

## Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2022 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2022 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It  
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2022 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

## 1A. Continuum of Care (CoC) Identification

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

**1A-1. CoC Name and Number:** NJ-501 - Bergen County CoC

**1A-2. Collaborative Applicant Name:** Bergen County

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** Bergen County

## 1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

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<b>1B-1.</b>	<b>Inclusive Structure and Participation–Participation in Coordinated Entry.</b>	
	NOFO Sections VII.B.1.a.(1), VII.B.1.e., VII.B.1.p., and VII.B.1.r.	
	In the chart below for the period from May 1, 2021 to April 30, 2022:	
	1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or	
	2. select Nonexistent if the organization does not exist in your CoC’s geographic area:	

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing CoC Board Members	Participated in CoC’s Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	Agencies serving survivors of human trafficking	Yes	Yes	Yes
3.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
4.	Disability Advocates	Yes	Yes	Yes
5.	Disability Service Organizations	Yes	Yes	Yes
6.	EMS/Crisis Response Team(s)	No	No	No
7.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
8.	Hospital(s)	Yes	Yes	Yes
9.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	No	No	No
10.	Law Enforcement	No	No	Yes
11.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	No
12.	LGBTQ+ Service Organizations	Yes	Yes	No
13.	Local Government Staff/Officials	Yes	Yes	Yes
14.	Local Jail(s)	No	No	No
15.	Mental Health Service Organizations	Yes	Yes	Yes
16.	Mental Illness Advocates	Yes	Yes	Yes

17.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
18.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	No
19.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
20.	Other homeless subpopulation advocates	Yes	Yes	Yes
21.	Public Housing Authorities	Yes	Yes	Yes
22.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
23.	State Domestic Violence Coalition	Yes	Yes	Yes
24.	State Sexual Assault Coalition	Yes	Yes	Yes
25.	Street Outreach Team(s)	Yes	Yes	Yes
26.	Substance Abuse Advocates	Yes	Yes	Yes
27.	Substance Abuse Service Organizations	Yes	Yes	Yes
28.	Victim Service Providers	Yes	Yes	Yes
29.	Domestic Violence Advocates	Yes	Yes	Yes
30.	Other Victim Service Organizations	Yes	Yes	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.				
35.				

**By selecting "other" you must identify what "other" is.**

1B-2.	Open Invitation for New Members.	
	NOFO Section VII.B.1.a.(2)	

Describe in the field below how your CoC:	
1.	communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;
2.	ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
3.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).

**(limit 2,500 characters)**

(1) The CoC by-laws, posted on the CoC website, include the membership & invitation process; additionally, the CoC Lead’s contact information is easily found on the CoC website so interested parties can reach out for additional information. The Lead Agency announces the process for membership at the annual CoC meeting & throughout the year at various other meetings. The committee holds meetings via Zoom to ensure meetings continued through the pandemic & would make any adjustments as needed for new or potential members.

(2) This format of virtual meetings provides access for individuals with disabilities. Information & materials for all meetings are shared in advance in accessible and digital formats to ensure compatibility with text to speech. Additionally, the CoC regularly checks the accessibility of the website and posted documents to ensure effective communication to persons with disabilities.

(3) The CoC welcomes all agencies to participate in the CoC. All of the agencies that currently participate in the CoC serve all populations including Black, Latino, Indigenous, and persons with disabilities. The CoC has also partnered with Hudson Pride Center, the largest LGBTQ+ social services center in New Jersey, to address equity within the CoC. Hudson Pride Center conducts trainings for the CoC and also conducts in-depth reviews of CoC-level and agency-level policies and procedures to ensure LGBTQ+ persons throughout the CoC are treated equitably and with respect and dignity. Furthermore, the CoC requested support from the Garden State Leaders Program, an advocacy program for persons with lived experience to assist them in using their voice and story to engage in policymaking and the CoC, to refer graduates of the program to participate in the CoC. One of the graduates now serves on the CoC Advisory Board, to inform the CoC planning process as to where inequities and barriers in the system exist.

1B-3.	CoC’s Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section VII.B.1.a.(3)	

Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information; and
3.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,500 characters)

(1) The CoC meetings are held 6 times a year & are open to the public. Meeting notices are distributed to various human service & community development list serves & announced at community meetings to inform interested parties. The CoC targets various stakeholders for participation in ad-hoc & subcommittee work & engages elected officials & other stakeholders in strategy development as needed. Due to COVID-19, the CoC switched to virtual meetings to ensure health & safety. Engaging & communicating with a broad range of community organizations including hospitals, health centers, government & emergency management was paramount in first implementing safety guidelines for shelters & the unsheltered. These connections with community organizations also provided information & discussion for new approaches for preventing & ending homelessness.

(2) Information & materials for all meetings are shared in advance in accessible digital formats to ensure compatibility with text to speech programs & conversion to large text for individuals with disabilities. CoC meetings focus discussions on primary system barriers & strategies to address them. Additionally, meeting agendas include committee updates & time for partners to raise issues not included in the agenda but relevant to community needs. CoC meetings feature various training opportunities. CoC Lead, Bergen County, is also a Consolidated Plan Jurisdiction & regularly posts information for public comment pertaining to ESG, CDBG & HOME, including solicitation of comments & public meetings to make improvements in serving homeless persons.

(3) Several meetings focused on discussions about barriers & strategies. The at-risk task force meetings serve as case conferencing & to identify barriers to housing people from the prioritization list as quickly as possible. The committee identified that documentation of disability status was a barrier to quickly connecting clients to rental assistance resources & used the committee structure to engage mental health providers in ensuring disability documentation did not hold up housing placement. In 2020-2021 Bergen CoC Meetings introduced racial equity trainings. The Exec committee developed a racial equity project driven by an advisory board (AB) of those with lived experience. The AB regularly makes recommendations to reduce barriers & improve access to housing.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
NOFO Section VII.B.1.a.(4)		
Describe in the field below how your CoC notified the public:		
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
2.	about how project applicants must submit their project applications—the process;	
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and	
4.	how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.	

**(limit 2,500 characters)**

(1) The CoC widely advertised the application process through the County listservs, and the County's CoC website that is accessible to organizations not currently CoC-funded. The CoC also held a technical assistance session on 6/10/22 and encouraged non-CoC funded agencies to attend to receive more information. The request for concept papers included a process for both renewal projects as well as new projects and specifically identified that "No prior experience in operating CoC funded programs {is} required" to apply for funding. Agencies not previously funded were encouraged to apply.

(2) Concept papers were to be submitted by email for all interested agencies.

(3) The Performance and evaluation committee reviews and scores each project submitted based on local concept paper, renewal project monitoring and renewal project performance review. The concept paper scores projects on agency capacity, project type, project meeting local priorities and adherence to Housing First. Monitoring scores review project compliance with HUD regulations and performance scores review utilization rates, ability to connect households to income and benefits, ability to connect and stabilize households in permanent housing and rate of negative program terminations. Project scores in each area are combined to determine the overall project score which is used in ranking the project. The committee then reviews program expenditure rates to determine if funding will be reallocated from the project. Projects with low scores or significant compliance and performance issues will not be selected for funding.

(4) The requests for concept papers were sent out via email and posted on the CoC website. The email and website contained the local concept paper request and application documents in an accessible pdf format. Additionally, information about the local concept paper process was announced at the May CoC meeting and interested agencies were able to receive further technical assistance about the process and eligible project types.

## 1C. Coordination and Engagement

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

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  - Frequently Asked Questions

1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.	
	NOFO Section VII.B.1.b.	
	In the chart below:	
	1. select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or	
	2. select Nonexistent if the organization does not exist within your CoC's geographic area.	

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Nonexistent
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	No
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	



18.		
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section VII.B.1.b.	

Describe in the field below how your CoC:	
1.	consulted with ESG Program recipients in planning and allocating ESG and ESG-CV funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions within your CoC's geographic area so it could be addressed in Consolidated Plan update.

**(limit 2,500 characters)**

(1) The Bergen County Division of Community Development is the only ESG and ESG-CV recipient & consolidated plan jurisdiction in the CoC, & it serves as the CoC Lead Agency. This structure allows full integration & coordination between the ESG & CoC planning processes. Both CoC & ESG committees that determine funding are composed of agencies that participate in the full CoC or CoC Exec Committee. Thus all funding decisions for the Con Plan, ESG, ESG-CV and CoC consider the full scope of need in the community & how each resource can complement each other to minimize gaps in the system & reduce overlap between the ESG, ESG-CV & CoC funding as well as outside sources. ESG-CV funding was allocated to RRH & the CoC Lead has been coordinating with stakeholders to ensure that the homeless are connected to vouchers.

(2) The CoC performance standards are applied to both CoC & ESG funded projects & performance outcomes are factored into the funding/project selection process for both CoC & ESG applicants. The CoC leadership committee reviews system performance annually & evaluates outcomes from ESG & CoC funded projects.

(3) The Bergen County Division of Community Development, responsible for putting together the Consolidated Plan, currently serves as the CoC Lead Agency & coordinates CoC planning efforts as well as community development planning efforts. In this way, all CoC strategic plans, gaps and needs, as well as PIT & HIC information, are included in the Consolidated Plan as applicable and shared with the Consolidated Plan Jurisdictions for inclusion in their plan.

