or appeal? If yes, what is the process?

4. Is there a grievance procedure document for this project?

Program Coordination:

1. In what way does your agency work with other agencies throughout the CoC to fill vacancies or obtain referrals for this project?

2. If someone is not eligible for this project, how does your agency connect them to other services in the community?

Agency Staff:

1. What type of training do the staff that work with this project receive to ensure they have the information needed to work on this grant?

Project Administration:

1. Has this project been audited by HUD? If yes, were there any findings, what were they and have those findings been since cleared by HUD?

**Morris County Continuum of Care
Desk Monitoring Questionnaire**

Agency Name: _____

Project Name: _____

CLIENT REVIEW (10 possible points)	Yes	No	N/A	Score
1. Are clients eligible based on homeless status?				
2. Are clients eligible based on disabling conditions?				
3. Do the clients served in the project match the subpopulations the project has applied for?				
Notes:				

HMIS COMPLIANCE (5 possible points)	Yes	No	N/A	Score
1. Does the project's HMIS data have less than 10% of responses for Universal Data Elements listed as "don't know" or "refused"?				
2. Does the project's HMIS data have less than 10% of responses for Universal Data Elements as null or missing values?				
3. Does the project intake and discharge clients within the required 48-hour time period?				
4. Does the project input the required annual updates for all permanent housing participants?				
Notes:				

CLIENT FEEDBACK (4 possible points)	Yes	No	N/A	Score
1. Does the agency administer a client satisfaction survey for this project?				
2. Does the agency provide clients with the rules and regulations for the project?				
3. Does the agency provide clients with a means of expressing and resolving a complaint or appeal?				
4. Is there a grievance procedure for the project?				
Notes:				

PROJECT COORDINATION (4 possible points)	Yes	No	N/A	Score
1. Does the agency have signed MOUs with any agency that is providing any service or administrative activity for the project?				
2. Does the project work with agencies throughout the CoC to fill vacancies or obtain referrals?				
3. Does the agency connect households to other services in the community if they do not qualify for the project in review?				
Notes:				

--

FINANCIAL REVIEW (10 possible points)	Yes	No	N/A	Score
1. Is the project sufficiently utilizing the funds awarded?				
2. Is the project drawing down funds from LOCCS on at least a quarterly basis?				
3. If project is requesting service, operating or administrative funds, does it have the appropriate back up, including time sheets, required for the drawdown?				
4. Is the adequate match being provided by the project for all funds requested?				
Notes:				

AGENCY STAFF (2 possible points)	Yes	No	N/A	Score
1. Does project staff have appropriate training for the level of services required of the grant?				
Notes:				

PROJECT ADMINISTRATION (5 points)	Yes	No	N/A	Score
1. Did the project submit the most recent Annual Performance Report to HUD within the 90 day window?				
2. Does the agency have a copy of the most recently signed grant agreement with HUD for this project?				
3. Does the project have any outstanding audit/monitoring findings with HUD?				
Notes:				

Total Score: _____

Additional Notes/Comments:

Date Completed: _____

Completed by: _____

05. CoCs Process for Reallocating

Local Selection Policy (relevant areas highlighted with arrows)

Morris County Continuum of Care

Morris County Local Selection Process

Executive
Committee

Deborah Zydel
Chair

John Miciak
Vice Chair

Michael Armstrong
Jeff Bashe
Brian Bruseo
Jennifer Carpinteri
Joseph Gallow
Betsey Hall
Alicia Picard
Douglas Schwarcz
David Scott
Anthony Sly

The CoC Executive committee shall be responsible for identifying the projects eligible to apply for funding through the annual continuum of care application. The Executive Committee shall determine which projects are supported for funding and the level of funding applied to supported projects through the HUD CoC process. In order to complete the local review and selection process the Executive Committee shall take the following steps:

- Establish local priorities – may reflect specific populations, specific project types or other priorities 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 members which may include members of the executive committee, members of the general Morris County CoC membership or other members within the community
- Establish timeframes for release of application, submission deadlines, project presentations and approving final determinations
- Review and approve recommendations of the review committee
- Notify applicants of final recommendations – may be done through the CoC Lead Agency or Executive Committee Chair

Review Committee

Membership

- The Executive Committee Chair and the CoC Lead Agency shall identify a slate of review committee members.
- Members may be selected from the Executive Committee, the full Morris County Continuum of Care membership, other Morris County human service committees or general community members willing to participate in the process and with a basic understanding of review committee processes and homelessness in Morris County
- The 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 will 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
- Review the notice of intent form and update according to locally established priorities
- Review and update the scoring tool to correspond with the updated notice of intent form and local priorities
- Submit the updated notice of intent form and scoring tool to the executive committee for review & approval
- Schedule project presentations
- Review all applications submitted as distributed by the CoC Lead Agency

Morris County Continuum of Care

Executive
Committee

Deborah Zydel
Chair

John Miciak
Vice Chair

Michael Armstrong
Jeff Bashe
Brian Bruseo
Jennifer Carpinteri
Joseph Galloway
Christy Hall
Alicia Picard
Douglas Schwarcz
David Scott
Cathy Sly

- Listen to project presentations & prepare questions as necessary in making funding decisions
- Score each project based on the established scoring criteria
- Identify approved projects funding levels based on project scores, local priorities and HUD guidance provided through the annual CoC NOFA

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. Agencies submitting requests for funding may also be required to present their project before the review committee prior to final determinations of funding.

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 the which projects to support for funding and at what level. The Notice of intent form shall be reviewed annually by the appointed review committee and updated to reflect the local priorities and identified scoring criteria. The updated notice of intent form shall be submitted to the Executive Committee for review and approval prior to release to the public.

The Notice of Intent form shall contain the following items at a minimum:

- Project name, type and target population
- Detailed budget
- Identification of how the project fits in with the local priorities

Scoring Criteria

All projects submitting a Notice of Intent will be evaluated against scoring criteria recommended by the review committee and approved by the Executive Committee. Each project will be scored and ranked based on information provided through the Notice of Intent form, Project Presentation and CoC monitoring results. The Scoring Criteria will be updated annually by the review committee based on the established priorities and any other relevant information identified by the review committee.

Scoring Criteria will include the following items at a minimum:

- Project fit with established priorities
- Project monitoring results (renewal projects)
- Project performances 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 approval of any updates to the Notice of Intent application, scoring criteria and timeline. The Notice of Intent announcement shall be widely marketed. Information regarding the Notice of Intent shall be disseminated through:

- Publication on CoC Lead Agency Website

Morris County Continuum of Care

- Emails to CoC listserv and other human services and housing listservs
- Announcements at CoC and other community meetings

Executive
Committee

Bekka Zydel
Chair

Idi Miciak
Vice Chair

Michael Armstrong
Jeff Bashe
Van Bruseo
Jennifer Carpinteri
Joseph Gallow
Tetsey Hall
Atrice Picard
Dou Schwarcz
David Scott
Atty Sly

The Notice of Intent Announcement shall include the following information:

- CoC Funding Priorities
- Notice of Intent Application
- Notice of Intent Scoring Criteria
- Submission Deadline
- Appeals Process information

Submission Process

All agencies interested 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 must be completed for each project requesting funding including both new projects and renewal projects. Programs (both new and renewal) that fail to submit a notice of intent by the approved deadline will not be considered for funding.

All agencies submitting a Notice of Intent must participate in a mandatory Morris County Notice of Intent Technical Assistance session. The Notice of Intent technical assistance session shall cover:

- The eligible activities and costs allowable through HUD CoC funding
- Local CoC Funding Priorities
- How to complete the Notice of Intent Form
- Notice of Intent scoring criteria
- Anticipated selection timeline

Notices of Intent must be complete 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 applications 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 to the CoC Lead Agency at least 3 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 Vice Chair and make a determination about whether to grant an extension. Waivers will be reviewed on a case-by-case basis.

Project Presentation

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.

Morris County Continuum of Care

Executive
Committee

Deborah Zydel
Chair

Edi Miciak
Vice Chair

Michael Armstrong
Jeff Bashe
Brian Bruseo
Jennifer Carpinteri
Joseph Gallow
Betsey Hall
Astrice Picard
Douglas Schwarcz
David Scott
Cathy Sly

The project presentations will provide an opportunity for the review committee to gain a better understanding of the programs and clarification of program information. The review committee will have an opportunity to ask questions of applicants based on information in the HUD CoC NOFA that may not have been included in the original Notice of Intent Application. Agencies submitting Notice of Intent Applications 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 Application
- 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.

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 applications for new and renewal projects. The Notice of Intent application 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 that have been denied funding may not submit a HUD CoC Exhibit 2 application.

Appeals process

Morris County Continuum of Care

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 1 member selected by the CoC full membership, 1 member selected by the CoC Executive Committee and 1 member selected by the Human Service Advisory Council.

The Appeal Committee shall have up to 5 business days to review the letter submitted by the agency requesting an appeal. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the CoC review committee. The Appeal Committee shall set a date for 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. Determinations by the Appeals Committee shall be final.

Executive
Committee

Ebekka Zydel
Chair

Idi Miciak
Vice Chair

Michael Armstrong
Jeff Bashe
Dan Bruseo
Jennifer Carpinteri
Joseph Galloway
Teresa Hall
Alicia Picard
Douglas Schwarcz
David Scott
Cathy Sly

05. CoCs Process for Reallocating

Request for Proposals

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900 Phone:
973-285-6851
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/community/continuum/>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Miciak

*United Way of Northern
NJ*

Mike Armstrong
Community Hope

Joann Bjornson
*Family Promise of Morris
County*

Jennifer Carpinteri
*Morris County Dept.
of Human Services*

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
*Morris County Housing
Alliance*

Nancy Magee
*Community Foundation of
NJ*

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
*Morris County Office
of Temporary
Assistance*

Gwen Rippey, PhD
Atlantic Health System

Lou Schwarcz
Mental Health Association

David Scott
Market Street Mission

Patty Sly
*Jersey Battered Women's
Services*

Rebecca Zydel
Child & Family Resources

To: All Morris County Community Agencies

From: Jeff Bashe, Chair

Re: Morris County Continuum of Care 2017 Notice of Intent

Date: **Monday, May 1, 2017**

The Morris County Continuum of Care, a local planning committee charged with the responsibility of reducing the incidence of homelessness in Morris County, has begun the process for the U.S. Department of Housing and Urban Development (HUD) 2017 Continuum of Care Application.

In preparation for submission of the CoC application for HUD funding, the Morris County Continuum of Care Executive Committee is now accepting Notices of Intent from all agencies interested in applying for funding to support both **NEW** and **RENEWAL** projects through the Morris County Continuum of Care process. Projects may apply for renewal funding if the program was awarded funds for any CoC Program, SHP or S+C grants in a preceding competition where the program expires in calendar year 2018. Please note, projects that submitted applications in the FY 2016 CoC competition that were not awarded funds in the recent announcement cannot submit a renewal application.

The HUD Continuum of Care program provides funding to programs serving homeless individuals and families in the community. Priority populations are those with the longest histories of homelessness, greatest severity of service needs, and special vulnerabilities, including those experiencing chronically homeless, veterans, unaccompanied youth, families, and survivors of domestic violence. This is in accordance with the federal goals of:

1. Ending Veteran Homelessness – HUD encourages CoCs to prioritize veterans to the extent possible, in existing permanent housing programs with a focus on those veterans not eligible for VA funded housing or services. In addition, CoCs should coordinate with the local VA and VA funded programs to ensure access and opportunities for all homeless veterans,
2. Ending Chronic Homelessness – HUD encourages communities to increase the number of units dedicated and prioritized for the chronically homeless,
3. Ending Family Homelessness – HUD encourages communities to increase availability of rapid re-housing opportunities for homeless families,
4. Ending Youth Homelessness – HUD encourages communities to work closely with youth service providers to identify the unique need of homeless youth and increase resources and programs available to address their housing and service needs.

CoC Lead Agency: Morris County Department of Human Services

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900 Phone:
973-285-6851
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/community/continuum/>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Miciak
*United Way of Northern
NJ*

Mike Armstrong
Community Hope

Joann Bjornson
*Family Promise of Morris
County*

Jennifer Carpinteri
*Morris County Dept.
of Human Services*

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall

*Morris County Housing
Alliance*

Nancy Magee
*Community Foundation of
NJ*

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
*Morris County Office
of Temporary
Assistance*

Gwen Rippey, PhD
Atlantic Health System

Lou Schwarcz
Mental Health Association

David Scott
Market Street Mission

Patty Sly
*Jersey Battered Women's
Services*

Rebecca Zydel
Child & Family Resources

For the FY 2017 CoC Competition, HUD identified the following funding priorities which will inform its evaluation of CoCs and project efforts toward ending homelessness for all populations:

1. Creating a systemic response to homelessness – CoCs should use CoC Program performance measures such as the average length of homeless episodes, rates of return to homelessness, and other factors that determine the effectiveness of serving people experiencing homelessness. Additionally, CoCs should be doing everything they can to create and use an effective Coordinated Entry process, promote participant choice, coordinate homeless assistance and mainstream housing service providers to ensure people experiencing homelessness receive assistance quickly that results in obtaining and maintaining housing, and make the delivery of homeless assistance open, inclusive, and transparent.
2. Strategically allocating and using resources – HUD calls for communities to critically evaluate all funding requests to ensure effective resource allocation. This process must include a comprehensive project review, evaluation of project use of mainstream resources, leveraging additional community-based resources through partnerships, and reviewing the efficacy of transitional housing.
3. Using a Housing First Approach – HUD encourages CoCs and CoC-funded projects to adopt a Housing First Approach which prioritizes getting homeless persons into permanent housing quickly and wrapping the needed services around them. Housing First approaches include low barriers to program entry, removal of barriers for program retention, client centered services based on goals developed by the household, and prioritizing those households who are most in need. A system level Housing First approach should also include use of a centralized/coordinated assessment process and an inclusive decision-making structure for system development.

In accordance with the FY 2017 HUD funding priorities, the Morris County Continuum of Care will entertain NOIs from all **Renewal** programs with contracts ending in calendar year 2018. **New** project proposals may only request funding for the following types of activities:

- Permanent Supportive Housing projects that will primarily serve chronically homeless individuals and/or families, including unaccompanied youth. This may include funding for acquisition, rehabilitation, new construction, rental assistance, leasing, services, or operating dollars. Projects may also request up to 7% in administrative funds.
- Rapid Re-Housing for homeless individuals and/or families, including unaccompanied youth. Rapid rehousing projects may serve homeless households who do not have a disabling condition. Programs will need to serve only those living on the streets or in emergency shelter as well as those fleeing domestic violence. Rapid Re-Housing projects may request short-term (1-3 months) or medium-term (3-24 months) rental assistance, service funding and up to 7% in administrative funding.

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900 Phone:
973-285-6851
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/community/continuum/>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

Jodi Miciak

United Way of Northern NJ

Mike Armstrong

Community Hope

Joann Bjornson

Family Promise of Morris County

Jennifer Carpinteri

Morris County Dept. of Human Services

Terry Connolly

Community Soup Kitchen

Joseph Galloway

Market Street Mission

Russ Hall

Morris County Housing Alliance

Nancy Magee

Community Foundation of NJ

Dan McGuire

Homeless Solutions

Kesha Moore, PhD

Drew University

Meagan Quinn

Morris County Office of Temporary Assistance

Gwen Rippey, PhD

Atlantic Health System

Lou Schwarcz

Mental Health Association

David Scott

Market Street Mission

Patty Sly

Jersey Battered Women's Services

Rebecca Zydell

Child & Family Resources

- Joint TH and RRH Component projects, which will combine Transitional Housing (TH) and Rapid Rehousing (PH-RRH) into a single project to serve individuals and/or families experiencing homelessness.
- Supportive Services Only Projects for Coordinated Entry. Projects may request supportive services and up to 7% in administrative funding to support communitywide centralized/coordinated assessment process.
- HMIS. Projects may request funding for the costs associated with the HMIS that must be carried out by the CoC HMIS Lead Agency.

For more details on the HUD funding priorities applicants are strongly encouraged to review the FY2016 CoC NOFA and FY2017 CoC Registration Notice which may be found at www.hudexchange.info.

Agencies interested in applying for funding must:

- **attend a mandatory technical assistance meeting on Wednesday, May 10, 2017, 10am, 30 Schuyler Place, 3rd floor, Red Room, Morristown, NJ.**
- **submit a completed Notice of Intent by 4:30 pm, Tuesday, May 30, 2017.**

The Notice of Intent Application Form may be found at the Morris County Department of Human Service's website: <https://hs.morriscountynj.gov>.

Applications may be submitted by mail or in person to the Morris County Department of Human Services, 30 Schuyler Place, 3rd Floor, P.O. Box 900, Morristown, New Jersey 07963-0900 Monday – Friday (excluding holidays).

Agencies submitting a Notice of Intent form will be required to participate in program presentations before the CoC review committee. The project presentation schedule will be announced within two weeks of the release of the 2017 CoC Notice of Funding Available by HUD.

Call Shelia Carter at 973-285-6851 with any questions regarding the 2017 Morris County Notice of Intent process.

CoC Lead Agency: Morris County Department of Human Services

05. CoCs Process for Reallocating

Scoring Tool

Scoring Matrix

Along the left hand side are listed all of the applicants. The determining factors are along the top (factors that have been identified as priorities). The weight for each factor is along the bottom (the weight reflects the importance of the priority).

The chart shows Permanent Housing for the Chronically Homeless as the highest priority, with the weight of 4, while Agency Track Record is weighted as a 2. This means that Addressing Chronic Homelessness is twice as important a factor as Agency Track Record.

Programs are rated on a scale of 0-2 in each category. (0 does not meet, 1 partially meets, 2 fully meets) Totals are the sum of the category rating multiplied by the category weight. Recommendations for funding will be based on the program receiving the highest total scores.

Rating Calculation Example: 1x4=4, 2x4=8, 2x3=6, 2x3=6, 0x3=0, 1x2=2, 2x2=4
4+8+6+6+0+2+4 = 30

Renewal Project Scoring Tool																						
	Program Performance					Program Type			Programs working to remove barriers to CoC resources		Maximizes Mainstream Resources and Supportive Services			Program Impact					Agency Track Record			totals
	Data Quality	Serves Homeless Population	Exits to PH / Stability in PH	Connection to income & benefits	Utilization Rates	[permanent housing programs, new beds dedicated to chronically homeless, etc.]	Permanent housing for homeless families using a rapid re-housing model	Coordinated Assessment	Screening practices	Termination Practices	Leveraging	Connection to Employment Services & Mainstream Benefits	Connection to healthcare services & Medicaid	Positive Discharge Rate	Customer Satisfaction	Letters of Support	Use of Best Practice Service Models	Serves Priority Populations [chronically homeless, veterans, youth, families, domestic violence]	Service Delivery History	Program Monitoring Score	Financial management [timely submission of APR, timely HUD drawdowns]	
weight	4	4	4	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	2	2	2	
Renewal Maximum score	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	% of maximum score 120
Example Renewal	1	2	1	2	2	2	0	0	2	1	1	2	2	1	2	2	1	0	1	2	0	88 73%

New Project Scoring Tool																		
	Program Type			Programs working to remove			Maximizes Mainstream Resources and Supportive			Program Impact				Agency Track Record			totals	
	[permanent housing programs, new beds dedicated to chronically homeless, etc.]	Permanent housing for homeless families using a rapid re-housing model	Coordinated Assessment	Screening practices	Termination Practices	Leveraging	Connection to Employment Services & Mainstream Benefits	Connection to healthcare services & Medicaid	Customer Satisfaction	Letters of Support	Use of Best Practice Service Models	Implementation Timeline	Serves Priority Populations [chronically homeless, veterans, youth, families, domestic violence]	Service Delivery History	Performance with previous HUD or other funding	Financial Strength		% of maximum score
weight	4	4	4	3	3	3	3	3	3	3	3	3	3	2	2	2		
New Project Maximum score	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2		80
Example New Project	0	2	0	2	1	1	2	0	2	1	1	2	0	2	1	2	54	68%

Scoring Matrix

Along the left hand side are listed all of the applicants. The determining factors are along the top (factors that have been identified as priorities). The weight for each factor is along the bottom (the weight reflects the importance of the priority).

The chart shows Permanent Housing for the Chronically Homeless as the highest priority, with the weight of 4, while Agency Track Record is weighted as a 2. This means that Addressing Chronic Homelessness is twice as important a factor as Agency Track Record.

Programs are rated on a scale of 0-2 in each category. (0 does not meet, 1 partially meets, 2 fully meets) Totals are the sum of the category rating multiplied by the category weight. Recommendations for funding will be based on the program receiving the highest total scores.

Rating Calculation Example: $1 \times 4 = 4$, $2 \times 4 = 8$, $2 \times 3 = 6$, $2 \times 3 = 6$, $0 \times 3 = 0$, $1 \times 2 = 2$, $2 \times 2 = 4$

$4 + 8 + 6 + 6 + 0 + 2 + 4 = 30$

Renewal Project Scoring Tool																							
	Program Performance					Program Type			Programs working to remove barriers to CoC resources		Maximizes Mainstream Resources and Supportive Services			Program Impact					Agency Track Record			totals	
	Data Quality	Serves Homeless Population	Exits to PH / Stability in PH	Connection to income & benefits	Utilization Rates	(permanent housing programs, new beds dedicated to chronically homeless, etc.)	Permanent housing for homeless families using a rapid re-housing model	Coordinated Assessment	Screening practices	Termination Practices	Leveraging	Connection to Employment Services & Mainstream Benefits	Connection to healthcare services & Medicaid	Positive Discharge Rate	Customer Satisfaction	Letters of Support	Use of Best Practice Service Models	Serves Priority Populations (chronically homeless, veterans, youth, families, domestic violence)	Service Delivery History	Program Monitoring Score	Financial management (timely submission of APR, timely HUD drawdowns)		
weight	4	4	4	4	4	4	4	4	3	3	3	3	3	3	3	3	3	3	2	2	2		
Renewal Maximum score	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	120	% of maximum score
Example Renewal	1	2	1	2	2	2	0	0	2	1	1	2	2	1	2	2	1	0	1	2	0	88	73%

New Project Scoring Tool																			
	Program Type			Programs working to remove		Maximizes Mainstream Resources and Supportive			Program Impact					Agency Track Record			totals		
	(permanent housing programs, new beds dedicated to chronically homeless, etc.)	Permanent housing for homeless families using a rapid re-housing model	Coordinated Assessment	Screening practices	Termination Practices	Leveraging	Connection to Employment Services & Mainstream Benefits	Connection to healthcare services & Medicaid	Customer Satisfaction	Letters of Support	Use of Best Practice Service Models	Implementation Timeline	Serves Priority Populations (chronically homeless, veterans, youth, families, domestic violence)	Service Delivery History	Performance with previous HUD or other funding	Financial Strength			
weight	4	4	4	3	3	3	3	3	3	3	3	3	3	2	2	2			
New Project Maximum score	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	80	% of maximum score	
Example New Project	0	2	0	2	1	1	2	0	2	1	1	2	0	2	1	2	54	68%	

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<http://morrishumanservices.org/behavioral/continuum.asp>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

odi Miciak
United Way of Northern NJ

Mike Armstrong
Community Hope

Joann Bjornson
Family Promise of Morris County

Jennifer Carpinteri
Morris County Dept. of Human Services

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
Morris County Housing Alliance

Nancy Magee
Community Foundation of NJ

Dan McGuire
Homeless Solutions

Tesha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of Temporary Assistance

Iwen Rippey, PhD
Atlantic Health System

Jo Schwarcz
Mental Health Association

David Scott
Market Street Mission

Katty Sly
Jersey Battered Women's Services

Rebecca Zydel
Child & Family Resources

Morris County Continuum of Care CoC Application Notice of Intent Rank and Review Tool Guide

A rank and review tool allows the review committee to structure, then award allocations by: specifying and prioritizing needs with a list of criteria; then evaluating, rating, and comparing the different applications; and selecting the best matching application. The rank and review tool aids the review committee in determining the winning application amid all those sent in response to the release of the Notice of Intent.

The purpose of this guide is to define the determining factors and specify CoC Application Notice of Intent alignment.

Program Performance	<ul style="list-style-type: none"> • Determining Factor: Program Performance – Data Quality, Income growth, Connection to benefits, Housing stability, Full utilization by eligible population
	<ul style="list-style-type: none"> • Definition: Applicant demonstrates ability to meet the Morris County CoC Performance Standards
	<ul style="list-style-type: none"> • CoC Application Notice of Intent Alignment: Information for project performance will be pulled directly from HMIS (or APRs for non-HMIS agencies)
Program Type: Permanent Supportive Housing	<ul style="list-style-type: none"> • Determining Factor: Permanent Housing beds dedicated or prioritized for the chronically homeless
	<ul style="list-style-type: none"> • Definition: <ul style="list-style-type: none"> ○ Projects adding new permanent housing beds dedicated to the chronically homeless ○ Projects dedicating existing permanent housing beds for the chronically homeless ○ Projects prioritizing existing permanent housing beds for the chronically homeless ○ Projects prioritizing existing permanent housing beds to the chronically homeless at bed turnover ○ Projects dedicating existing permanent housing beds to the chronically homeless at turnover
	<ul style="list-style-type: none"> • CoC Application Notice of Intent Alignment: <ul style="list-style-type: none"> Renewal Application <ul style="list-style-type: none"> ○ Type of Funding ○ Project Target Population New Application <ul style="list-style-type: none"> ○ Type of Funding ○ Project Target Population
Program Type: Permanent Housing for homeless	<ul style="list-style-type: none"> • Determining Factor: Permanent Housing for homeless families using a rapid re-housing model
	<ul style="list-style-type: none"> • Definition: Rapid Re-Housing is defined as a housing model in which households are moved into housing as quickly as

CoC Lead Agency: Morris County Department of Human Services

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<http://morrishumanservices.org/behavioral/continuum.asp>

Executive Committee

CHAIR
Jeff Bashe

VICE CHAIR
Todi Miciak
Inited Way of Northern NJ

Mike Armstrong
Community Hope

Joann Bjornson
Family Promise of Morris
County

Jennifer Carpinteri
Morris County Dept. of
Human Services

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
Morris County Housing
Alliance

Nancy Magee
Community Foundation of NJ

Dan McGuire
Homeless Solutions

Tasha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of
Temporary Assistance

Iwen Rippey, PhD
Atlantic Health System

Jo Schwarez
Mental Health Association

David Scott
Market Street Mission

Patricia Sly
New Jersey Battered Women's
Services

Rebecca Zydel
Child & Family Resources

families using a rapid re- housing model

possible and provided with temporary rental assistance and intensive case management services to help participants achieve and maintain stability in permanent housing. Participants must be literally homeless coming from the streets or emergency shelter and may or may not be disabled.