(4) As part of the integrated process, all portions of the consolidated plan regarding homeless planning are completed/reviewed by the Consolidated Plan jurisdictions prior to finalizing the info in the Consolidated plan. Information regarding the level of need is generated from HMIS, PIT & CoC case conference committees & strategies included in the Con Plan are created through the CoC planning process.

<b>1C-3.</b>	<b>Ensuring Families are not Separated.</b>	
	NOFO Section VII.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported sexual orientation and gender identity:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	No
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers.	Yes
6.	Other. (limit 150 characters)	

<b>1C-4.</b>	<b>CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.</b>	
	NOFO Section VII.B.1.d.	

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

<b>1C-4a.</b>	<b>Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.</b>	
	NOFO Section VII.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

**(limit 2,500 characters)**

CoC provider agencies serving homeless families are members and active participants in the Children's Interagency Coordinating Council (CIACC). CIACC provides an opportunity for local government, services providers, local schools, state officials and families to meet monthly, to identify barriers in servicing the needs of children requiring specialized supports, including children experiencing homelessness. The McKinney-Vento Local Education Agency (LEA) liaison is a member of the CoC full membership committee and the CoC Leadership Committee. As a member, the LEA actively participates in all planning activities of the CoC and provides expertise on issues related to homeless youth needs and education services in the region.

The LEA provides trainings to the CoC full membership on the McKinney Vento regulations covering educational institutions and the services available to families with school aged children experiencing homelessness. They also provide assistance if needed when coordinating with local liaisons for clients. The LEA will also refer families in need of housing to the Bergen County CoC and ongoing information/resources sharing is conducted regularly. School services, tutoring, emotional and social workshops, and school supply distributions resources are regularly shared with homeless providers from the LEA.

Lastly, Greater Bergen Community Action (GBCA), who is a Head Start and Early Head Start provider, is an active member of the CoC and is a CoC funded agency. GBCA makes these services available and known to the providers in the community, enabling connection for families in need.

1C-4b.	Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services.	
	NOFO Section VII.B.1.d.	

Describe in the field below written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services.

**(limit 2,500 characters)**

The CoC has updated its overall CoC Policies and Procedures to ensure all agencies were appropriately informing clients about their ability to access education services and that agencies had staff that were knowledgeable about the services available. At intake agencies must assess the educational status of children in the program identifying the school they are enrolled in and providing the head of household information about their educational rights and services to which they are entitled. Agencies are then required to work with households to connect them to the homeless liaison in the school they are enrolled in to begin the process of accessing the needed educational services. Agencies shall also aid in connecting households to early childhood education resources as necessary.

<b>1C-4c.</b>	<b>Written/Formal Agreements or Partnerships with Early Childhood Services Providers.</b>	
	NOFO Section VII.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	No
2.	Child Care and Development Fund	No	No
3.	Early Childhood Providers	No	No
4.	Early Head Start	No	Yes
5.	Federal Home Visiting Program—(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	No
6.	Head Start	No	No
7.	Healthy Start	No	No
8.	Public Pre-K	No	No
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.			

<b>1C-5.</b>	<b>Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Collaborating with Victim Service Providers.</b>	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC regularly collaborates with organizations who help provide housing and services to survivors of domestic violence, dating violence, sexual assault, and stalking to:

- |    |  |
|----|--|
| 1. | update CoC-wide policies; and  |
| 2. | ensure all housing and services provided in the CoC are trauma-informed and can meet the needs of survivors. |

(limit 2,500 characters)

(1) Center for Hope and Safety (CHS), the local domestic violence agency, is an active member of the CoC. On a bi-annual basis, the CoC Lead Agency in collaboration with community providers (including Center for Hope and Safety) reviews system policies to ensure they account for the needs of survivors of domestic violence. Additionally, CHS sits on the CoC Executive committee and provides input and recommendations for adjustments to CoC policies as emerging trends and needs are identified. In addition to the support in the policy review and Executive committee membership, CHS works closely with the Coordinated Entry committee to provide training and support necessary to ensure the coordinated entry system addresses the specific needs of survivors of DV.

(2) The CoC hosts an annual training for all homeless providers, including coordinated entry staff, that covers a variety of topics related to serving survivors of DV. The training is open to anyone participating in the CoC but targets emergency shelter, coordinated entry and housing providers. Trainings have a focus on domestic violence services provided throughout the County as well as best practices in identifying and working with clients who have experienced domestic violence. In addition to the CoC wide training provided, Center for Hope and Safety (CHS), the local DV agency, is an active member in the coordinated entry case conferencing committee; CHS staff training includes risk assessment and safety planning with a focus on trauma informed care. This training takes place annually to ensure the staff are up to date on all best practices. As part of the program monitoring process, the CoC evaluates trainings provided to program staff, policies and practices around confidentiality, client safety and trauma-informed care.

1C-5a.	Annual Training on Safety and Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
NOFO Section VII.B.1.e.		
Describe in the field below how your CoC coordinates to provide training for:		
1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and	
2.	Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).	

(limit 2,500 characters)

(1) The CoC hosts an annual training to covers a variety of topics related to serving survivors of DV. The training is mandatory for all emergency shelter and transitional housing providers as well as all CoC and ESG funded programs. Agencies are encouraged to have front-line staff participate in the trainings to ensure direct service staff are aware of the differing needs of DV survivors. The training is provided by Center for Hope and Safety (CHS), one of the designated DV agencies in the county. Topics covered through the training include recognizing DV signs, considerations in safety planning, cultural competency when serving DV survivors and trauma informed care. All CoC and ESG funded agencies must incorporate safety planning and trauma informed care practices in their intake process. Annual project monitoring includes a review of trainings completed by staff, best practices implemented in program services and a review of program procedures.

(2) The Bergen CoC coordinated entry process is administered by shelters, transitional housing programs and street outreach teams whose staff conduct the assessment survey on persons experiencing homelessness that they encounter. As part of the annual training requirements, all coordinated entry assessment staff participate in the training coordinated by the DV providers in the community.

1C-5b.	Using De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
NOFO Section VII.B.1.e.		
Describe in the field below:		
1.	the de-identified aggregate data source(s) your CoC uses for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and	
2.	how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.	

(limit 2,500 characters)

(1) The CoC utilizes data from Center for Hope and Safety (CHS), the primary domestic violence service provider and only domestic violence shelter in the County, to provide de-identified aggregate data to express the needs of domestic violence victims. This information is compiled with the CoC's coordinated entry program for domestic violence victims to ensure we have a comprehensive understanding of the number of clients served, both residential and non-residential programming, their average length of stay, discharge destination, the type of non-housing services provided, including mental health and legal services, as well as basic demographic information. Additionally, the CoC collects data on DV experiences through the annual point in time count. Data from those fleeing domestic violence is analyzed to determine the characteristics of DV survivors and service needs as identified on the point in time survey.

(2) The combination of CHS and Coordinated Entry data is used by the CoC to understand the overall number of DV victims seeking services, what their needs are, where they are being referred to and how successful they are in housing placements. Outcomes evaluated through this data include length of stay in programs, connection to benefits and income and discharge destination. These outcomes are compared to the overall homeless population to ensure the DV population is being served as successfully as other populations.

1C-5c.	<b>Communicating Emergency Transfer Plan to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.</b>	
NOFO Section VII.B.1.e.		
Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:		
1.	the emergency transfer plan policies and procedures; and	
2.	the process for individuals and families to request an emergency transfer.	

**(limit 2,500 characters)**

(1) The CoC emergency transfer plan requires all providers to make reasonable accommodations for transfer when a safety risk is identified and a transfer request is submitted. When a transfer request has been submitted households are immediately connected with Alternatives to DV (ADV) and Center for Hope and Safety (CHS), the DV agencies, to assess the safety risk. Programs are required to accommodate transfer requests within the scope of their program or in coordination with other community programs when a safety risk has been verified. Households requesting a transfer are connected with ADV and CHS who have staff trained in trauma informed care that can complete safety assessments in a victim centered supportive and empowering way.

(2) Upon entry to all housing programs in the CoC and through their regular interactions with their case managers, all clients are made aware of the emergency transfer plan procedure of the CoC. Clients are notified that should an instance arise where an emergency transfer is required they should immediately notify their program case manager. The case manager will then work first within their organization to identify if there is a safe option for housing, such as finding a new housing unit with the same housing voucher the client currently has. If there are no safe housing options for the client in the program they are residing in, the agency will coordinate with the coordinated entry committee to identify any transfer options for the client. All options will be presented to the client who ultimately decides what option they feel most effectively meets their safety needs.

**&nbsp;**

1C-5d.	<b>Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.</b>	
NOFO Section VII.B.1.e.		
Describe in the field below how your CoC ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have access to all of the housing and services available within the CoC's geographic area.		

**(limit 2,500 characters)**

DV households are connected to the coordinated entry system through community referral, direct outreach or referral from DV providers in the region. Households identified as fleeing domestic violence through the CE pre-screening process are immediately connected to Center for Hope and Safety (CHS) and Alternatives to DV (ADV), the DV providers in the region. CHS conducts a full assessment to determine if there is an immediate safety risk requiring connection to DV specific emergency shelter services. If the client does have an immediate DV need, CHS will place them in the DV emergency shelter program. If the client does not have an immediate DV need, the CE provider works to connect the household to appropriate shelter which may include generalized shelters in the region or hotel placements. All DV households, regardless of their shelter placement, are assessed by the CE agency. CE staff are trained in providing trauma informed, and client empowering supports to households. Through the assessment process, the CE committee identifies all the housing and service needs the household presents with. Upon identification of housing and service needs, the CE committee connects households to community-based services and refers to appropriate housing opportunities/vacancies for which they are eligible. As the CE process is the same for DV households as it is for the general homeless population, DV households have access to all of the same housing and service opportunities as anyone who was not experiencing DV as long as those opportunities are appropriate based on their safety plan created with CHS and CE.