- **CoC Application Notice of Intent Alignment:**

Renewal Application

- Type of Funding
- Project Target Population

New Application

- Type of Funding
- Project Target Population

Program Type: Coordinated Assessment

- **Determining Factor:** Coordinated Entry and referral for CoC and ESG-funded projects

- **Definition:** Applicant demonstrates ability to meet the HUD requirements for Coordinated Entry and Assessment

- **CoC Application Notice of Intent Alignment:**

Renewal Application

- Type of Funding
- Project Target Population

New Application

- Type of Funding
- Project Target Population

Programs working to remove barriers to CoC resources

- **Determining Factor:** Programs working to maximize participant access to CoC funded projects

- **Definition:**

- Projects prioritizing those most in need of services (i.e. long histories of homelessness, significant barriers, severest service needs, unsheltered households, medically vulnerable)
- Program reduce barriers to project entry
- Programs that work to reduce barriers to program retention including terminations for unknown reasons and/or negative reasons

- **CoC Application Notice of Intent Alignment:**

Renewal Application

- Question 5
- Question 7

New Application

- Question 6
- Question 8

Maximize use of mainstream resources

- **Determining Factor:** Programs utilizing mainstream resources to expand services and benefits available to program participants

- **Definition:**

CoC Lead Agency: Morris County Department of Human Services

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<http://morrishumanservices.org/behavioral/continuum.asp>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

odi Miciak
United Way of Northern NJ

Mike Armstrong
Community Hope

Joann Bjornson
Family Promise of Morris County

Jennifer Carpinteri
Morris County Dept. of Human Services

Terry Connolly
Community Soup Kitchen

Joseph Galloway
Market Street Mission

Russ Hall
Morris County Housing Alliance

Nancy Magee
Community Foundation of NJ

Dan McGuire
Homeless Solutions

Kesha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of Temporary Assistance

Iwen Rippey, PhD
Atlantic Health System

Jo Schwarcz
Mental Health Association

David Scott
Market Street Mission

Patricia Sly
Jersey Battered Women's Services

Rebecca Zydel
Child & Family Resources

	<ul style="list-style-type: none"> ○ Projects that coordinate with existing mainstream resources to enroll participants in eligible programs and connect them in community based services ○ Projects that secure funding for services through mainstream resource programs and other partnerships to leverage grant funds ○ Programs that work to actively enroll participants in healthcare and assist participants in understanding and accessing expanded services available through the Affordable Care Act.
	<ul style="list-style-type: none"> ● CoC Application Notice of Intent Alignment: <ul style="list-style-type: none"> Renewal Application <ul style="list-style-type: none"> ○ Question 4 ○ Question 12 New Application <ul style="list-style-type: none"> ○ Question 5 ○ Question 16
Program Impact	<ul style="list-style-type: none"> ● Determining Factor: Programs have positive permanent housing outcomes, robustly positive participant satisfaction measures, community support/commitment letters, uses best/evidence-based service models, timely implementation. ● Definition: Projects effectively fill gaps in homeless/housing services through use of best practice service models that serve client needs and wishes with community support. ● CoC Application Notice of Intent Alignment: <ul style="list-style-type: none"> Renewal Application <ul style="list-style-type: none"> ○ Question 1 ○ Question 3 ○ Question 5 ○ Question 6 ○ Question 7 ○ Question 12 ○ Desk Monitoring New Application <ul style="list-style-type: none"> ○ Question 1 ○ Question 4 ○ Question 6 ○ Question 7 ○ Question 8 ○ Question 15 ○ Question 16
Serves Priority Populations	<ul style="list-style-type: none"> ● Determining Factor: Programs targeting priority populations ● Definition: <ul style="list-style-type: none"> ○ Chronically Homeless ○ Homeless Veterans

CoC Lead Agency: Morris County Department of Human Services

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719

<http://morrishumanservices.org/behavioral/continuum.asp>

Executive Committee

CHAIR

Jeff Bashe

VICE CHAIR

odi Miciak
United Way of Northern NJ

Mike Armstrong
Community Hope

oann Bjornson
Family Promise of Morris
County

ennifer Carpinteri
Morris County Dept. of
Human Services

erry Connolly
Community Soup Kitchen

oseph Galloway
Market Street Mission

tuss Hall
Morris County Housing
Alliance

Nancy Magee
Community Foundation of NJ

an McGuire
Homeless Solutions

esha Moore, PhD
Drew University

Meagan Quinn
Morris County Office of
Temporary Assistance

iwien Rippey, PhD
Atlantic Health System

.ou Schwarcz
Mental Health Association

David Scott
Market Street Mission

'atty Sly
Jersey Battered Women's
Services

Rebecca Zydel
Child & Family Resources

Agency Track Record	<ul style="list-style-type: none"> ○ Homeless Youth ○ Families ○ Survivors of Domestic Violence
	<ul style="list-style-type: none"> • CoC Application Notice of Intent Alignment: Renewal Application <ul style="list-style-type: none"> ○ Project Target Population ○ Question 4 New Application <ul style="list-style-type: none"> ○ Project Target Population ○ Question 5
	<ul style="list-style-type: none"> • Determining Factor: Agency has strong track record in service delivery and program implementation • Definition: Applicant demonstrates experience in providing proposed services, serving the target population, compliance with program regulations, and effective use of program funds • CoC Application Notice of Intent Alignment: Renewal Application <ul style="list-style-type: none"> ○ Question 4 ○ Question 5 ○ Question 7 ○ Question 8 ○ Question 16 ○ Desk Monitoring New Application <ul style="list-style-type: none"> ○ Question 9 ○ Question 10 ○ Question 11 ○ Question 13 ○ Question 15 ○ Question 16

CoC Lead Agency: Morris County Department of Human Services

05. CoCs Process for Reallocating

E-mail requesting New Applications

Subject: Funding Notification - Morris County Continuum of Care (2017 Notice of Intent for New and Renewal Projects) Serving the Homeless
Date: Monday, May 1, 2017 at 4:48:27 PM Eastern Daylight Time
From: Carter, Shelia <SCarter@co.morris.nj.us>
To: Carter, Shelia <SCarter@co.morris.nj.us>
CC: Carpinteri, Jennifer <JCarpinteri@co.morris.nj.us>, Becker, Laurie <LBecker@co.morris.nj.us>, Tansey, Tim <ttansey@co.morris.nj.us>, Mocarski, Patricia <pmocarski@co.morris.nj.us>, Jeff Bashe <jbashe@optonline.net>, Miciak, Jodi <Jodi.Miciak@unitedwaynnj.org>
Priority: High

In preparation for submission of an application for funding to the U.S. Department of Housing and Urban Development, the Morris County Continuum of Care Executive Committee is now accepting Notices of Intent (NOI) from all agencies interested in applying for funding to support NEW and RENEWAL projects through the Morris County Continuum of Care process aimed at reducing homelessness.

All interested agencies and those applying for funding **must attend** a mandatory technical assistance meeting at **10:00 am, Wednesday, May 10, 2017 at 30 Schuyler Place, 3rd Floor, Red Room in Morristown.**

A 2017 Notice of Intent form for NEW AND RENEWAL Projects must be submitted. The 2017 Notice of Intent Project letter, New and Renewal Application forms are available online on the Department of Human Services website <https://hs.morriscountynj.gov>.

All 2017 NOI application forms must be submitted by mail or in person by **4:30 pm, Tuesday, May 30, 2017** to the Morris County Department of Human Services, 30 Schuyler Place, 3rd Floor, P.O. Box 900 Morristown, New Jersey 07963-0900, Attention: Shelia Carter. Applications may be submitted **Monday – Friday (excluding holidays).**

If you have questions, please feel free to contact me at (973) 285-6851. Thank you.

Shelia D. Carter, Assistant Director
County of Morris Department of Human Services
Division of Community & Behavioral Health Services
30 Schuyler Place, Third Floor
P.O. Box 900
Morristown, New Jersey 07963-0900
Office Phone: (973) 285-6851
Cell Phone: (973) 698-9887
Facsimile: (973) 285-6713
e-mail: scarter@co.morris.nj.us
Website: www.MorrisHumanServices.org

05. CoCs Process for Reallocating

Reallocation Rates 2013 - 2017

NJ - 509 Morris County CoC

FY 2013	
ARD	\$ 1,781,522.00
Reallocation Amount	\$ -
% reallocated	0%

FY 2016	
ARD	\$ 1,703,815.00
Reallocation Amount	\$ 170,253.00
% reallocated	10%

FY 2014	
ARD	\$ 1,726,804.00
Reallocation Amount	\$ 172,065.00
% reallocated	10%

FY 2017	
ARD	\$ 1,729,389.00
Reallocation Amount	\$ -
% reallocated	0%

FY 2015	
ARD	\$ 1,750,367.00
Reallocation Amount	\$ 150,138.00
% reallocated	9%

Total	
ARD	\$ 8,691,897.00
Reallocation Amount	\$ 492,456.00
% reallocated	6%

06. CoC's Governance Charter

By-Laws

The Morris County Continuum of Care By-Laws

Article I: Organization

Section 1: Name

The name of this body shall be the Morris County Continuum of Care (CoC), hereafter referred to as the Morris County CoC.

Section 2: Geographic Area

The Morris County CoC will serve the homeless and those at-risk of homelessness in the Morris County, NJ geographic area.

Section 3: Address

The principal address of the Morris County CoC shall be the County of Morris Department of Human Services at P.O. Box 900, Morristown, New Jersey 07963-0900.

Article II: Establishment and Structure

The Morris County CoC is an independent body, established under the guidelines of the US Department of Housing and Urban Development (HUD), and is made up of a consortium of community providers, advocates, consumers, grant-makers and other stakeholders, both public and private, dedicated to eliminating homelessness in Morris County.

The Morris County CoC is a self-governing body composed of an Executive Committee that manages and directs the work of the Community Assistance Services Committee (CAS). These two committees will work in coordination to carry out the homeless system planning and implementation activities of the Morris County CoC

Article III: Mission & Purpose

Section 1: Mission

The mission of the Morris County CoC is to develop and implement comprehensive strategies to address and prevent homelessness in Morris County.

Section 2: Purpose

The Morris County CoC is both a strategic planning body and a vehicle to carry out the responsibilities of a Continuum of Care as defined by HUD, which includes but is not limited to the following duties:

1. To develop and implement the Morris County ten year plan to end homelessness and other local activities associated with preventing and ending homelessness

2. To operate the Morris County CoC as prescribed by HUD in the continuum of care program regulations
3. To designate and operate the Homeless Management Information System (HMIS) for the purpose of collecting and analyzing data regarding homelessness
4. To coordinate and implement a system to meet the needs of the homeless population within the Morris County
5. To prepare and oversee the annual HUD Continuum of Care application for federal funds targeted to serve homeless individuals and families

Article IV: Morris County CoC Executive Committee

Section 1: Executive Committee Structure and Membership

The Morris County CoC shall be governed by an Executive Committee made up of no fewer than 12 and no more than 15 members. Executive Committee membership shall include voting and ex-officio members.

- a. Voting Executive Committee Members – The Executive Committee shall include a minimum of 9 voting members. The voting members must represent the larger Morris County community and must include homeless or formerly homeless individual(s). The Executive Committee may additionally include the following types of organizations:
 - a. Government Agencies/Funders
 - b. Homeless Service Providers
 - c. Community or Citizen representatives
 - d. Public Agencies
- b. Ex-Officio Members – The Executive Committee shall include a minimum of 2, Ex-officio members. Ex-Officio members will provide additional support to the Executive Committee in directing the planning process and may include both service providers (including HUD funded agencies) and CAS sub-committee chairs. CAS sub-committee chairs will be invited to Executive meetings by the Executive Committee on an as needed basis.

Section 2: Selection and Terms

The Executive Committee Members (both voting and ex-officio) will be selected by the Nominating Committee and approved through a vote of the CAS Committee.

The Morris County Executive Committee voting members shall serve a 3-year term. Voting members may serve no more than two consecutive 3-year terms. Voting members may be re-elected to the Executive Committee after a one-year absence following the initial two consecutive 3-year terms.

The Morris County Executive Committee ex-officio members may serve a 1-year term. Ex-Officio members may be re-elected to the Executive Committee without limitation.

Section 3: CoC Lead Agency

The Executive Committee shall appoint an organization to serve as the Lead Agency for the Morris County CoC. The Lead agency shall serve in that role for a 3-year term and may be re-appointed without limitation. The Lead Agency shall provide general administrative support and technical expertise for all activities of the Morris County CoC. The Executive Committee may identify specific duties of the CoC Lead Agency as it deems necessary to facilitate planning and implementation activities.

Section 4: Meetings

The Executive Committee shall meet no fewer than 4 times in a year but may meet more often as needed. The Executive Committee meetings shall be closed to the public unless opened by a 51% vote of the voting members present. The Executive Committee Chair may invite guests, as necessary, to provide additional information to the Executive Committee to support the planning and decision making process.

The Lead Agency shall be responsible for sending meeting notifications along with the tentative agenda and previous meeting minutes at least 1 week prior to the Executive Committee meeting. Executive Committee meeting minutes shall be available for public review upon request after the minutes have been approved by the Executive Committee.

Section 5: Officers

The Executive Committee shall elect a chair and vice chair from among the Executive Committee voting members. The chair and vice chair will serve in this capacity for a 1-year terms not to exceed 3 years. The chair and vice chair will serve in these roles for the Executive Committee meetings and may serve, or designate another person to serve, as chair of the CAS meetings. The chair or vice chair of CAS, if not the Executive Committee chair or vice chair, may serve as a member of the Executive Committee.

Section 6: Voting

A quorum shall be 51% of the Executive Committee voting members. While the Executive Committee will strive to achieve consensus, the affirmative vote of a simple majority of voting members shall be required for the approval of any matter. Presence includes in person, by telephone or video conference provided the member has heard the full discussion of any matter to be eligible to vote on that matter.

E-mail voting is permitted if there is unanimous consent to allow a vote by email. The vote should be reported at the next meeting and recorded in the minutes. If in the email vote there is not unanimous consent by the voting members the motion fails.

Section 7: Duties

The Executive Committee is charged with oversight and management of all Morris County CoC activities. The Executive Committee may solicit input from CAS and any of the CAS ad-hoc/sub-committees while making decisions. The responsibilities of the Executive Committee shall include but not be limited to:

1. 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
2. Set system performance standards including written standards for homeless programs operating in Morris County in consultation with providers
 3. Approve funding recommendations for the HUD Homeless Assistance Program
 4. Where applicable participate in other funding recommendation processes for funds directed towards homeless housing and services to the extent possible
 5. Provide oversight for the development and implementation of the system and program monitoring process
 6. Oversee the development and implementation of a ten year plan to end homelessness
 7. Provide oversight of all local Homeless Management Information System (HMIS) requirements
 8. Coordinate the development of community-wide coordinated assessment process
 9. Supervise, or delegate supervision of, all CAS meetings and any special meetings

Section 8: Standing Committees of the Executive Committee

There shall be two standing committees of the Executive Committee. The standing committees of the Executive Committee are as follows:

- a. Nominating Committee:
 1. Nominating Committee Membership - The Nominating Committee shall be made up of at least 3 and no more than 5 members. At least one member of the Nominating Committee must represent the CoC Lead Agency, and one member must be a sitting member of the Executive Committee. The remaining nominating committee seats are open to voting members of the Morris County CoC (both Executive Committee and CAS members).
 2. Selection & Terms – The Executive Committee voting members will approve the nominating committee membership by a majority vote no later than September of each year. Nominating Committee members will serve a 1-year term and may be re-selected to the nominating committee without limitation
 3. Responsibilities – The nominating committee shall be responsible for developing a slate of candidates to serve as voting and non-voting members of the Executive Committee. Activities of the nominating committee may include identifying appropriate representatives to sit on the Executive Committee, securing support from prospective Executive Committee members and providing the recommended slate to the Executive Committee and CAS. The nominating committee must prepare the slate of candidates no later than November 30th of each year in order to allow for the CAS committee to vote on the nominations prior to the end of the calendar year.

4. The Nominating Committee will follow practices found in the police and procedures manual.
- b. Allocation Committee:
 1. Allocation Committee Membership – The Allocation Committee shall be made up of at least 5 and no more than 9 members. At least one member of the Allocation Committee must represent the CoC Lead Agency, and one member must be a sitting member of the Executive Committee. The remaining Allocation Committee membership may include Morris County CoC members or other non-affiliated community stakeholders that do not have a direct conflict of interest.
 2. Selection and Terms – The Executive Committee voting members will appoint the Allocation Committee membership by a majority vote. Allocation Committee members will serve a 2-year term and may be re-appointed to the allocation committee without limitation.
 3. Responsibilities – The Allocation Committee shall be responsible for making funding recommendations for HUD Continuum of Care Program funds and other funding streams to the greatest extent possible. The Allocation Committee duties shall include but not be limited to design of the local application process, review completed applications and make funding recommendations to be approved by the Executive Committee.
- c. Community Assistance Services Committee - see Article V.
- d. Ad hoc committees will be formed as needed and approved by the Executive Committee.

Section 9: HMIS

The Executive Committee shall endorse the organization that will serve as the HMIS Lead Agency and provide recommendations on HMIS software that will be used in the Morris County geographic region. The Executive Committee Chair, or Vice Chair, shall sign all agreements with the HMIS Lead Agency governing the implementation of HMIS in the region. The Executive Committee will work with the HMIS Lead Agency to develop HMIS requirements in accordance with HUD Continuum of Care regulations.

Article V – Community Assistance Services Committee

Section 1: Structure

The Community Assistance Services Committee is a committee of the Morris County CoC that reports to the Executive Committee.

Section 2: Eligibility

Membership is open to all interested community members and organizations. The Morris County CoC encourages participation from all community stakeholders interested in addressing issues of homelessness in Morris County.

Section 3: Membership Application Process

- a. Application Content - Agencies and individuals wishing to become formal members of the CAS Committee must complete the Morris County CoC

- application, which shall include contact information, role in the community and identify a designated voting representative. The voting representative from an agency must be an individual authorized to speak for the agency on matters related to homeless planning. The Lead Agency will provide applications to interested parties upon request.
- b. Application submission - Membership applications must be submitted to the CoC Lead Agency. Applications will be accepted on a rolling basis.

Section 3: Voting

1. The CAS Committee is responsible for voting on the nominations for the Executive Committee members and may occasionally vote on other items as prescribed by the Executive Committee.
2. Each individual having been accepted as a participating member of the CAS shall have one vote. Only one individual from any one organization can be a voting member.
3. A quorum shall be 51% of voting members present at the meeting.
4. Simple majority is required for a motion to pass.

Section 4: Meetings

1. CAS meetings are open to all individuals, agencies, advocates and stakeholders interested in participating in homeless planning activities. Official CAS members and non-CAS members may attend meetings and participate in sub-committee work.
2. CAS voting members are expected to participate in the regularly scheduled meetings held at least 4 times per year. The CAS Committee may meet more often as determined by the Executive Committee.
3. CAS voting members are expected to participate in at least one sub-committee that has been authorized by the Executive Committee.
4. A voting member will be removed from the CAS committee after missing half of the meetings in a calendar year.
5. The Lead Agency will notify CAS members of the time and place of each meeting one week ahead of the meeting and include an agenda and minutes of the previous meeting.
6. Minutes shall be kept for every meeting. Minutes from the most recent previous meeting must be approved by the CAS voting members. Minutes will be kept by the Lead Agency and will be made available for public review on the Morris County Human Services website and by request after the minutes have been approved by the CAS committee.

Article VI: Committees

Section 1: Committees

- a. The Executive Committee may establish sub-committees and/or ad-hoc workgroups of the CAS committee in order to address specific aspects of the homeless planning process. The CAS Committee and/or Executive Committee

may identify sub-committees and/or ad-hoc workgroups necessary for the completion of homeless planning and implementation activities. Any recommended sub-committee and/or ad-hoc workgroup must be approved by the Executive Committee by a majority vote before any action can be taken.

- b. Sub-committees and/or ad-hoc workgroups must report activities and progress to both the CAS Committee and the Executive Committee. The Executive Committee must approve any recommendations for action by a majority vote before any action can be taken.

Article VII: Conflict of Interest

Any individuals or representatives of an organization who has a financial interest in the funding streams for which the Allocation Committee is making recommendations may not participate in the Allocation Committee or the Executive Committee meeting regarding the approval of recommendations. Board members, employees and individual former employees of organizations (defined as employed within the past 364 days) seeking funding through the applicable funding streams shall be prohibited from participating in the project selection or approval process. All Morris County CoC members and Allocation Committee members must adhere to the conflict of interest policy as contained in the Morris County CoC policies and procedures manual. The Conflict of Interest Statement of Acknowledgement form, as contained in the policies and procedures manual, must be signed by all Executive Committee and Allocation Committee members.

Article VIII: Amendments

Section 1

The By-Laws may be amended by a majority vote of the voting members present at an Executive Committee meeting. Proposed amendments to the By-Laws will be presented in writing to the CAS Committee at their next regularly called meeting. The following meeting of the Executive Committee will receive and review recommended amendments and the Executive Committee will vote on any changes to the By-Laws.

Section 2

The Executive Committee will review the By-Laws regularly for necessary additions and/or adjustments.

Section 3

A majority vote of the voting members of the Executive Committee is required to change the By-Laws.

06. CoC's Governance Charter

Conflict of Interest Policy

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

CONFLICT OF INTEREST POLICY

Article 1 – Purpose

1. The purpose of this policy is to protect the Morris County Continuum of Care (CoC) interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of any CoC Executive Committee member or might result in a possible excess benefit.
2. This policy is intended to supplement, not replace, any applicable state and federal laws covering conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to further identify “independent” parties for the purposes of decision making on matters related to compensation authorized by the CoC.
4. This conflict of interest policy applies to all members of the CoC Executive Board both voting members and non-voting members.

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 has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Morris County Continuum of Care has a transaction or arrangement, or
 - b. A compensation arrangement with the Morris County Continuum of Care or with any entity or individual with which the Morris County Continuum of Care has a transaction arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Morris County Continuum of Care is negotiating a transaction or arrangement.
3. Independent Party – a committee member shall be considered an “independent” party for the purposes of this policy if he or she –
 - a. is not, and has not been for a period of at least one year, an employee of any entity in which the CoC has a financial interest or is considering for a potential financial interest;
 - b. is not, and has not been for a period of at least one year, a board member of any entity in which the CoC has a financial interest or is considering for a potential financial interest; and
 - c. is not employed as an executive of another corporation where any of the corporation’s executive officers or employees serve on the compensation committee for an organization seeking compensation through the CoC.

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

4. 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 Committee decides that a conflict of interest exists, in accordance with this policy.

Article 3 – Procedures

1. Statement of Acknowledgement – all members of the CoC Executive Committee must sign the conflict of interest statement of acknowledgement at the beginning of each year
2. 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. Potential conflicts of interest may be disclosed at the beginning of each calendar year or as they arise in relation to specific discussions or votes.
3. 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.
4. 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.
5. Procedures for addressing Conflicts of Interest
 - a. Once an interested person has identified a possible conflict of interest, the Chair of the Morris County Continuum of Care 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 Morris County Continuum of Care 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 Morris County Continuum of Care'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.
6. Violation of the Conflicts of Interest Policy
 - a. If any member of the Morris County Continuum of Care has reasonable cause to believe that another member has failed to disclose actual or possible conflicts of

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

interest, he/she shall inform a member of the Board of the basis of such belief and the Board will discuss 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 Morris County Continuum of Care 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 Morris County Continuum of Care 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 Morris County Continuum of Care, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/continuum>

Morris County Continuum of Care Conflict of Interest Statement of Acknowledgement

I _____, as a member of the Morris County Continuum of Care Executive Committee, have received and reviewed the Morris County Continuum of Care Conflict of Interest Policy dated May 28, 2015. I understand the conflict of interest policy and agree to notify the Morris County Continuum of Care Executive Committee should any conflict of interest related to discussions or voting matters arise.

Print Name

Signature

Date

06. CoC's Governance Charter

Project Selection Policy

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

Morris County Local Selection Process

The CoC Executive committee shall be responsible for identifying the projects eligible to apply for funding through the annual continuum of care application. The Executive Committee shall determine which projects are supported for funding and the level of funding applied to supported projects through the HUD CoC process. In order to complete the local review and selection process the Executive Committee shall take the following steps:

- Establish local priorities – may reflect specific populations, specific project types or other priorities 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 members which may include members of the executive committee, members of the general Morris County CoC membership or other members within the community
- Establish timeframes for release of application, submission deadlines, project presentations and approving final determinations
- Review and approve recommendations of the review committee
- Notify applicants of final recommendations – may be done through the CoC Lead Agency or Executive Committee Chair

Review Committee

Membership

- The Executive Committee Chair and the CoC Lead Agency shall identify a slate of review committee members.
- Members may be selected from the Executive Committee, the full Morris County Continuum of Care membership, other Morris County human service committees or general community members willing to participate in the process and with a basic understanding of review committee processes and homelessness in Morris County
- The 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 will 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
- Review the notice of intent form and update according to locally established priorities
- Review and update the scoring tool to correspond with the updated notice of intent form and local priorities
- Submit the updated notice of intent form and scoring tool to the executive committee for review & approval
- Schedule project presentations

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

- Review all applications submitted as distributed by the CoC Lead Agency
- Listen to project presentations & prepare questions as necessary in making funding decisions
- Score each project based on the established scoring criteria
- Identify approved projects funding levels based on project scores, local priorities and HUD guidance provided through the annual CoC NOFA

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. Agencies submitting requests for funding may also be required to present their project before the review committee prior to final determinations of funding.