1C-5e.	Including Safety, Planning, and Confidentiality Protocols in Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC's coordinated entry includes:

1.	safety protocols,
2.	planning protocols, and
3.	confidentiality protocols.

**(limit 2,500 characters)**



(1) When a person identifies an experience with DV they are immediately referred to the Alternatives to Domestic Violence (ADV) or Center for Hope and Safety (CHS) hotline. These agencies are the primary victim service providers in Bergen County and are active members of the CoC. ADV and CHS assess the safety needs of the household and determine whether DV program placement at CHS facilities are the most appropriate fit. If there is not an immediate safety risk, households are referred to other homeless programs.

(2) All clients work with their case manager to develop a housing plan. While developing their housing plan and before any referrals are made, the safety of the household is taken into consideration and adjustments are made as needed. Plans are developed with the client and CHS to ensure they are following best practices and the concerns and comfort of the victim are addressed. Once a DV survivor is identified on the list, CHS reviews the housing opportunity with the client including safety issues and works with them to complete the housing application process if it is a good fit. If the client declines housing offered they remain on the list in the same position until more appropriate housing is identified.

(3) CEP conducts all work with DV victims with their confidentiality at the forefront. Intake and assessment information is gathered using live entry and all computers are secured with passwords and set on auto-lock if the staff person is away from their workstation for a period of time. The agency does not print out documents that can be stored electronically. Any paper documents that are collected for a paper file are stored in locked cabinets in locked offices. No referrals are made without the client's written consent and agreement to share their information. Additionally, the CoC housing prioritization list includes de-identified client information submitted by all agencies including DV specific agencies. This allows households fleeing DV to have access to the full array of PH options available.

All CoC and ESG funded agencies participate in CoC sponsored trainings on serving victims of DV to ensure they incorporate the basics of safety planning, confidentiality and trauma informed care into their program structure.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+--Anti-Discrimination Policy and Training.	
	NOFO Section VII.B.1.f.	

	1. Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
	2. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
	3. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes

1C-6a.	Anti-Discrimination Policy—Updating Policies—Assisting Providers—Evaluating Compliance—Addressing Noncompliance.	
	NOFO Section VII.B.1.f.	

Describe in the field below:

1.	whether your CoC updates its CoC-wide anti-discrimination policy, as necessary, based on stakeholder feedback;
2.	how your CoC assisted providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

**(limit 2,500 characters)**

(1) The CoC reviews all policies on a bi-annual basis, seeking input from all stakeholders on any necessary changes. In addition, the CoC lead contracted with Hudson Pride, an LGBTQ+ focused provider, to update the CoC-wide policies and procedures, as well as anti-discrimination policy. Input is based on best practices and feedback from consumers they are working with.

(2) The CoC lead contracted with Hudson Pride to do individual reviews of project-level anti-discrimination policies to help with updates to ensure they were consistent with the new CoC policy. They were also there to assist in training staff on the new policies and address any space updates that needed to take place to ensure all households felt safe when seeking services. These policies were then used as a guide for other providers and services to assist in policy updates.

(3) The CoC evaluates compliance with anti-discrimination policies on an annual basis through the monitoring process. The CoC is evaluating whether the agency is seeking feedback from clients who have been through the program as well as their complaint process. The CoC lead also fields any calls or complaints that are filed throughout the year for all programs in the CoC allowing issues to be addressed immediately.

(4) If a complaint is brought to the attention of the CoC lead throughout the year, the CoC lead will directly reach out to the provider for additional information and to assist in the development of an improvement plan or adjustment to ensure the anti-discrimination action is addressed. If an issue is identified through the monitoring process, the monitoring report to the agency will outline the concern and request the agency identify how they will address the issue. Whether the agency made that adjustment will be reviewed during the next monitoring, or if it is more serious, the agency will be required to follow up with the CoC lead when adjustments to the program have been made.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area—New Admissions—General/Limited Preference—Moving On Strategy.	
	NOFO Section VII.B.1.g.	

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.

Enter information in the chart below for the two largest PHAs highlighted in gray on the FY 2021 CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with—if there is only one PHA in your CoC’s geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2021 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Housing Authority of Bergen County	29%	Yes-HCV	Yes
New Jersey Department of Community Affairs	7%	Yes-HCV	Yes

1C-7a.	<b>Written Policies on Homeless Admission Preferences with PHAs.</b>	
	NOFO Section VII.B.1.g.	

Describe in the field below:

1.	steps your CoC has taken, with the two largest PHAs within your CoC’s geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

**(limit 2,500 characters)**

- (1) The two largest PHAs in the region are actively involved in the CoC planning process. The Bergen County Housing Authority sits on the CoC Leadership Committee and manages the Bergen Housing Health and Human Services Center which serves as the one-stop center and sheltering location for individuals experiencing homelessness. HABC has established a limited homeless preference with 20% of vouchers set aside for use through the coordinated assessment process. Additionally HABC has established a Moving On policy and via coordinated assessment case conferencing, works with service providers to identify households with CoC vouchers that no longer need the level of service and would be appropriate to transition to HCV vouchers without services attached.
- (2) The Englewood Housing Authority is the second largest housing authority in the CoC region. Englewood Housing Authority also sits on the CoC Leadership committee and has established a homeless preference.

1C-7b.	<b>Moving On Strategy with Affordable Housing Providers.</b>	
	Not Scored—For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC’s jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	No
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes

	Other (limit 150 characters)	
5.		

	1C-7c. Include Units from PHA Administered Programs in Your CoC's Coordinated Entry. NOFO Section VII.B.1.g.	
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In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process?

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	No
3.	Housing Choice Voucher (HCV)	Yes
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	No
5.	Mainstream Vouchers	Yes
6.	Non-Elderly Disabled (NED) Vouchers	Yes
7.	Public Housing	Yes
8.	Other Units from PHAs:	

	1C-7d. Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness. NOFO Section VII.B.1.g.	
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1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	No
		<b>Program Funding Source</b>
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	

	1C-7e. Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV). NOFO Section VII.B.1.g.	
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	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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1C-7e.1.	List of PHAs with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	
	Not Scored—For Information Only	

	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
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If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.

PHA
Housing Authority...
New Jersey Depart...

## **1C-7e.1. List of PHAs with MOUs**

**Name of PHA:** Housing Authority of Bergen County

## **1C-7e.1. List of PHAs with MOUs**

**Name of PHA:** New Jersey Department of Community Affairs

## 1D. Coordination and Engagement Cont'd

1D-1.	Discharge Planning Coordination.	
	NOFO Section VII.B.1.h.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1D-2.	Housing First—Lowering Barriers to Entry.	
	NOFO Section VII.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition.	20
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition that have adopted the Housing First approach.	20
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2022 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section VII.B.1.i.	

Describe in the field below:

1. how your CoC evaluates every recipient—that checks Housing First on their Project Application—to determine if they are actually using a Housing First approach;
2. the list of factors and performance indicators your CoC uses during its evaluation; and
3. how your CoC regularly evaluates projects outside of the competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1. The CoC completes program evaluations on an annual basis to ensure compliance with Housing First requirements. In addition, the Coordinated Entry system evaluates referrals & acceptance rates. Agencies must provide a reason for any rejected referrals. The CE committee notifies the CoC Lead of any problematic rejections. Upon notification, the CoC lead meets with the agencies to review program policies & identify ways to bring the program into compliance with housing first requirements.

2. To ensure projects are implemented using a housing first approach, the CoC evaluates all projects in the following ways:

Confirms that all referrals are only being accepted from the CoC's coordinated entry program. If a referral is denied, the reason is evaluated to ensure it is not against the CoC's housing first, low barrier policies. The CE committee prioritizes households with the highest barriers for housing opportunities.

CoC programs are asked to explain how they work with consumers in regards to landlord mediation & conflict resolution. If a tenant is at risk of eviction, confirming the tenant would not be terminated but could identify a new unit.

Programs are asked to explain how they work with service resistant clients & confirm that they are creating individualized service plans with clients.

Reason for discharge for each household is reviewed through the performance outcomes evaluation to confirm households are not discharged due to factors that are not in line with housing first.

Client leases & program rules are reviewed by CoC staff to make sure there are no stipulations regarding service participation as a precondition or requirement to maintain their housing.

Agencies are scored on these practices in the local CoC process. Additionally, while not currently scored, the CoC is evaluating the time it takes programs to get households in a housing unit upon program acceptance. CoC staff & programs discuss factors that impact slow housing placement to ensure households are not being made to wait until they are "housing ready".

3. In addition to the competition review, the CoC lead fields any complaint or concern regarding program implementation throughout the year. If something is brought up to the CoC lead that would indicate the project is not following the housing first model, the lead would meet with the provider to address the concern & determine if there is a way to correct the issue & ensure the project is using a housing first

1D-3.	Street Outreach—Scope.	
	NOFO Section VII.B.1.j.	
	Describe in the field below:	
1.	your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;	
2.	whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;	
3.	how often your CoC conducts street outreach; and	
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4.	how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.
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**(limit 2,500 characters)**

(1) Comprehensive Behavioral Health Care operates the Bergen County PATH team. The PATH team conducts daily outreach and focuses on known locations. The PATH team and Bergen County Housing, Health and Human Service Center (BCHHH), the single point of entry, conduct outreach to local jails, libraries, churches, police, hospitals, & community agencies that may encounter persons experiencing homelessness and encourage them to refer those individuals to the outreach team or BCHHH. In addition to connecting with community providers, the PATH outreach teams actively engage homeless and formerly homeless clients to assist them in identifying locations where unsheltered persons stay and to engage the hardest to serve unsheltered persons.

(2) The outreach teams cover 100% of the geographic area

(3) Outreach is conducted daily between the teams that operate 9-5 & the police and community partners that operate and refer clients 7 days a week.

(4) BCHHH acts as a One Stop providing opportunities for clients to engage through shelter provision, their feeding program, community support groups such as AA & NA and connection to other service providers such as Social Services, the local welfare agency, Workforce Investment, and medical services. Clients accessing the Center do not need to be shelter guests to access services providing an opportunity for unsheltered persons to come and go as they please while still getting connected to the system, services and the housing prioritization process. The CoC has seen great success in the use of word-of-mouth outreach style to engage new clients in shelter, services & housing. BCHHH and the PATH team have placed great emphasis on connecting with community partners such as local businesses, police departments, hospitals & churches to inform them of the services available in the community and to encourage them to refer unsheltered clients they identify

1D-4.	Strategies to Prevent Criminalization of Homelessness.	
	NOFO Section VII.B.1.k.	

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:
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		Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	No
2.	Engaged/educated law enforcement	Yes	No
3.	Engaged/educated local business leaders	Yes	No
4.	Implemented community wide plans	No	No
5.	Other:(limit 500 characters)		

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC).	
	NOFO Section VII.B.1.I.	

		2021	2022
	Enter the total number of RRH beds available to serve all populations as reported in the HIC—only enter bed data for projects that have an inventory type of "Current."	86	64

1D-6.	Mainstream Benefits–CoC Annual Training of Project Staff.	
	NOFO Section VII.B.1.m.	

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

	Resource	CoC Provides Annual Training?
1.	Food Stamps	No
2.	SSI–Supplemental Security Income	Yes
3.	TANF–Temporary Assistance for Needy Families	No
4.	Substance Abuse Programs	Yes
5.	Employment Assistance Programs	Yes
6.	Other (limit 150 characters)	

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.	
	NOFO Section VII.B.1.m	

Describe in the field below how your CoC:

1.	systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within your CoC's geographic area;
2.	works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and
3.	works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

(limit 2,500 characters)

(1) The Bergen County Welfare agency (CWA) is an active member of the CoC & CoC Executive Board and attends CoC meetings & subcommittees, at which they provide up to date information on mainstream resources available. CoC meetings are also attended by mental health and healthcare providers that share information regarding programming, initiatives & services. The CoC will use the CoC listserv to share information regarding available mainstream resources as available from meetings or directly from providers. Additionally, during bi-monthly CoC meetings agencies can discuss directly with Social Services, program changes, eligibility questions and program access questions.

(2) Representatives from local hospitals participate in the monthly Chronic/AtRisk case conferencing meetings. During the meetings participating agencies discuss what services and benefits, including healthcare benefits, clients are connected to and how to help them quickly access any additional services for which they may be eligible. If the client does not qualify for public healthcare benefits, they will receive assistance with enrolling in private insurance. Additionally, the Bergen Housing Health and Human Service Center (BCHHH), the single point of entry, has representatives from mainstream benefits organizations providing office hours and completing enrollment applications at BCHHH on a weekly basis. Several service-providing agencies are eligible to bill Medicaid under the community support services waiver program approved by NJ and CMS. As such, all persons connected to the system are assessed for benefit eligibility and enrollment. All persons eligible for mainstream benefits, including Medicaid, are immediately enrolled to facilitate specialized services as applicable. During COVID-19 in particular, there was more than one case in which the CoC made special connections to healthcare services and benefits.

(3) The CoC shares information regarding the SOAR program with all providers in the community. So far, 2 major providers in the community have staff who have completed the SOAR certification program.

1D-7.	Increasing Capacity for Non-Congregate Sheltering.	
	NOFO Section VII.B.1.n.	

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

**(limit 2,500 characters)**

Throughout the pandemic, the CoC utilized an increased amount of hotel/motel placements as forms of non-congregate shelter, specifically targeting those that were at higher risk of severe symptoms if they contracted COVID. This allowed further spacing among beds within the traditional shelters in the community. While hotel/motel placements had been used prior to the pandemic, this form of non-congregate shelter will be used at an increased rate for persons who are particularly vulnerable and when there are not enough shelter placements to accommodate those seeking shelter.

ID-8.	Partnerships with Public Health Agencies—Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section VII.B.1.o.	
	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:	
1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and	
2.	prevent infectious disease outbreaks among people experiencing homelessness.	

**(limit 2,500 characters)**

The CoC & its local providers have made adjustments through the COVID-19 pandemic that will continue to be an ongoing practice & will improve readiness for future public health emergencies.

Ongoing practices at the shelter level that will continue include: use of PPE by staff & clients, implementation of air filtration systems & amplified cleaning procedures, additional spacing between beds at all shelter locations, implementation of a rotating or staggered meal service to avoid overcrowding in meal rooms. All programs have updated their workplace policies & disaster preparedness policies to account for these changes & additional sanitizing & cleaning procedures. Programs are also continuing to improve their process for sharing educational information regarding illnesses including not only COVID-19 but the flu, etc.

Additionally, there is increased collaboration between CoC partners & the local hospitals throughout the County. This collaboration led to increased communication & referrals for clients that did not have COVID-19, but that needed a health screening or connection to primary care.

Through all of these practices the CoC has set up the infrastructure & communication, such as holding meetings virtually, allowing for virtual intakes of clients & electronic collection of documentation that may be useful in future health emergencies.

To prevent future infectious disease outbreaks among people experiencing homelessness, public health officials will provide instructions on how to protect oneself. This may include information on sheltering in place, hand washing, clinic operations, personal protective equipment, or how to receive preventive medications. Instructions will be available via: Bergen County Health website, Bergen County Emergency website local boards of health, local municipal communication systems, newspapers, Radio, telephone information lines at 201-225-7000, and television stations. DHS also offers health related updates through their email listserv.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section VII.B.1.o.	
	Describe in the field below how your CoC effectively equipped providers to prevent or limit infectious disease outbreaks among program participants by:	
1.	sharing information related to public health measures and homelessness, and	

	2. facilitating communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.
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**(limit 2,500 characters)**

The CoC utilizes a number of methods to distribute information regarding safety measures, local restrictions and vaccine implementation as well as updates on emerging public health related issues. Updates are provided in real time regarding agency operation changes, safety measures, best practices, etc through the CoC mailing list. As needed, notices may be sent out on a daily basis to ensure information is shared in a timely manner. The CoC lead may also directly call the shelters, the coordinated entry committee chair and local welfare agency on a regular basis to evaluate needs, provide updates on programs, coordinate mobile testing and vaccine implementation.

The CoC continues to hold its regular membership meetings. Meetings are held via Zoom to ensure access and continued safety. COVID- 19 updates and programming became and still is a standing agenda item for all meetings. As needs change, other public health concerns will be included as standing agenda items on the regular meeting agenda. All agencies were encouraged to provide updates and any new programming at these meetings.

Through the pandemic, the CoC has also greatly increased communication between public health agencies and service providers. These agencies have become an integral part of the CoC and continue to provide information, screening, testing and general health services on site to clients residing at emergency shelters and in programs.

1D-9.	Centralized or Coordinated Entry System–Assessment Process.	
	NOFO Section VII.B.1.p.	

Describe in the field below how your CoC's coordinated entry system:

1.	covers 100 percent of your CoC's geographic area;
2.	uses a standardized assessment process; and
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.

**(limit 2,500 characters)**

(1&2) ES, TH and Street Outreach (SO) programs conduct the CA tool on all households at intake & enter the info in HMIS. To maximize coverage any agency encountering homeless persons may administer the VI- SPDAT & submit a copy to the Bergen County Housing Health and Human Service Center (BCHHH) Next Step Program (Next Step). Next Step enters client info in HMIS for inclusion on the housing prioritization list. Through the network of trained and affiliated service providers, the CoC has full coverage of the geographic region. BCHHH has relationships with police departments & hospitals & regularly trains stakeholders to refer all homeless persons to BCHHH. Police routinely transport unsheltered persons to BCHHH where the Next Step program completes assessments.

(3) The Housing Prioritization List (HPL) is created on a weekly basis using HMIS and, because of this, is regularly updated based on feedback from participating projects. For example, the coordinated entry committee recently identified a need to resort the prioritization list based on homeless location, rather than the prioritization score. Within a few days, the HPL had been updated to meet the needs of the community. Additionally, the CoC has two methods for obtaining consumer feedback: 1) satisfaction surveys are provided to all program clients annually, and 2) the Bergen County Advisory Board, a committee of persons with lived experience, that regularly attends CE/CoC meetings and offers feedback. The CoC leadership prioritizes incorporating this information into program policies and procedures to ensure that all services are delivered in an equitable manner and meet the needs of people who are experiencing homelessness.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section VII.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;	
2.	prioritizes people most in need of assistance;	
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and	
4.	takes steps to reduce burdens on people using coordinated entry.	