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 the which projects to support for funding and at what level. The Notice of intent form shall be reviewed annually by the appointed review committee and updated to reflect the local priorities and identified scoring criteria. The updated notice of intent form shall be submitted to the Executive Committee for review and approval prior to release to the public.

The Notice of Intent form shall contain the following items at a minimum:

- Project name, type and target population
- Detailed budget
- Identification of how the project fits in with the local priorities

Scoring Criteria

All projects submitting a Notice of Intent will be evaluated against scoring criteria recommended by the review committee and approved by the Executive Committee. Each project will be scored and ranked based on information provided through the Notice of Intent form, Project Presentation and CoC monitoring results. The Scoring Criteria will be updated annually by the review committee based on the established priorities and any other relevant information identified by the review committee.

Scoring Criteria will include the following items at a minimum:

- Project fit with established priorities
- Project monitoring results (renewal projects)
- Project performances 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 approval of any updates to the Notice of Intent application, scoring criteria and timeline. The

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

Notice of Intent announcement shall be widely marketed. Information regarding the Notice of Intent shall be disseminated through:

- Publication on CoC Lead Agency Website
- Emails to CoC listserv and other human services and housing listservs
- Announcements at CoC and other community meetings

The Notice of Intent Announcement shall include the following information:

- CoC Funding Priorities
- Notice of Intent Application
- Notice of Intent Scoring Criteria
- Submission Deadline
- Appeals Process information

Submission Process

All agencies interested 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 must be completed for each project requesting funding including both new projects and renewal projects. Programs (both new and renewal) that fail to submit a notice of intent by the approved deadline will not be considered for funding.

All agencies submitting a Notice of Intent must participate in a mandatory Morris County Notice of Intent Technical Assistance session. The Notice of Intent technical assistance session shall cover:

- The eligible activities and costs allowable through HUD CoC funding
- Local CoC Funding Priorities
- How to complete the Notice of Intent Form
- Notice of Intent scoring criteria
- Anticipated selection timeline

Notices of Intent must be complete 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 applications 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 to the CoC Lead Agency at least 3 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 Vice Chair and make a determination about whether to grant an extension. Waivers will be reviewed on a case-by-case basis.

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

Project Presentation

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. The project presentations will provide an opportunity for the review committee to gain a better understanding of the programs and clarification of program information. The review committee will have an opportunity to ask questions of applicants based on information in the HUD CoC NOFA that may not have been included in the original Notice of Intent Application. Agencies submitting Notice of Intent Applications 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 Application
- 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.

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 applications for new and renewal projects. The Notice of Intent application 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

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

shall include information regarding the appeals process. Projects that have been denied funding may not submit a HUD CoC Exhibit 2 application.

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 1 member selected by the CoC full membership, 1 member selected by the CoC Executive Committee and 1 member selected by the Human Service Advisory Council.

The Appeal Committee shall have up to 5 business days to review the letter submitted by the agency requesting an appeal. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the CoC review committee. The Appeal Committee shall set a date for 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. Determinations by the Appeals Committee shall be final.

06. CoC's Governance Charter

Monitoring Policy

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

Morris County Continuum of Care Monitoring Procedures

The Morris County Continuum of Care Executive Committee shall oversee the monitoring of homeless service programs in Morris County. The purpose of the monitoring efforts shall be to:

1. Strengthen services provided in the community to most effectively end homelessness
2. Understand the quality of services so as to identify and correct issues that prevent programs from achieving full compliance with federal, state, and local regulations and standards
3. Learn about agency strengths and weaknesses as a means of understanding agency and community gaps and to use this knowledge to inform future funding priorities and recommendations

General Monitoring Policies

The Morris County Continuum of Care Lead Agency shall be responsible for coordinating an on-site monitoring of homeless service programs in Morris County on an annual basis. The monitoring may be carried out by the CoC Lead Agency staff or a contracted third party approved by the CoC Executive Committee. The Executive Committee will determine annually the projects to be included in the annual monitoring but at a minimum the monitoring must include all programs receiving funding through the Continuum of Care.

Monitoring Tools and Format

The Executive Committee shall create an ad hoc committee to develop/review/update the monitoring tool on an annual basis. The monitoring tool shall include at a minimum a review of items related to HUD compliance. The Executive Committee shall approve the monitoring tool annually prior to conducting monitoring visits for the year.

The annual monitoring process shall include a program performance review, program file review, and on-site visit.

- The program performance review will be conducted through a review of information in HMIS or a similar database. The performance review will evaluate program performance in relation to the locally determined standards approved by the Executive Committee.
- The program file review shall include a review of client files as well as program related files as identified on the Executive Committee approved monitoring tool.
- The on-site visit shall include a simple review of program facilities, location of program materials and other items as identified in the Executive Committee approved monitoring tool.

Scheduling of Monitoring Reviews

The CoC Lead Agency will notify projects identified by the Executive Committee for monitoring, by mail and/or email of the date and time for their scheduled monitoring visit. Notifications shall be sent at least 30 days prior to the scheduled monitoring visit. Monitoring notifications shall

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

include information about the program areas to be evaluated, a list of documentation to be made available and the key staff of the organization that need to be present during the monitoring visit.

On-Site Monitoring Procedures

When conducting an on-site visit, the monitoring team will:

1. Conduct an entrance interview with key staff involved in conducting the program activity.
2. Review all pertinent program files, including any third party contractor files, for necessary documentation.
3. Interview appropriate officials and employees of the agency, program clientele, and interested citizens to discuss the program performance.
4. Visit the primary location of program activities.
5. Discuss with the agency and discrepancies resulting from the review of files, interview, and site visits.
6. Conduct an exit interview with the appropriate officials and/or staff of the agency to discuss the findings of the monitoring visit.

Monitoring Results

The CoC Lead Agency, or approved third party monitor, will prepare a summary of the monitoring results within 10 days of completing the on-site monitoring visit. The Lead Agency will share the monitoring results with the Executive Committee. The Executive Committee, or an appointed ad hoc committee, shall review the monitoring results and determine the recommendations for corrective actions for any findings by the monitors. The Lead Agency will send an official letter to the Director of the monitored agencies within 30 days of the monitoring visit. The letter will generally contain the following information:

1. Name of program
2. Date of Monitoring Visit
3. Names of monitors who conducted the site visit
4. Scope of monitoring visit
5. Names of agency officials and staff involved in the monitoring visit
6. Findings and results of the monitoring visit
7. Specific recommendations or corrective actions to be taken by the agency
8. Timeframe for agency response or completion of necessary actions
9. If appropriate, an offer of technical assistance

Follow-up action

If concerns or findings are identified in the official monitoring results letter, the monitored agency has 30 days to respond to the monitoring letter. The response may include additional information to address concerns or findings and/or the anticipated timeframe in which the agency will correct/address issues identified in the monitoring letter.

In the event that the agency fails to respond to the monitoring letter within 30 days, a written request for response will be sent to the authorized agency official and board chairperson.

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

If the agency does not sufficiently address the monitoring findings identified in the monitoring letter or provide an appropriate corrective action plan, future program funding may be impacted.

Resolving Monitoring Findings

The Executive Committee, or appointed ad hoc committee, shall review all documentation submitted by agencies in response to any monitoring findings. The Executive Committee, or ad hoc review committee, shall work with the agency to find an appropriate resolution to issues identified in the monitoring, which may include connecting the monitored agency with technical assistance. The committee and the Agency shall work together to create an appropriate timeframe for the resolution of identified issues and the committee shall be responsible for subsequent reviews to verify the completion of the corrective actions.

When all corrective actions have been completed to the satisfaction of the committee, the Lead Agency will mail a letter to the Director of the Agency stating that the findings are resolved.

If corrective actions are not completed to the satisfaction of the committee or the agency is unresponsive to committee requests, the Lead Agency shall mail a letter to the Director of the Agency indicating that the findings have not been resolved in a satisfactory manner and future funding may be impacted.

06. CoC's Governance Charter

Coordination & Collaboration Policy

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

Morris County Coordination and Collaboration in Community Planning Processes

The CoC Executive Committee shall, to the greatest extent possible, participate in community planning process related to housing and services that impact the homeless service system for Morris County. The Committee shall work to provide input on planning, policy and funding decisions in other community planning processes that intersect with the needs of the homeless in Morris County.

Emergency Solutions Grant Planning Process

In accordance with the HEARTH regulations Subpart B section 578.7(a)(7 – 9) and Subpart B section 578.7 (c)(5), the CoC Executive Committee shall oversee the following activities:

1. Evaluate outcomes of projects funded under the Emergency Solutions Grant Program
2. In consultation with the ESG funded programs, establish a centralized or coordinated assessment system
3. In consultation with ESG funded programs, develop and oversee written standards for providing assistance to homeless persons in Morris County
4. Consult with ESG recipients on the plan for the allocation of ESG funds and reporting and monitoring of program performance for ESG sub-recipients.

Consultation Procedures

The Executive Committee shall complete the following activities in order to fully comply with the HEARTH requirements regarding participation in the ESG planning process.

Development of Centralized or Coordinated Assessment System

The Executive Committee shall approve a sub-committee responsible for developing the centralized or coordinated assessment system for the Morris County CoC geographic region. The sub-committee must include at least one member who is a current ESG administrator or program sub-recipient. The system recommendations developed by the sub-committee must be submitted to the Executive Committee for approval. The Executive Committee may include the current ESG administrator or program sub-recipients in the discussion related to approval of the Coordinated Assessment System.

Development of Written Standards

The Executive Committee shall approve a sub-committee responsible for developing the written standards for eligible activities associated with CoC and ESG funding. The sub-committee must include at least one member who is a current ESG administrator or program sub-recipient. The written standard recommendations developed by the sub-committee must be submitted to the Executive Committee for approval. The Executive Committee may include the current ESG administrator or program sub-recipients in the discussion related to the approval of the written standards recommendations.

Evaluate ESG Program Outcomes

The Executive Committee shall approve a sub-committee responsible for developing the system performance standards. The sub-committee must include at least one member

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/continuum>

who is a current ESG administrator or program sub-recipient. The system performance standards must be submitted to the Executive Committee for approval and must be updated every 3 years at a minimum. The Executive Committee may include the current ESG administrator or program sub-recipients in the discussion related to approval of the system performance standards.

Upon approval of the system performance standards, the CoC Lead agency shall be responsible for providing a report on system and individual program performance which shall include CoC and ESG funded programs at a minimum. The performance report will be shared with the CoC Executive Committee, ESG administrator and ESG program review committee for consideration when evaluating project performance. The CoC Executive Committee may submit additional recommendations or comments to the ESG administrator and/or ESG program review committee as it relates to ESG funded program performance.

Collaborate on ESG funding process

The Executive Committee shall work with the ESG administrator and ESG review committee to ensure consistency in the funding priorities and project evaluation procedures during the funding allocation process. The ESG administrator shall provide a copy of the ESG application to the CoC Executive Committee for review prior to the release of the requests for applications. The CoC Executive Committee shall submit comments regarding the areas of evaluation and the standards established to determine the projects to support for funding.

In addition to providing comments on the application process, the CoC Executive Committee shall establish funding priorities each year that cover the full range of services necessary to effectively operate the Morris County Homeless Service System. The funding priorities established by the Executive Committee shall be shared with the ESG administrator and ESG review committee for incorporation into the annual application process.

Consolidated Plan Coordination

In accordance with the HEARTH regulations Subpart B section 578.7 (c)(4), Subpart C section 578.27 (a-c), Subpart D section 578.39 (a)(3), and Subpart F section 578.93 (c)(2), the CoC Executive Committee shall oversee the following activities:

1. Provide information required to complete the consolidated plan
2. Secure a certification of consistency with the Consolidated Plan for applications submitted through the Continuum of Care application
3. Participate in the consolidated plan
4. Inform Consolidated plan administrator of violations of fair housing laws

Consultation procedures

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

The Executive Committee shall complete the following activities in order to fully comply with the HEARTH requirements regarding participation in the Consolidated Plan process.

Provide information for the consolidated plan

The CoC Lead Agency shall work with the entity completing the Consolidated Plan for Morris County to identify all areas of the plan that relate to homeless planning. The CoC Lead Agency shall provide the required information related to the homeless planning process as implemented through the CoC Executive Committee. The Executive Committee may appoint a sub-committee to assist the Lead Agency in preparing the information necessary for completion of the Consolidated Plan as it relates to homeless needs, services, goals and plans. The CoC Executive Committee must review and approve a draft of the consolidated plan report as it relates to the homeless planning prior to inclusion in the final draft of the consolidated plan.

Participate in the Consolidated Plan Process

The CoC Executive Committee shall ensure that the CoC participates in the development of the Morris County 5 Year Consolidated Plan and Annual Action Plans. The CoC Lead agency will obtain and share the public hearing schedule for the consolidated plan with the Executive Committee and the CAS committee. In addition, the CoC Lead Agency will coordinate a presentation on the elements in the Consolidated plan for both the Executive Committee and CAS Committee. The entity completing the consolidated plan will consult with the committees on community needs, current planning efforts and recommendations for funding priorities.