(limit 2,500 characters)

(1) BCHHH trains CoC community groups to inform them of services & encourage agencies to connect persons to BCHHH. Engaged stakeholders include police departments, hospitals, local business districts, the faith-based communities & local community organizations. Street outreach (SO) teams work with these groups & homeless persons to identify locations & effective engagement strategies. These partnerships help the CoC engage persons that don't usually come in for services. SO works daily to engage the most service-resistant, unsheltered clients countywide to connect them with shelter, services and coordinated entry.

(2&3) All persons are assessed using VI-SPDAT at intake or upon connection to the BCHHH & entered into HMIS. The Housing Prioritization List (HPL) is generated weekly, & organized by homeless status, vulnerability, veteran status, current location (prioritizing those on the streets) & length of time homeless. PH providers review the list when vacancies arise & pull referrals from the top of list identifying the highest prioritized person eligible for their program. BCHHH & the Next Step program host monthly case conferencing meetings to discuss vacancies, new additions to the list and service needs, The CoC is working on a new process whereby clients with a VI-SPDAT score at or above 6 are referred to PSH and clients with a VI-SPDAT 5 or below are referred to RRH.

(4) The CE program is continuously getting feedback regarding the process and working to reduce barriers experienced by clients going through the program. To address some barriers, and specifically through implementation of the EHV program, the CE committee and County Welfare agency have worked to streamline access to client's income and in some case identification documents. The CoC also identified a barrier with clients obtaining their verification of disability (VOD); to mitigate the barrier, the CoC identified staff at a specific agency that can give the VOD and created a process to refer clients to said staff member. Additionally, the CoC CE committee begins working with clients right away on documentation collection so when a housing opportunity is available there are no delays due to documentation.

1D-10.	Promoting Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section VII.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	11/01/2019

1D-10a.	Process for Analyzing Racial Disparities—Identifying Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section VII.B.1.q.	

Describe in the field below:	
1.	your CoC's process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and
2.	what racial disparities your CoC identified in the provision or outcomes of homeless assistance.

**(limit 2,500 characters)**

(1) The CoC has used two primary methods for evaluating whether racial disparities are present. The first is a system wide analysis evaluating the racial breakdown of households entering the system, what programs they are served in, what their housing outcomes and discharge destinations are. The goal of this evaluation is to see whether there is an overrepresentation in the overall system as well as any one project type and/or the success rate in any project type. The second method used by the CoC is an analysis of coordinated entry specifically. Factors that are evaluated include overall racial breakdown of those served in CE versus the system as a whole, vulnerability scores, referral locations and then discharge destination. The goal of this evaluation is to determine whether the coordinated entry system has any factors built into the system that may be leading to racial disparities in the system and the type of housing opportunities households have access to.

(2) Through these evaluations, the CoC found that there is an overrepresentation of Black/African American and Hispanic/Latino households in the homeless system when compared to the geographic area's overall representation. Additionally, the CoC saw that households identifying as Hispanic/Latino were oftentimes referred to transitional housing or received no housing support, although they may be eligible for both RRH/PSH. The CoC lead is currently evaluating whether some of the disparities seen are attributed to specific programmatic or documentation issues that can be adjusted.

1D-10b.	Strategies to Address Racial Disparities.	
	NOFO Section VII.B.1.q.	

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	



12.		
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1D-10c.	Actions Taken to Address Known Disparities.	
	NOFO Section VII.B.1.q.	

Describe in the field below the steps your CoC and homeless providers have taken to address disparities identified in the provision or outcomes of homeless assistance.

**(limit 2,500 characters)**

In 2020-2021, the CoC initiated a two-fold racial equity project. The first part of the project entailed the formation of an advisory board, comprised of current or former persons with lived experience to identify barriers and racial inequities in the system. One of the objectives of this advisory board is to integrate these individuals into the CoC planning process so their suggestions for improving racial equity are considered and implemented by the CoC. The second part of the project is to initiate racial equity trainings at the CoC general meetings. These training sessions are meant to educate homeless service providers on how the homeless service system, as it currently stands, may uphold racial inequities, and to train providers on employing a racial equity lens while conducting their work.

Additionally, the CoC lead has reviewed the coordinated entry data with the Executive Committee to try and determine if there are outside factors leading to some of these disparities, such as documentation, which has been identified as a factor that may lead to racial disparities in the system. The lead is also working with the team to review the assessment questions to evaluate whether the questions themselves or the way they are asked would lead to different responses depending on the race or culture of the client seeking services.

1D-10d.	Tracking Progress on Preventing or Eliminating Disparities.	
	NOFO Section VII.B.1.q.	

Describe in the field below the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance.

**(limit 2,500 characters)**

In order to track progress, the CoC will utilize the reports it has run in the past to evaluate the overall racial breakdown and complete a comparison to see if outcomes have changed. The measures used in those reports include a racial breakdown and comparison of overall households served in the different program types, breakdown of chronically homeless households and households identifying disabilities, a breakdown of the vulnerability scores from the coordinated entry as well as referrals and successful exits to PSH, RRH and other housing opportunities. In addition, the length of time it takes for households to be placed will be evaluated. Agencies will also be monitored on how racially/ethnically reflective their direct staff and executive level staff are in comparison to their client population.

1D-11.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC’s Outreach Efforts.	
	NOFO Section VII.B.1.r.	

Describe in the field below your CoC’s outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.

**(limit 2,500 characters)**

The Bergen County Advisory Board of people with lived experience has been actively recruiting additional members to serve on the Advisory Board and other CoC committees, include the Executive Committee. Additionally, housing and shelter providers are regularly asked to refer clients that might be interested in participating. Members of the Advisory Board currently sit on the Executive Committee and Allocations Committee.

1D-11a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section VII.B.1.r.	

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the five categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included and provide input that is incorporated in the local planning process.	4	1
2.	Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.	4	1
3.	Participate on CoC committees, subcommittees, or workgroups.	4	1
4.	Included in the decisionmaking processes related to addressing homelessness.	4	1
5.	Included in the development or revision of your CoC’s local competition rating factors.	4	1

1D-11b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section VII.B.1.r.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

**(limit 2,500 characters)**

Many CoC membership organizations provide professional development and employment opportunities to individuals with lived experience. Professional development activities include access to computers and assistance in applying for employment, resume writing, mock interviews, attending trainings, meeting with vocational mentors, and having access to volunteer opportunities. While these activities focus on employment outside of the organization, multiple organizations hire current or former clients to assist with program operation. Some of the positions that are held at agencies that include persons with lived experience include shelter workers and board members. Clients are hired in these positions with the understanding that through their lived experience they have the knowledge and expertise to work with their peers.

1D-11c.	<b>Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.</b> NOFO Section VII.B.1.r.	
Describe in the field below how your CoC:		
1.	how your CoC routinely gathered feedback from people experiencing homelessness and people who have received assistance through the CoC or ESG program on their experience receiving assistance; and	
2.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness	

**(limit 2,500 characters)**

(1) The CoC gathers feedback from persons with lived experience in a number of ways. The CoC has an Advisory Board of Persons with Lived Experience, and members of the advisory board sit on multiple committees, including the Executive Committee and Allocations Committee. Additionally, programs collect consumer feedback through surveys and focus groups. This information is not only about the coordinated entry program but about the system in general. Areas of concern regarding the system or other programs are shared with the CoC Lead to be addressed with the other programs. Additionally, the annual monitoring also scores agencies on their processes to involve clients in policymaking and program implementation.

(2) The CoC has been working to address the concerns that are being brought up through these feedback loops. First, the CoC was hearing feedback that agencies were not working with clients in a trauma informed or culturally sensitive manner. To help address this, the CoC is looking to contract with a provider to provide cultural competency training for CoC providers, including the County Welfare staff. The CoC lead is also looking into contracting with a provider who can facilitate training around trauma informed care specifically. The Advisory Board also identified a need for a CoC-wide grievance procedure, something that the Executive Committee is currently working on.

1D-12.	<b>Increasing Affordable Housing Supply.</b> NOFO Section VII.B.1.t.	
Describe in the field below at least 2 steps your CoC has taken in the past 12 months that engage city, county, or state governments that represent your CoC's geographic area regarding the following:		
1.	reforming zoning and land use policies to permit more housing development; and	
2.	reducing regulatory barriers to housing development.	

**(limit 2,500 characters)**

The State of NJ monitors municipalities to ensure that they are providing their 'fair share' of the regions need for affordable housing for moderate to low income households. The Mount Laurel Doctrine prohibits discrimination against the poor by the state and municipalities in the exercise of their land use powers. In response to the Mount Laurel Doctrine the NJ Legislature passed the Fair Housing Act which created the Council on Affordable Housing (COAH) to assess statewide needs for affordable housing and allocate that need on a municipal fair share basis. COAH evaluates each municipality and ensures that they review and approve housing plans that meet their affordable housing obligations.

The CoC Lead is the office that oversees the County's HOME funding and works to ensure that new projects include set aside units for persons experiencing homelessness. These projects are required to obtain referrals through the CoC's coordinated entry program for the set aside units.