Where possible, the CoC Executive Committee and CAS committee shall coordinate CoC representation at the consolidated plan public hearings and/or submission of comments to the entity completing the consolidated plan. The CoC Executive Committee and CAS committee shall make every effort to offer input into the information included in the Consolidated Plan and Annual Action Plans.

Secure Certificate of Consistency with the Consolidated Plan

Upon selection of projects for funding through the annual Continuum of Care competition, the CoC Lead agency shall prepare all information required by the Consolidated Plan entitlement jurisdiction for review of consistency with the consolidated plan. The CoC Lead Agency shall secure signatures on the certificate of consistency with the consolidated plan, for all supported projects, in accordance with the requirements identified by HUD in the NOFA process.

Inform of violations of fair housing laws

The CoC Executive Committee shall coordinate the monitoring of all programs receiving HUD funding on an annual basis. In addition, the CoC Executive Committee shall inform all members of the CAS committee that violations to fair housing laws should be reported to Executive Committee and the Consolidated Plan Administrator.

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/continuum>

In the event that the CoC Executive Committee identifies fair housing issues through project monitoring or is informed of fair housing violations through CAS committee members, the CoC Executive Committee shall submit a formal letter to the Consolidated Plan Administrator informing them of the violations that have been identified. The CoC Executive Committee shall cooperate with the Consolidated Plan Administrator to provide all necessary information available to investigate potential violations of fair housing laws.

Other local planning processes

The CoC Executive Committee shall participate in other local planning processes that impact the homeless service system to the greatest extent possible. The Executive Committee will make every effort to ensure all funding and service decisions are in line with the priorities set by the Executive Committee for the homeless service system.

To the extent possible, the CoC Executive Committee shall provide comments, information and recommendations regarding funding priorities, service needs, system gaps and other relevant data related to the homeless service system. The Executive Committee shall advocate for coordination of all funding related to the homeless service system in Morris County and shall work to expand the resources available to the homeless through active participation in community planning. The format for participating in local planning may vary according to the specific process and may include, but not be limited to:

1. Submission of comments/recommendations
2. Participation in public hearings
3. Sharing of data from HMIS
4. Participation on review and/or funding committees
5. Sharing of information regarding identified needs and gaps in service
6. Providing presentations to committees/planning bodies

06. CoC's Governance Charter

Prohibition of Family Separation Policy

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719

<https://hs.morriscountynj.gov/behavioral/continuum>

PROHIBITION AGAINST INVOLUNTARY FAMILY SEPARATION POLICY

The Continuum of Care supports the prohibition against involuntary family separation. In an effort to maintain family unity, for housing serving families with children, the age and gender of a child under age 18 must not be used as a basis for denying any family's admission to any housing or shelter receiving funding from either ESG or CoC (578.93(e))

Additionally, recipients may not deny admission to any member of the family (e.g., 15-year old son). The Continuum of Care requires that all family shelters accommodate any family composition unless there is a justifiable reason why the agency cannot do so.

06. CoC's Governance Charter

Housing First Policy

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6851
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

Housing First Policy

The Morris County Continuum of Care places a prioritization on projects that are following a Housing First model for project implementation. To be considered as following a Housing First approach, a project must identify that they:

- Move participants quickly into permanent housing; and
- Are a low barrier project, meaning they do not screen out participants based on:
 - Have too little or no income
 - Active or history of substance abuse
 - Having a criminal record with exceptions for state-mandated restrictions
 - History of domestic violence; and
- Do not terminate clients from the program due to the following reasons:
 - 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

If projects identify that they follow a Housing First approach and through monitoring and performance review it is determined that they are not implementing their project in a way that matches the criteria stated above, the Performance and Evaluation Committee will no longer view that project as Housing First and the project may be at jeopardy of losing continued funding.

06. CoC's Governance Charter

Prioritization Policy

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

Prioritization Policy

All Permanent Supportive Housing programs funded through the CoC must fill vacancies in accordance with the HUD Notice CPD-16-11 using the following order of priority:

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

If no further chronically homeless individuals or families are present in the CoC, the following order of priority shall be used:

- First Priority—Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs
- Second Priority—Homeless Individuals and Families with a Disability with Severe Service Needs.
- Third Priority—Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs.
- Fourth Priority—Homeless Individuals and Families with a Disability Coming from Transitional Housing

07. HMIS Policy and Procedure Manual



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

Table of Contents

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

Introduction

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

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

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

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

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

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

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

Confidentiality, Privacy, and Security

HMIS Privacy & Security Standards

Federal Register – July 30, 2004

Section 4

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

Section 4.1.1 Definition of Terms

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

Section 4.1.2 Applying HMIS Privacy & Security Standards

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

Section 4.1.3 Allowable HMIS uses & disclosures of PPI

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

Section 4.2 Privacy Requirements

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

Section 4.2.1 Collection Limitation

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

collection of PPI; 2) collection PPI only with express knowledge; 3) oral/written consent from individual/third party

Section 4.2.2 Data Quality

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

Section 4.2.3 Purpose Specification/Use Limitation

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

Section 4.2.4 Openness

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

Section 4.2.5 Access and Correction

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

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

Section 4.2.6 Accountability

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

Section 4.3 Security Standards

- All CHOs must comply with baseline security requirements

Section 4.3.1 System Security

- Must apply system security provisions to all systems where PPI is stored
 - System Networks
 - Desktops
 - Laptops
 - Mini-computers
 - Mainframes
 - Servers
- Additional Security Protections-1) apply system security provisions to electronic and hard copy information that is not collected for HMIS; 2) May seek outside collaboration for performing internal security audit and certify system security

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

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

Section 4.3.2 Application Security

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

a. Protected Personal Information

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

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

b. Unidentifiable Data

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

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

c. Release of Information

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

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

d. Client Consent to Share Data

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

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

e. HMIS Security

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

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

User IDs and Passwords

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

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

Simple rules for passwords

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

Rules for User IDs and Passwords

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

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

f. Data Access Location

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

g. Ethical Data Use

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

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

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

Inappropriate use of the HMIS modules includes, for example:

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

h. Security Audits

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

Access to HMIS

On your Web browser type:

<https://njhmis.footholdtechnology.com>

a. **HMIS Customization**

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

b. Agency Participation Fee

- Each Participant will be charged an annual participation fee to be involved in the NJHMIS Collaborative. The annual fee will be invoiced and payable to the NJHMFA. The initial annual fee in the amount of five hundred (\$500.00) dollars is due prior to the Participant's activation in the NJHMIS system. The annual fee is subject to change, and is the sole discretion of the NJHMFA.

c. User Activation

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

d. **Breach of System or Client Confidentiality Penalty**

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

Hardware

NJ HMIS Collaborative Hardware Technical Specifications

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

1. Minimum Recommendations for computer equipment/software.

PIII w/256k RAM

Microsoft Windows 98 or above with IE Browser

Communication

Ethernet RJ45 connection - Cable/DSL

Or

Phone Line - RJ11 connection

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

CD-ROM Drive

2. Recommended software for your local desktop computers.

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

Antivirus

Spy ware or Spam Blocker

3. Recommended software for your local servers.

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

Antivirus

Firewall

Spy ware or Spam Blocker

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

a. Participating Agency Hardware/Software Requirements

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

b. Participating Agency Technical Support Requirements

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

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

New Jersey HMIS Required Data Elements

a. Required Data Collection

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

UNIVERSAL DATA ELEMENTS

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

Program-Specific Data Elements:

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

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

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

(All required elements have an Asterisk next to them)

Intake Date: (MM/DD/YY)

Shelter Bed:

Primary Worker

Referred by:

First Name*:

Middle Name:

Last Name*:

Suffix:

Alias:

Birth Date*: (MM/DD/YY)

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

SSN Data Quality*:

1 = Full SSN reported.

2 = Partial SSN reported.

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

4 = Refused.

Gender*:

Male

Female

Trans-Male

Trans-Female

Ethnicity*:

0 = Non-Hispanic/Latino.

1 = Hispanic/Latino.

Race*: (multiple choices)

1 = American Indian or Alaska Native.

2 = Asian.

3 = Black or African-American.

4 = Native Hawaiian or Other Pacific Islander

5 = White

Chronically Homeless*:

Yes

No

Date Left Last Permanent Residence:

Zip Code of Last Permanent Address*:

Zip Code Data Quality*:

1 = Full Zip Code Recorded.

8 = Don't Know.

9 = Refused.

Residence Prior to Program Entry*:

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

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

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

4 = Psychiatric hospital or other psychiatric facility.

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

Length of Stay at Previous Residence*:

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

Marital Status*:

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

Individual/family Type*:

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

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

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

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

- 14 = Alimony or other spousal support
- 15 = Other source
- 16 = No financial resources.

Non-Cash Benefits:

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

Disabling Condition*:

Yes

No

Don't Know

General Health:

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

Currently Pregnant*:

Yes

No

(If Yes, Due date: MM/DD/YY)

Special Needs: (Check all that apply)

Mental Illness

Alcohol Abuse

Drug Abuse

HIV/AIDS

Mental Retardation/Development Disability

Domestic Violence

Other: (specify)

If Yes to Mental Illness:

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

Yes

No

If Yes to Drug/Alcohol Abuse:

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

Yes

No

If Yes to Domestic Violence, when did experience occur:

- 1 = Within the past three months

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

Employment Status*:

Yes

No

of Hours worked in the past week: (#)

Employment Tenure:

1 = Permanent

2 = Temporary

3 = Seasonal

Looking for Work (if not currently employed):

Yes

No

Highest Level of School Completed*:

0 = No schooling completed

1 = Nursery school to 4th grade

INTAKE SCREEN ELEMENTS continued

2 = 5th grade or 6th grade

3 = 7th grade or 8th grade

4 = 9th grade

5 = 10th grade

6 = 11th grade

7 = 12th grade, No diploma

8 = High school diploma

9 = GED

10 = Post-secondary school

Current Student*:

Yes

No

Post-Secondary Degree *:

None

Bachelors

Associates

Masters

Doctorate

Other graduate/professional degree

Received vocational training or apprenticeship certificate*:

Yes

No

Veteran's Status*:

Yes

No

Don't Know

Refused

Birth Place:

Citizen:

US Citizen
Registered Alien
Undocumented Alien
Alien Registration:
Homeless Cause
Homeless Duration:
Previous Living Situation*:
Rental Housing
Streets
Correctional
Psychiatric Facility
Emergency Shelter
Transitional Housing
With Family or Friends
Treatment Facility
Others
Own Home
Primary Language:
English
Spanish
French
Chinese
Arabic
Hebrew
Hindi
Russian
Sign Language
Other
Creole
Greek
Italian
Japanese
Vietnamese
Braille
Services Sought: (check all that apply)
Shelter/Housing
Drug Treatment
Mental Health Care
Medical Care
Legal Aid - CRJS/Civil
Legal Aid – immigration
Emergency Contact
Address
Relation:
Grandparent
Parent
Stepparent
Sibling
Guardian
Uncle
Aunt

Spouse
In-Law
Cousin
Friend
Provider
Phone:

LISTING OF AWARDS DISCHARGE SCREEN ELEMENTS AND THEIR REQUIRED RESPONSES:

(All required elements have an Asterisk next to them)

Resident: (displayed)

Gender: (displayed)

Birth Date: (displayed)

Admission: (displayed)

Address: (displayed)

Referral Source: (displayed)

Discharge Date*: (MM/DD/YY)

Reason for Discharge*:

Left for a housing opportunity before completing the program.

Completed program.

Non-payment of rent/occupancy charge

Non-compliance with project

Criminal activity / destruction of property / violence

Reach maximum time allowed in project

Needs could not be met by project

Disagreement with rules/persons

Death

Other

Unknown/disappeared

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

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

1 = Earned Income

2 = Unemployment Insurance

3 = Supplemental Security Income or SSI

4 = Social Security Disability Income (SSDI).

5 = A veteran's disability payment

6 = Private disability insurance

7 = Worker's compensation

8 = Temporary Assistance for Needy Families (TANF)

9 = General Assistance (GA) (or use local program name).

10 = Retirement income from Social Security

11 = Veteran's pension

12 = Pension from a former job

13 = Child support

14 = Alimony or other spousal support

15 = Other source

16 = None.