Additionally, the CoC reviews all Low Income Housing Tax Credit projects seeking state funds. Under the LIHTC program, projects with units set aside for people experiencing homelessness or other special needs populations receive bonus points. Projects looking to receive these bonus points must obtain a letter of support from the CoC, and will be required to accept referrals from the CoC's coordinated entry program.

Lastly, the Housing Development Corporation of Bergen County, the non-profit real estate development arm of the Housing Authority of Bergen County, sits on the CoC Executive Committee and is actively developing units for the homeless population.

## 1E. Project Capacity, Review, and Ranking–Local Competition

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.	
	NOFO Section VII.B.2.a. and 2.g.	
	You must upload the Local Competition Deadline attachment to the 4B. Attachments Screen.	

	Enter the date your CoC published the deadline for project applicants to submit their applications to your CoC's local competition.	06/03/2022
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1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.	
	You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.	
	Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes
5.	Used data from comparable databases to score projects submitted by victim service providers.	No

<b>1E-2a.</b>	<b>Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.</b>	
	NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.  
 Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	209
2.	How many renewal projects did your CoC submit?	19
3.	What renewal project type did most applicants use?	PH-PSH

<b>1E-2b.</b>	<b>Addressing Severe Barriers in the Local Project Review and Ranking Process.</b>	
	NOFO Section VII.B.2.d.	

- Describe in the field below:
- |    |   |
|----|---|
| 1. | how your CoC collected and analyzed data regarding each project that has successfully housed program participants in permanent housing;   |
| 2. | how your CoC analyzed data regarding how long it takes to house people in permanent housing;  |
| 3. | how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and |
| 4. | considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.  |

**(limit 2,500 characters)**

(1) Project evaluation includes: (a) program performance; agencies were awarded 10 points for having high rates of housing retention; 10 points for having low rates of recidivism; 10 points for maintaining or increasing unearned income; 10 points for obtaining or increasing earned income; 10 points for increasing or maintaining both earned and unearned income and 10 points for quickly filling vacancies. (b) Project evaluation also includes the local application. Projects were awarded 3 points for serving the chronically homeless, up to 5 points based on project type and 3 points for having low barrier admissions and low barriers to reduce terminations and increase project retention.

(2) The program performance review include evaluation on recidivism from the program. The CoC will be adding length of time to achieve housing to the 2023 local selection process.

(3&4) The CoC prioritizes funding for projects serving the chronically homeless population. 3 points are awarded in the scoring process to projects dedicating their beds to the chronically homeless. Additionally, the CoC prioritizes projects implementing a housing first framework as these programs are better equipped to serve highly vulnerable populations and implement policies and services designed to support and stabilize highly vulnerable people in housing. 3 points are awarded to projects implementing a housing first model and renewal project monitoring includes points for programs that provide adequate training to staff on best practices such as housing first and motivational interviewing.

For renewal projects, the program performance review takes into consideration the vulnerability of the population served when reviewing outcomes. Projects are evaluated on their ability to help participants obtain and maintain cash benefits and non-cash benefits. Connection to employment income and increases in employment income are only evaluated for program participants not connected to SSI/SSD. A total of 10 points are awarded on the performance review for connecting non-SSI/SSD clients to employment income.

1E-3.	Promoting Racial Equity in the Local Competition Review and Ranking Process.	
	NOFO Section VII.B.2.e.	
	Describe in the field below:	
1.	how your CoC obtained input and included persons of different races, particularly those over-represented in the local homelessness population;	
2.	how the input from persons of different races, particularly those over-represented in the local homelessness population, affected how your CoC determined the rating factors used to review project applications;	
3.	how your CoC included persons of different races, particularly those over-represented in the local homelessness population, in the review, selection, and ranking process; and	
4.	how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	

(limit 2,500 characters)

(1) Due to issues with conflict of interest, the Review Committee that determined rating factors used to review project applications was confined to a small group of individuals but did contain representation from diverse cultural and ethnic groups, particularly those over-represented in the local homeless population.

(2) The CoC's Review Committee members has representation from diverse cultural and ethnic groups. The role of this committee is to review and approve all CoC policies, procedures; members of the committee also rank and review project selections and approve overall funding decisions. One individual with lived experience has also been identified to join the Review Committee for future competitions in order to provide insight into the review, selection, and ranking process. (3) The Review Committee took into careful consideration whether projects prioritize the most vulnerable populations, including those vulnerable racial groups that are overrepresented in the CoC's homeless population. The CoC prioritizes projects that identify barriers and creates solutions; for example, the CoC highly ranked and funded a new DV joint TH-RRH program to accommodate additional individuals experiencing homelessness in Bergen County as a result of DV.

(4) Through the input of the committee and the work the CoC was doing around racial equity, questions were added to the local CoC application in 2022 to better understand how agencies are utilizing consumer input and addressing racial disparities. Questions included describing the diversity among the agency, including leadership staff, how the agency uses input from persons with lived experience to adjust service delivery if necessary, what strategies they are using to address racial disparities, and how they work to deliver services in a manner that is culturally and linguistically competent.

<b>1E-4.</b>	<b>Reallocation—Reviewing Performance of Existing Projects.</b>	
	NOFO Section VII.B.2.f.	

Describe in the field below:	
1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;
2.	whether your CoC identified any projects through this process during your local competition this year;
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.

**(limit 2,500 characters)**



(1) The CoC issues a request for new and renewal projects each cycle. Projects are evaluated on agency capacity, program fit with local priorities and project soundness. Renewal projects are also scored on compliance with HUD regs and program performance. The Performance & Evaluation committee reviews project application, performance, monitoring results, and expenditure rates. Projects returning an average of 20%+ of funding over the previous 3 years and programs with significant compliance and outcome issues will be reviewed for reallocation. The committee may request additional information including current monthly expenditure rates and proposed changes to implementation before making final determinations.

(2) The CoC did identify projects through this process during the local competition this year. (3)The CoC did not reallocate any funds from projects during its local competition this year.

(4) The CoC did not identify any projects through this process, as these projects continue to serve a critical need within the CoC and are high performing in regard to the other performance measures they were evaluated on.

1E-4a.	Reallocation Between FY 2017 and FY 2022.	
	NOFO Section VII.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2017 and FY 2022?	No
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1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject or reduce any project application(s)?	No
2.	Did your CoC inform applicants why their projects were rejected or reduced?	No
3.	If you selected Yes for element 1 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	

1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	09/08/2022
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1E-5b.	<b>Local Competition Selection Results–Scores for All Projects.</b>	
	NOFO Section VII.B.2.g.	
	You must upload the Final Project Scores for All Projects attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Applicant Names; 2. Project Names; 3. Project Scores; 4. Project Rank–if accepted; 5. Award amounts; and 6. Projects accepted or rejected status.	Yes
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1E-5c.	<b>1E-5c. Web Posting of CoC-Approved Consolidated Application.</b>	
	NOFO Section VII.B.2.g.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC’s website or partner’s website–which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/27/2022
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1E-5d.	<b>Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.</b>	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application has been posted on the CoC’s website or partner’s website.	09/27/2022
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## 2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>2A-1.</b>	<b>HMIS Vendor.</b>	
	Not Scored—For Information Only	

	Enter the name of the HMIS Vendor your CoC is currently using.	Foothold Technology, Inc.
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<b>2A-2.</b>	<b>HMIS Implementation Coverage Area.</b>	
	Not Scored—For Information Only	

	Select from dropdown menu your CoC's HMIS coverage area.	Single CoC
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<b>2A-3.</b>	<b>HIC Data Submission in HDX.</b>	
	NOFO Section VII.B.3.a.	

	Enter the date your CoC submitted its 2022 HIC data into HDX.	04/29/2022
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<b>2A-4.</b>	<b>Comparable Database for DV Providers—CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.</b>	
	NOFO Section VII.B.3.b.	

	In the field below:	
	1. describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in databases that meet HUD's comparable database requirements; and	
	2. state whether your CoC is compliant with the 2022 HMIS Data Standards.	

**(limit 2,500 characters)**

(1) Center for Hope and Safety (CHS), the designated DV agency in Bergen County, uses Apricot, a HMIS comparable database and is required to submit weekly de-identified data on persons served in emergency shelter and transitional housing for inclusion on the housing prioritization list. This data is combined with HMIS data from shelter and outreach providers to develop a comprehensive list of those experiencing homelessness in the community. Information on survivors of DV is pulled from both the DV specific agencies as well as the general sheltering and outreach programs in the community to better understand the scope of the population in Bergen County. Additionally, the CoC collects data on DV experiences through the annual point in time count. Data from those fleeing domestic violence is analyzed to determine the characteristics of DV survivors and service needs as identified on the point in time survey. Ultimately, CHS works in conjunction with the CoC and HMIS leads to ensure all reporting requirements are met.

(2) The CoC is in compliance with the 2022 HMIS Data Standards.

2A-5.	Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.	
	NOFO Section VII.B.3.c. and VII.B.7.	

Enter 2022 HIC and HMIS data in the chart below by project type:

Project Type	Total Beds 2022 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds	195	80	115	100.00%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	190	40	150	100.00%
4. Rapid Re-Housing (RRH) beds	64	0	61	95.31%
5. Permanent Supportive Housing	465	0	384	82.58%
6. Other Permanent Housing (OPH)	41	0	41	100.00%

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.	
	NOFO Section VII.B.3.c.	