Non-Cash Benefits:

1 = Food stamps or money for food on a benefits card

2 = MEDICAID health insurance program (or use local name)

3 = MEDICARE health insurance program (or use local name)

4 = State Children's Health Insurance Program (or use local name)

5 = Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

6 = Veteran's Administration (VA) Medical Services

7 = TANF Child Care services (or use local name)

8 = TANF transportation services (or use local name)

9 = Other TANF-funded services (or use local name)

10 = Section 8, public housing, or other rental assistance

11 = Other source

New Residence Setting*:

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

Destination Tenure*:

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

Destination Subsidy Type*:

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

New Residence County*:

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

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

Discharge To:

Anonymous Summary:

Discharge Notes:

Service Charge:

Discharge Summary:

Alerts:

Known Medical Problems: (Displayed)

Counselor: (Displayed)

Supervisor: (Displayed)

b. **Appropriate Data Collection**

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

Quality Control

a. **Data Integrity**

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

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

b. Data Integrity Expectations

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

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

Data Retrieval

a. Participating Agencies

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

b. HMIS Software Provider

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

c. General Public

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

User Licenses

a. **Software Licenses**

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

Data Loading

a. Client Data

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

b. Schedule of Data Loads

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

Training

a. HMIS Train-the-Trainer

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

b. Ongoing HMIS Training

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

c. Training Materials for Future Releases

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

APPENDIX:

Roles and Responsibilities

a. System Administrator

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

Responsibilities

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

b. HMIS Technical Assistant

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

Responsibilities

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

c. System Administrative Assistant

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

Responsibilities

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

d. Site Administrator

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

Responsibilities

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

e. Participating Agencies

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

Responsibilities

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

f. **NJ HMIS Steering Committee**

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

g. NJ HMIS Advisory Council

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

The Advisory Council includes the following standing committees:

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

Support Fund Committee- Chair- Purpose:

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

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

Training Committee- Chair- Purpose:

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

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

Policy and Procedures Committee

Chair-

Purpose:

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

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

Data, Quality Assurance, and Outcome Measures

Chair-

Purpose:

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

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

Technology

Chair-

Purpose:

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

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

h. HMIS User

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

Responsibilities

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

i. HMIS User Access Levels

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

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

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

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

h. Communication with Participating Agencies

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

i. System Availability

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

j. Client Grievance

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

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

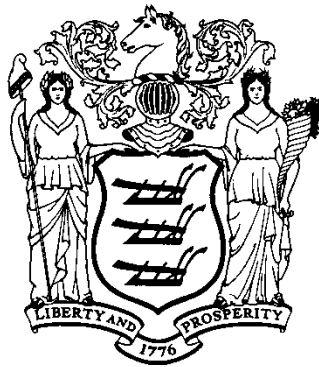
Not Applicable

09. PHA Administration Plan (Applicable Sections(s) Only)

NJ Department of Community Affairs PHA Admin Plan

HOUSING CHOICE VOUCHER PROGRAM

ADMINISTRATIVE PLAN



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

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



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

SELECTION OF HOUSEHOLDS FOR PARTICIPATION

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

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

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

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

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

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

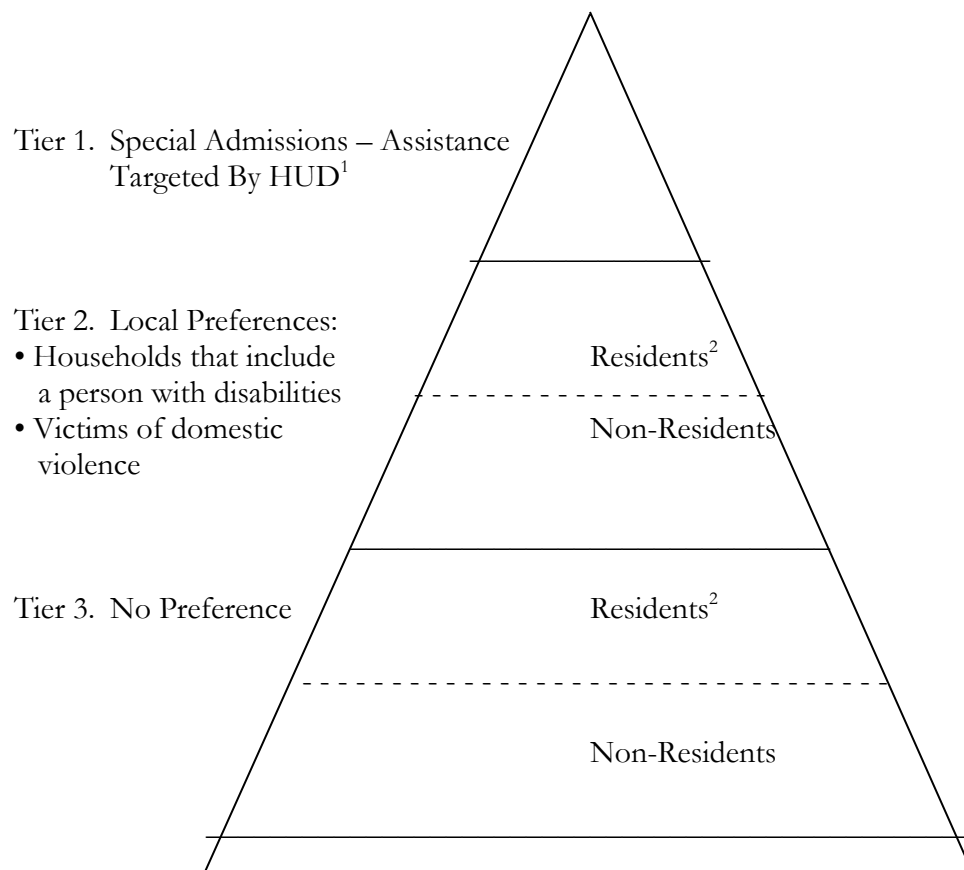
Applicants selected from the waiting list must provide all required documentation within fifteen (15) business days of the date of the notice from the Housing Choice Voucher Program. Extenuating circumstances will be considered to provide a reasonable accommodation on a case-by-case basis.

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

Single Member Households

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

ILLUSTRATION OF THE DCA'S APPLICANT SELECTION POLICY



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

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

Verification Standards for the Local Preferences

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

Households That Include a Person with Disabilities

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

Victims of Domestic Violence

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

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

10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)

Homeless Management Information System (HMIS) Lead Agency

MEMORANDUM OF UNDERSTANDING

Between

Morris 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 **Morris County CoC** serving the **County of Morris** 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 \$13,000.00 annually. This MOU establishes NJHMFA as the HMIS Lead Agency for the CoC, defines general understandings, and defines the roles and specific responsibilities of each party related to key aspects of the governance and operation of the HMIS Project. HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for all communities and agencies receiving HUD CoC funds and Emergency Solutions Grant (ESG) funding. HMIS is essential to efforts to coordinate client services and inform community planning and public policy. Through HMIS, homeless households would benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services. Analysis of information gathered through HMIS is critical to the preparation of a periodic accounting of homelessness in New Jersey, including required HUD reporting. The parties to this MOU recognize that thorough and accurate capture and analysis of data about homeless services and households is necessary to service and systems planning, effective resource allocation, and advocacy, and thus, share a mutual interest in successfully implementing and operating HMIS in New Jersey.

II. DURATION

Except as provided in Section VIII (Termination), the duration of this MOU shall be from Fiscal year November 1st through October 31st. It is anticipated that this MOU will not need to be renewed annually once agreed upon and signed.

III. GOVERNANCE AND PARTICIPATION

1. CoC Governance:

The CoC is the lead planning group for HUD-funded efforts to end homelessness and for implementing and operating a homeless CoC system in New Jersey. As such and per HUD policy, the CoC is responsible for HMIS Project oversight and implementation, which encompasses planning, administration, software selection, managing the HMIS Data Warehouse in compliance with HMIS Standards if one exists, and reviewing and approving all policies, procedures, and data management plans governing Contributing HMIS Organizations (described in section IV 4 below). The CoC's oversight and governance responsibilities are carried out by a minimum of two representatives from each of the participating CoC's to the Collaborative Advisory Council.

2. Purpose:

The purpose of the Advisory Council is to provide support and recommendations and directions to the HMIS Lead Agency and their CoC related to the HMIS regulations and standards as set forth by HUD and our State Partners.

3. Lead Agency Designation:

The CoC designates NJHMFA as the Lead Agency for the New Jersey Balance of State Homeless Management Information System Collaborative. The NJHMFA is charged with managing the HMIS Data System/Warehouse operations on its behalf and providing HMIS Project administrative functions at the direction of the CoC, through its Advisory Council Members.

4. Contributing HMIS Organizations (“CHO”):

A CHO is defined as an organization (inclusive of the HMIS Lead) that operates a provider program and a program-level, HMIS-compliant system (described in Section II(5) below), whether or not it is a member of the CoC, and that contributes Protected Personal Information or other client-level data to the HMIS Data System/Warehouse. CHOs must enter into Participation Agreements in order to contribute such data to the HMIS Data System/Warehouse. The authority to enter into Participation Agreements with CHOs for the purposes of ensuring compliance with all applicable HUD and CoC HMIS Project requirements, including the operation of a program-level HMIS-compliant system, rests with the HMIS Lead Agency.

5. Program-level HMIS-compliant System:

A program-level HMIS-compliant system is defined as a client management information system operated by a provider program that allows the provider program to collect the minimum required data elements and to meet other established minimum participation thresholds as set forth in a CHO HMIS Agency Participation Agreements. These systems may include CARES, AWARDS, and other data systems owned or operated by providers.

6. CHO HMIS Administrator (Agency Site Administrator):

A CHO HMIS Administrator is defined as a single point-of-contact established by each CHO who is responsible for day-to-day operation of the CHO’s data collection system, ensuring program-level data quality according to the terms of the Agency Participation Agreement and associated data quality plans. If applicable, managing the upload process from the CHO program-level HMIS-compliant system to the Lead Agency’s HMIS Data System/Warehouse.

7. End User:

An End User is defined as an employee, volunteer, affiliate, associate, or any other individual acting on behalf of a CHO or an HMIS Lead Agency who uses or enters data in the HMIS Data System/Warehouse or program-level HMIS-compliant system from which data are entered or periodically uploaded to the HMIS Data System/Warehouse.

8. Software and Hosting:

The participating CoC’s Advisory Council Members along with the HMIS Lead Agency have selected a single product—Foothold Technology Service (“FTS”)—to serve as the sole HMIS Data System/Warehouse for the New Jersey HMIS Collaborative. All CHOs are expected to regularly input or upload data, at intervals and through mechanisms specified by the HMIS Vendor or the HMIS Lead Agency, to the Data System/Warehouse. The authority to enter into contracts with FTS for the purposes of operating and overseeing the HMIS Data System/Warehouse is the responsibility of the HMIS Lead Agency.

IV GENERAL UNDERSTANDINGS

1. Funding:

- 1a. HUD Grant(s) - HMIS Project activities are funded in part by HUD CoC grants or direct payments from counties which do not have room under their HUD pro-rata share to offer a grant? The CoC authorizes NJHMFA, as the HMIS Lead Agency, to apply for and administer these funds. The terms and uses of HUD funds are governed by the HUD CoC grant agreement and applicable rules.
- 1b. Cash Match -The HUD CoC grants require a cash match. The match is made up of CHO Agency License fees and our state Partners (Department of Community Affairs and Department of Human Services) contributions.

2. Fees:

The HMIS Lead Agency annual participation license fees cover the fiscal year November 1st to October 31st. The CHOs are invoiced in November of each year. CHOs that upload HMIS data will be required to pay their own costs associated with establishing and operating their own program-level, HMIS-compliant system in accordance with the terms of the Agency Participation Agreement. At the discretion of the HMIS Lead Agency, with approval from the Advisory Council, a small annual increase can be provided to help offset costs to the HMIS Lead Agency.

3. Compliance with HMIS Standards:

It is the responsibility of the CoC to ensure that the HMIS Lead Agency is operating the HMIS Project in compliance with HUD HMIS Technical Standards (2004), HUD HMIS Data Standards (2010), other applicable laws, and any future standards HUD will release. The parties agree to update this MOU (as provided in section VII, Amendment/Notices), other HMIS Project operational documents, and HMIS Project practices and procedures in order to comply with any updates to these standards established in notices or other guidance, within the HUD-specified timeframe for such changes.

4. Local Operational Policies and Agreements:

The CoC charges the NJHMIS Collaborative, with the support of the Advisory Council, with developing and maintaining agreements, policies, and procedures. These agreements, policies and procedures include, but are not limited to, an operating policies and procedures manual for use and management of the data system/warehouse (including procedures for ensuring the security of data, disaster recovery, and data quality assurance), privacy policies and notices, data collection and technical standards for CHOs, Agency Participation Agreements, and End User Agreements. Once reviewed and approved, changes to the policies and procedures may be made from time to time at the request of NJHMFA or the CoC, through its Advisory Council Committee Members, to comply with HUD HMIS standards or otherwise improve HMIS operations. During any such modification periods, all existing HMIS policies and procedures will remain in effect until such time as the CoC Steering Committee approves the changes.

V. SPECIFIC RESPONSIBILITIES OF THE PARTIES

1. CoC Responsibilities:

The CoC shall select the representatives to the Advisory Council which serves as the lead HMIS Project governance body, providing oversight, project direction, policy setting, and guidance for the HMIS Project. The CoC exercises all its responsibilities for HMIS governance through its Advisory Council Members, with guidance from the CoC's Data Management Committee, effective as of the date of the authorization of this MOU. These responsibilities include:

- a) Ensuring and monitoring compliance with relevant HUD regulations and standards;
- b) Reviewing all official meeting minutes and all approvals, resolutions, and other key decisions of the Advisory Council that may be required by HUD rules related to the HMIS governing body;
- c) Reviewing all HMIS Lead Agency's Project policies, and procedures;
- d) Reviewing and approving all Local CHO's involvement in their CoC's HMIS;
- e) Reviewing all HMIS Lead Agency's Project policies, and procedures;
- f) Establishing data quality standards and benchmarks for all CHO's;
- g) Reviewing data quality standards and plans, and establishing protocols for addressing CHOs' compliance with those standards;
- h) Promoting the effective use of HMIS data, including measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs;
- i) Using HMIS data to inform CoC programs and system design, and measuring progress toward implementation of the CoC Strategic Plan and other CoC-established goals ;
- j) Provide all local information as necessary for compilation of the annual Housing Inventory Count (HIC), the HMIS elements of the annual Point-in-Time (PIT) Count, Annual Homeless Assessment Report (AHAR), Federal and local reports;

- k) Coordinating participation in the HMIS (and broader CoC) by all homeless prevention and assistance programs and other mainstream programs serving homeless people or working to prevent homelessness;
- l) Coordinate and producing the data quality and outcomes reports to present to CHO at monthly meetings;
- m) CoC will make the final decision on a CHO participation in their HMIS system.