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

- |    |  |
|----|--|
| 1. | steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and |
| 2. | how your CoC will implement the steps described to increase bed coverage to at least 85 percent.                                     |

**(limit 2,500 characters)**

The PSH project that is leading the CoC to have a bed coverage rate of 82.6% is HUD VASH (81 units that are not HMIS participating). While the VA is an active member of the CoC, there has been no commitment as of yet to enter information into HMIS as the agency has a different reporting system. The CoC's main strategy for increasing the coverage rate for PSH is to create more beds to incorporate into HMIS.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section VII.B.3.d.	

Did your CoC submit LSA data to HUD in HDX 2.0 by February 15, 2022, 8 p.m. EST?	Yes
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## 2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section VII.B.4.b	

	Enter the date your CoC conducted its 2022 PIT count.	01/25/2022
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2B-2.	PIT Count Data–HDX Submission Date.	
	NOFO Section VII.B.4.b	

	Enter the date your CoC submitted its 2022 PIT count data in HDX.	04/29/2022
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2B-3.	PIT Count–Effectively Counting Youth.	
	NOFO Section VII.B.4.b.	

	Describe in the field below how during the planning process for the 2022 PIT count your CoC:	
1.	engaged stakeholders that serve homeless youth;	
2.	involved homeless youth in the actual count; and	
3.	worked with stakeholders to select locations where homeless youth are most likely to be identified.	

**(limit 2,500 characters)**

The CoC worked with the Homeless Youth Taskforce which includes youth service providers and youth who have experienced homelessness to develop an outreach plan for engaging youth in the Point in Time Count. The taskforce assisted the PIT committee in identifying youth specific locations to target such as local malls and community colleges. The committee worked with the taskforce to educate providers serving youth about the survey and the importance of the count.

<b>2B-4.</b>	<b>PIT Count–Methodology Change–CoC Merger Bonus Points.</b>	
	NOFO Section VII.B.5.a and VII.B.7.c.	

In the field below:

1.	describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable;
2.	describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable; and
3.	describe how the changes affected your CoC's PIT count results; or
4.	state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2022.

**(limit 2,500 characters)**

Not Applicable

## 2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>2C-1.</b>	<b>Reduction in the Number of First Time Homeless–Risk Factors Your CoC Uses.</b>	
	NOFO Section VII.B.5.b.	
	In the field below:	
	1. describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;	
	2. describe your CoC’s strategies to address individuals and families at risk of becoming homeless; and	
	3. provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time	

**(limit 2,500 characters)**



(1) The CoC collects information on cause of homelessness and homeless history through the Point in Time data annually. Analysis of the PIT and HMIS data provide information about the risk factors associated with first time homelessness. The Leadership committee reviews this data on an annual basis. The Chronic/At- Risk committee also reviews data on a case-by-case basis through monthly case conferencing and identifies patterns in causes of homelessness and other associated risk factors which are reported to the Leadership committee.

(2) Strategies developed to address these issues included:

- Strengthening coordination of prevention resources. Stakeholders administering prevention resources are part of a committee to review prevention resources and develop coordination protocols to better target resources and share information.
- Increase prevention/diversion resources – Bergen County has implemented a County Homeless Trust Fund which provides flexible funding to assist in efforts to end homelessness. A portion of the funding raised annually is allocated to prevention programs targeting families and individuals at 30% - 80% of AMI filling a gap for those households at risk of homelessness that do not qualify for ESG or other state and federal funds.
- Single Point of Entry – the Bergen County Housing Health and Human Service Center provides a single point of access for those at risk of homelessness to connect to prevention services. Through the center, coordination of mainstream benefits, employment services and legal services help to stabilize precariously housed persons in order to prevent unnecessary entry into the sheltering system.

(3) The CoC Leadership committee, which includes persons with lived experience, is responsible for reviewing progress and the Bergen Center and Division of Community development responsible for oversight and implementation.

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section VII.B.5.c.	
	In the field below:	
1.	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;	
2.	describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.	

(limit 2,500 characters)

(1) Strategies to reduce the LOT homeless include: •The coordinated assessment housing prioritization list (HPL) prioritizes households by vulnerability and length of time homeless. •The Division of Community Development funded housing stabilization services through the Bergen Housing Health and Human Services Center (BCHHH). The program offers support to the homeless to connect them to housing resources and PH placement. •The CoC coordinates housing opportunities through the BCHHH including HCV, HOME TBRA and state funded rental assistance which is paired with the housing search and placement services funded locally. •The CoC targets RRH to households with minimal barriers to prevent them from becoming long-term homeless. The CoC encourages provider to apply for State funding for ESG and is looking to partner with the mainstream benefits program to expand the way those resources are utilized to model a RRH response.

(2) The Coordinated Assessment is completed by all sheltering and outreach programs. Persons connected to the BCHHH who aren't staying the shelter complete the assessment when they access services at the center. The VISPDAT is used to identify vulnerability and homeless history to identify households with the longest histories of homelessness. The HPL is ranked by vulnerability and length of time homeless. Housing providers work from the top of the HPL to fill vacancies. At monthly case management meetings housing, shelter, outreach and service providers talk through difficult cases and strategize solutions. Monthly case conferencing identifies people that remain on the list too long and brainstorm solutions. Through these efforts the CoC has been able to maintain functional zero of chronic and veterans homelessness.

(3) The CoC Leadership committee, which includes persons with lived experience, is responsible for oversight and the Case Conferencing committee is responsible for implementing strategies.

2C-3.	<b>Exits to Permanent Housing Destinations/Retention of Permanent Housing–CoC's Strategy</b>	
	NOFO Section VII.B.5.d.	
	In the field below:	
	1. describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;	
	2. describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and	
	3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.	

**(limit 2,500 characters)**

(1) Strategies include: •The Bergen PHA (HABC) has a homeless preference for the HCV program. HABC works with the Chronic/At Risk subcommittee to target households from the Housing Prioritization (HPL) list to fill HCV vacancies •The CoC is working to connect prevention programs with security deposits and first month rent to the coordinated assessment. •Bergen County has dedicated local funds to cover the cost of supportive services for households in need of moderate levels of time limited support to succeed in housing. The household connected to this program receive rental assistance through the HABC and are provided with support services to obtain housing and maintain stability. •The CoC is seeking funding through the FY2021 application to implement a larger Housing Search and Placement program for persons utilizing shelter and transitional housing to expedite their exit to PH •The CoC is exploring ways to increase RRH resources to increase opportunities for persons in ES and TH to exit to permanent housing.

(2) Strategies for maintaining high levels of stability in permanent housing include: •HABC notifies agencies when households miss 2 rent payments so case managers can intervene to assist the household in communicating with the landlord and develop a payment plan that works for them •The Bergen Housing Health and Human Service Center (BCHHHC) has an open door policy so former clients previously sheltered in the facility can return for support and community connection. The BCHHHC is able to maintain contact with former residents and assist with connecting them to community services when housing stability is threatened. •The Division of Community Development (BCCD) has funded support services to assist households in accessing additional services to maintain housing stability.

(3) The CoC Leadership committee, which includes persons with lived experience, is responsible for reviewing progress and the Bergen Center and Division of Community development and Case Conferencing committee are responsible for oversight and implementation.

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section VII.B.5.e.	
	In the field below:	
1.	describe your CoC's strategy to identify individuals and families who return to homelessness;	
2.	describe your CoC's strategy to reduce the rate of additional returns to homelessness; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.	

**(limit 2,500 characters)**

- (1) At program intake shelters, transitional housing and outreach programs collect data on homeless history to determine if a participant has been homeless in the recent past. The Bergen Housing Health and Human Service Center assesses all persons seeking services and identifies persons previously housed that return to the shelter. When those individuals return, their cases are prioritized at the monthly case conferencing meetings.
- (2) The CoC works to reduce returns to homelessness through prioritizing programs that operate using a Housing First Model. These programs are monitored for adherence to the model to ensure low barrier program entry and specialized client centered services to reduce terminations. The CoC has invested additional funding to ensure appropriate levels of support services are connected to permanent housing. All projects have sufficient levels of case management to address the needs of highly vulnerable populations. Coordinated Assessment vulnerability scores are used to assist in identifying appropriate levels of supportive housing. Households with lower levels of vulnerability are connected with rapid rehousing while households with higher levels are connected to permanent supportive housing.
- (3) The CoC Leadership committee, which includes persons with lived experience, is responsible for reviewing progress and the Bergen Center and Division of Community development responsible for oversight and implementation.

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section VII.B.5.f.	

In the field below:	
1.	describe your CoC's strategy to access employment cash sources;
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their cash income; and
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

**(limit 2,500 characters)**

- (1) The CoC partners with workforce development through an MOU to help connect persons utilizing the Housing Health and Human Service Center (BCHHH) to employment services. Staff from workforce provide services out of BCHHH on a weekly basis and assist clients with completing employment assessments, resume writing, job search and additional resources to secure employment. PH programs complete assessments of clients at program entry to determine if employment should be part of their service plan and connect them with mainstream employment services to help them access employment.
- (2) The CoC has begun conversations with the Workforce Investment Board to identify strategies to successfully help households engage in and maintain employment. Through the BCHHH and PH providers, the CoC will develop specialized training and employment search services to assist homeless and formerly homeless households.
- (3) The CoC Leadership committee, which includes persons with lived experience, is responsible for reviewing progress and the Bergen Center and Division of Community development responsible for oversight and implementation.