2. NJHMIS Collaborative Responsibilities:

NJHMFA serves as the Lead Agency for the HMIS Project, managing and administering all HMIS operations and activities. NJHMFA exercises these responsibilities at the direction of the CoC with directions from its Advisory Council Members. These responsibilities are contingent on continued receipt of the appropriate HUD grant funding, our State Partners, User License Fees and are as follows:

a) Governance and Reporting

- Provide staffing for operation of the HMIS Project;
- Create system to generate data quality reports and analyses for review by the CoC and for submission to HUD;
- Provide, at least annually, a point-in-time unduplicated count of clients served in the HMIS (for sheltered PIT Count, AHAR, APR Pulse reports and/or other reports as required);
- Create annual report of unduplicated count of clients served in the HMIS over the course of one year (for AHAR);
- Create reports, at least annually, that can account for the lodging units in the HMIS (for HIC, AHAR, and Pulse reports, or as required); and an unduplicated count of newly homeless clients;
- Ensure the consistent contribution of data that meets all HUD-established data standards, at minimum, every program operating with funds authorized by the McKinney-Vento Act as amended by the HEARTH Act, including ESG funds;
- Work with the CoC to facilitate participation by all homeless prevention and assistance programs and other mainstream programs serving homeless people to participate in the HMIS;
- Facilitate the Collaborative Advisory Council Meetings.
- Attend local CoC and Data Committee meetings as often as possible;
- Determine the length of time that records must be maintained for inspection and monitoring purposes pursuant to HUD standards and ensure compliance with these standards;
- Respond to CoC Steering and Data Management Committee directives; and
- Provide data needed to inform CoC's progress toward achieving its Strategic Plan goals.

b) Planning and Policy Development

- Manage and maintain mechanisms for soliciting, collecting and analyzing feedback from end users, CHO HMIS Site administrators, CHO program managers, CHO Executive directors, and homeless persons;
- Identify general milestones for project management, including training and expanding system functionality, and ensure that the HMIS Action plan is carried out and regularly reviewed;
- Develop and, upon adoption by the CoC Advisory Council Members, implement written policies and procedures for the operation of the HMIS Project and HMIS Data Warehouse, including requirements and standards for any CHO, and provide for the regular update of these procedures as required by changes to policy;
- Provide assistance to the CoC adopted and implemented data quality plan consistent with requirements established by HUD, and review and update this plan annually and upon update to HUD regulations, notice, or guidance;
- Develop and, upon adoption by the CoC Advisory Council Members, implement a security plan consistent with requirements established by HUD, and review and update this plan annually and upon update to HUD regulations or guidance;
- Develop and, upon adoption by the CoC Advisory Council Members, implement a disaster recovery plan

consistent with requirements established by HUD, and review and update this plan annually according to the most current HUD regulations or guidance;

- Develop and, upon adoption by the CoC Advisory Council Members, implement a privacy policy specifying data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; and process and protections for victims of domestic violence, dating violence, sexual assault, and stalking included in the data warehouse;
- **Ensure privacy protection in project administration; and**
- Develop and, upon approval by the CoC Advisory Council Members, execute HMIS Participation Agreements with each CHO, including:
 - Obligations and authority of the HMIS Lead and the CHO;
 - Protocols for participation in HMIS Project;
 - Requirements of the policies and procedures by which the CHO must abide;
 - Sanctions for violating the HMIS Participation Agreement; and
 - Terms of sharing and processing Protected Identifying Information between the HMIS Lead and the CHO;
 - CHO's annual participation fees to be paid to the Lead HMIS Agency.

c) Grant Administration

- Prepare and submit NOFA Project Applications for HUD's HMIS grants for those counties that allowed grant funds to the Lead HMIS Agency via E-SNAPS;
- Create annual budgets outlining the most efficient resource allocation to meet HMIS Project requirements;
- Support HMIS by funding eligible HMIS activities with eligible matching sources to serve as the HUD-required match;
- Manage spending for both HUD grants and matching funds;
- Manage the reimbursement payment process and maintain records of all reimbursement documents, funds, approvals, denials, and other required or relevant records;
- Ensure accurate and regular (quarterly, at minimum) draw down of HUD grant funding; and
- Complete and submit APR for HUD grants.

d) System Administration

- Oversee the day-to-day administration of the HMIS system;
- Manage contracts for FTS, which includes training for CHOs and DHS staff, and licensing of HMIS Server;
- Ensure HMIS software meets the minimum data and technical functionality requirements established by HUD in rules or notices, including un-duplication, data collection, maintenance of historical data, reporting (including HUD-required reports, data quality and audit reports), and any other requirements established by HUD or our State Partners (Department of Community Affairs & Department of Human Services);
- Ensure HMIS data processing capabilities, including the collection, maintenance, use, disclosure, transmission, and destruction of data and the maintenance of privacy, security, and confidentiality protections;
- Develop standard reports and queries of HMIS data (e.g., data quality report, CoC quarterly report, etc.);
- Oversee and relate small- and large-scale changes to the HMIS software through coordination with Staff, the CoC's Advisory Council Members, and CHO HMIS administrators, if applicable;
- Maintain continuous End users trainings and CHO User Group meetings to discuss implementation of policies and procedures and data entry and upload processes when and if feasible;
- Update contact list of HMIS administrators for all CHOs in conjunction;
- Maintain original copies of all CHO's Participation Agreements and other required documents the end users must sign in a fire proof cabinet; and
- Maintain original copies of all CoC's MOU's agreements in a fire proof cabinet;

e) End-User Administration

- Provide or coordinate technical assistance and support structure;
- Document technical issues experienced by providers;
- Develop and deliver a comprehensive training curriculum and protocol, including accompanying tools and resources, that:
 - Includes, but is not limited to, data entry requirements and techniques, client confidentiality and privacy requirements, data security and data quality;

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

f) Data Quality and Compliance Monitoring

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

G) Examples of Data Quality:

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

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

Example:

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

Data Quality benchmark _5_% or less missing

Data Quality Plan

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

Timeliness Criteria Benchmark

- Intake data should be entered in the HMIS AWARDS application within _3_ days.
- Services and special issues data is to be entered into the HMIS system within _2_ days of the client being serviced.
- A client must be discharged from the HMIS AWARDS system within _2_ day after leaving a program.

Overall Goals

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

VI. DATA ACCESS AND MANAGEMENT:

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

VII. AMENDMENT/NOTICES:

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

VIII. TERMINATION:-

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

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

For the Morris County Continuum of Care (CoC) serving the County of Morris Jurisdiction(S)

Signed: Shelia D. Carter Date: 8/16/13
County and/or Continuum of Care Representative

Title: Human Service Coordinator

For the New Jersey Housing and Mortgage Finance Agency

Signed: Anna A. Rendano Date: 8-23-13

Executive Director of HMFA or Designee.

11. CoC Written Standards for Order of Priority

Morris County Continuum of Care

P.O. Box 900
Morristown, NJ 07963-0900
Phone: 973-285-6850
Fax: 973-285-6719
<https://hs.morriscountynj.gov/behavioral/continuum>

Prioritization Policy

All Permanent Supportive Housing programs funded through the CoC must fill vacancies in accordance with the HUD Notice CPD-16-11 using the following order of priority:

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

If no further chronically homeless individuals or families are present in the CoC, the following order of priority shall be used:

- First Priority—Homeless Individuals and Families with a Disability with Long Periods of Episodic Homelessness and Severe Service Needs
- Second Priority—Homeless Individuals and Families with a Disability with Severe Service Needs.
- Third Priority—Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs.
- Fourth Priority—Homeless Individuals and Families with a Disability Coming from Transitional Housing

12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)

Not applicable

13. HDX - System Performance Measures

2017 CoC Competition Report

2017 HDX Competition Report

PIT Count Data for NJ-509 - Morris County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	410	378
Emergency Shelter Total	223	206
Safe Haven Total	20	22
Transitional Housing Total	133	123
Total Sheltered Count	376	351
Total Unsheltered Count	34	27

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	34	71
Sheltered Count of Chronically Homeless Persons	24	57
Unsheltered Count of Chronically Homeless Persons	10	14

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	54	52
Sheltered Count of Homeless Households with Children	53	52
Unsheltered Count of Homeless Households with Children	1	0

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	16	15	11
Sheltered Count of Homeless Veterans	8	14	9
Unsheltered Count of Homeless Veterans	8	1	2

2017 HDX Competition Report

HIC Data for NJ-509 - Morris County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	132	33	99	100.00%
Safe Haven (SH) Beds	20	0	20	100.00%
Transitional Housing (TH) Beds	142	39	103	100.00%
Rapid Re-Housing (RRH) Beds	13	0	13	100.00%
Permanent Supportive Housing (PSH) Beds	359	0	267	74.37%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	666	72	502	84.51%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	66	120

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

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	2	0

2017 HDX Competition Report

HIC Data for NJ-509 - Morris County CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	13	13

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for NJ-509 - Morris County CoC

Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	692	858	79	105	26	33	49	16
1.2 Persons in ES, SH, and TH	824	959	130	146	16	85	85	0

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	858	-	174	-	-	82	-
1.2 Persons in ES, SH, and TH	-	959	-	220	-	-	126	-

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	13	1	8%	0	0%	0	0%	1	8%
Exit was from ES	93	5	5%	0	0%	5	5%	10	11%
Exit was from TH	60	3	5%	1	2%	8	13%	12	20%
Exit was from SH	9	1	11%	1	11%	1	11%	3	33%
Exit was from PH	194	0	0%	1	1%	2	1%	3	2%
TOTAL Returns to Homelessness	369	10	3%	3	1%	16	4%	29	8%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	384	410	26
Emergency Shelter Total	195	223	28
Safe Haven Total	19	20	1
Transitional Housing Total	136	133	-3
Total Sheltered Count	350	376	26
Unsheltered Count	34	34	0

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	829	968	139
Emergency Shelter Total	664	831	167
Safe Haven Total	55	59	4
Transitional Housing Total	248	206	-42

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

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

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	47	65	18
Number of adults with increased earned income	0	3	3
Percentage of adults who increased earned income	0%	5%	5%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	47	65	18
Number of adults with increased non-employment cash income	0	9	9
Percentage of adults who increased non-employment cash income	0%	14%	14%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	47	65	18
Number of adults with increased total income	0	12	12
Percentage of adults who increased total income	0%	18%	18%

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	27	15	-12
Number of adults who exited with increased earned income	1	6	5
Percentage of adults who increased earned income	4%	40%	36%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	27	15	-12
Number of adults who exited with increased non-employment cash income	1	2	1
Percentage of adults who increased non-employment cash income	4%	13%	9%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	27	15	-12
Number of adults who exited with increased total income	1	7	6
Percentage of adults who increased total income	4%	47%	43%

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

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

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	662	777	115
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.	117	125	8
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)	545	652	107

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

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	706	826	120
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.	146	149	3
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.)	560	677	117

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in 2016.

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	214	666	452
Of persons above, those who exited to temporary & some institutional destinations	44	12	-32
Of the persons above, those who exited to permanent housing destinations	55	16	-39
% Successful exits	46%	4%	-42%

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	772	949	177
Of the persons above, those who exited to permanent housing destinations	238	364	126
% Successful exits	31%	38%	7%

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	275	276	1
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	265	265	0
% Successful exits/retention	96%	96%	0%

2017 HDX Competition Report

FY2016 - SysPM Data Quality

NJ-509 - Morris 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.

2017 HDX Competition Report

FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	119	119	119	119	103	102	102	102	139	179	249	298		5	20	13				
2. Number of HMIS Beds	119	119	119	119	103	102	102	102	127	130	194	252		5	20	13				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	91.37	72.63	77.91	84.56		100.00	100.00	100.00				
4. Unduplicated Persons Served (HMIS)	858	876	929	1052	203	230	248	235	157	186	201	202	301	437	501	358	0	2	1	102
5. Total Leavers (HMIS)	778	780	792	880	114	130	137	125	21	16	34	19	258	277	431	225	0	0	0	13
6. Destination of Don't Know, Refused, or Missing (HMIS)	305	545	103	95	6	5	10	2	0	1	0	0	10	36	10	2	0	0	0	11
7. Destination Error Rate (%)	39.20	69.87	13.01	10.80	5.26	3.85	7.30	1.60	0.00	6.25	0.00	0.00	3.88	13.00	2.32	0.89				84.62

2017 HDX Competition Report

Submission and Count Dates for NJ-509 - Morris County CoC

Date of PIT Count

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

Report Submission Date in HDX

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