2C-5a.	Increasing Non-employment Cash Income—CoC's Strategy	
	NOFO Section VII.B.5.f.	
	In the field below:	
	1. describe your CoC's strategy to access non-employment cash income; and	
	2. provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.	

**(limit 2,500 characters)**

(1) New Jersey had updated regulations impacting access to cash benefits and emergency assistance benefits. The CoC has worked to ensure all providers are aware of the program changes by including discussion of the program in bimonthly CoC meetings and encouraging all programs to reconnect clients not currently enrolled in cash assistance to the Board of Social Services (BSS) for a re-evaluation of eligibility. CoC protocols require all agencies to refer clients to BSS at intake to determine eligibility for cash and non-cash benefits. Program case managers are listed as alternate contacts on new applications for assistance so agencies can assist clients with navigating the process. Agencies provide supports such as accompanying clients to appointments, assisting with securing documentation and following up on applications to ensure benefits are secured. BSS staff are co-located at the Bergen Housing Health and Human Services Center (BCHHH), the CoCs one-stop facility for homeless services once a week and facilitate client enrollment in benefits on site as well as schedule follow-up appointments as necessary. Legal Services is an active partner with on-site hours scheduled at BCHHH on a regular basis. Legal Services participates in monthly case conferencing meetings and assist clients in filing appeals when they have been denied benefits. When veterans are identified at BCHHH, upon signing of release forms, their info is sent to the Bergen County Division of Veterans Services where staff check eligibility and enrollment in VA services. For eligible clients not fully connected, Vet Services coordinates with BCHHH to schedule appointments and collect required documents to complete the enrollment process.

(2) The CoC Leadership committee, which includes persons with lived experience, is responsible for reviewing progress and the Bergen Center and Division of Community development responsible for oversight and implementation.

### 3A. Coordination with Housing and Healthcare

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>3A-1.</b>	<b>New PH-PSH/PH-RRH Project–Leveraging Housing Resources.</b>	
	NOFO Section VII.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	No
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<b>3A-2.</b>	<b>New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.</b>	
	NOFO Section VII.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	No
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<b>3A-3.</b>	<b>Leveraging Housing/Healthcare Resources–List of Projects.</b>	
	NOFO Sections VII.B.6.a. and VII.B.6.b.	

If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.

Project Name	Project Type	Rank Number	Leverage Type
This list contains no items			

### 3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

<b>3B-1.</b>	<b>Rehabilitation/New Construction Costs–New Projects.</b>	
	NOFO Section VII.B.1.s.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
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<b>3B-2.</b>	<b>Rehabilitation/New Construction Costs–New Projects.</b>	
	NOFO Section VII.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD’s implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

**(limit 2,500 characters)**

### 3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section VII.C.	

	Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
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3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section VII.C.	

You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.

If you answered yes to question 3C-1, describe in the field below:

1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,500 characters)



## 4A. DV Bonus Project Applicants

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section II.B.11.e.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	Yes
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4A-1a.	DV Bonus Project Types.	
	NOFO Section II.B.11.e.	

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2022 Priority Listing.

	Project Type	
1.	SSO Coordinated Entry	No
2.	PH-RRH or Joint TH and PH-RRH Component	Yes

**You must click "Save" after selecting Yes for element 1 SSO Coordinated Entry to view questions 4A-2, 4A-2a. and 4A-2b.**

4A-3.	Assessing Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects in Your CoC's Geographic Area.	
	NOFO Section II.B.11.(e)(1)(c)	

1.	Enter the number of survivors that need housing or services:	201
2.	Enter the number of survivors your CoC is currently serving:	134
3.	Unmet Need:	67

4A-3a.	How Your CoC Calculated Local Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
NOFO Section II.B.11.e.(1)(c)		
Describe in the field below:		
1.	how your CoC calculated the number of DV survivors needing housing or services in question 4A-3 element 1 and element 2; and	
2.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects); or	
3.	if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.	

(limit 2,500 characters)

1.The CoC evaluated all households identifying DV experience as recorded in HMIS. HMIS data was combined with administrative data from the DV provider to understand how many persons accessed ES, TH and street outreach reflecting the number the CoC is currently serving. Analysis of persons with disabling conditions and households not able to identify housing on their own at program exit was used to determine the number in need of housing or services.

2.The data source was HMIS data, which was combined with administrative data from the DV provider

3.Even before the pandemic hit, DV survivors in Bergen County long faced a critical need for safe housing. There is a shortage of affordable and available rentals for extremely low-income renter households in Bergen County. Many survivors of DV have suffered economic abuse. This abuse often leads to poor credit and rental histories, lack of steady employment, housing discrimination and loss of subsidized or other affordable housing. Also, for DV survivors from marginalized communities, the struggle to find safe, affordable housing is even greater. The unprecedented health and economic crisis presented by the COVID-19 pandemic has increase the need for housing for survivors short-term and permanent, stable housing. Now, with domestic violence safe homes struggling to meet the needs of survivors while maintaining safe, communal living spaces, the need to permanent housing placements and for opportunities for survivors to move quickly to safe, stable housing has dramatically increased. These are a few barriers that will be addressed with the new joint TH-RRH project.

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
NOFO Section II.B.11.e.(1)(d)		
Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects—only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.		

<b>Applicant Name</b>
Center for Hope a...

## Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2022 Priority Listing:

1.	Applicant Name	Center for Hope and Safety
2.	Project Name	Transitional Housing-Rapid Rehousing EXPANSION 2022 for FY2023
3.	Project Rank on the Priority Listing	20
4.	Unique Entity Identifier (UEI)	RFGHJASDY7T8
5.	Amount Requested	\$676,481
6.	Rate of Housing Placement of DV Survivors—Percentage	50%
7.	Rate of Housing Retention of DV Survivors—Percentage	100%

4A-3b.1.	Applicant Experience in Housing Placement and Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(c)	

For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below

1.	how the project applicant calculated both rates;
2.	whether the rates accounts for exits to safe housing destinations; and
3.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

**(limit 1,500 characters)**

1&2. The Applicant collected and analyzed de-identified aggregate data for DV households served over a 1-year period. Housing Placement rates are calculated by destination from ES and TH. PH exits include new placements, acquiring old resident from perpetrator, permanently living with friends and family, or other shared living arrangements. The rate was calculated by total PH exits divided by total program exits. Housing Retention rates are calculated based on former residents who remain engaged in services that retain housing.

3. Data is collected from a HMIS comparable system and administrative data, provided by the DV service provider.

4A-3c.	Applicant Experience in Providing Housing to DV Survivor for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Describe in the field below how the project applicant:

1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;
3.	determined which supportive services survivors needed;
4.	connected survivors to supportive services; and
5.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

**(limit 2,500 characters)**

(1-4). Clients and referrals for the TH/RRP will follow the same CHS coordinated entry points and protocols as the Safe House emergency shelter, Transitional Housing Program, and Community Service clients, via the hotline at the Safe House or Rochelle Park Community Center. The Community Center will also be able to receive referrals from all other referral sources in the county. During initial intake, clients will be screened by a Case Manager, and the following criteria will be used to determine eligibility:

- All individuals or families must be either current or past victims of domestic violence and/or sexual abuse. If they are fleeing an abuser and in imminent danger, then they will be prioritized for emergency shelter before transitional housing.
- All domestic violence victims (individuals or families) must demonstrate that they are currently experiencing homelessness, at risk of being homeless, or have a history of chronic homelessness according to the HUD definition of homelessness: (1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter.
- Potential TH/RRP clients will not be screened out based on pre-existing medical conditions, substance abuse, criminal records, employment status, or participation in case management services
- In order to be eligible for tenant-based rental assistance within the TH/RRP, domestic violence victims' family income must not exceed 50% of the area median family income which for FY2021 in Bergen County is \$54,700 (family of four).

CHS' programs and services are provided for up to two years, and longer if needed/on a case-by-case basis.

(5) Clients will be guided in a comprehensive rehousing plan by our embedded Economic Empowerment Team, which includes a Job Developer, Career Counselor and a Housing Counselor. While the clients are receiving the subsidy, this team will serve a key role in the TH/RRH Program to bolster the sustainability of housing for the clients. The Job Developer works with local businesses to identify and source employment opportunities for clients; the Career Counselor offers support services designed to enable survivors to secure and sustain employment, including employment counseling, education, vocational workshops, occupational training and job retention counseling.

4A-3d.	Applicant Experience in Ensuring DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
NOFO Section II.B.11.e.(1)(d)		
Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:		
1.	taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;	
2.	making determinations and placements into safe housing;	
3.	keeping information and locations confidential;	
4.	training staff on safety and confidentiality policies and practices; and	
5.	taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.	

**(limit 2,500 characters)**

All staff attend the 40 hours statewide DV training, which covers all aspects of safety planning and training. Moreover, staff are offered bi-monthly in-service trainings, webinars, and talks on trauma informed care, safety, self-care, mental health topics, and pertinent social service topics.

All of the clinical case managers have their own private office, or easy access to a private meeting room. We also have white noise machines to ensure that conversation sounds do not carry outside the meeting room.

Center for Hope and Safety (CHS) promotes confidentiality of each individual survivor that we serve. When interviewed it is always in a safe, confidential location with all necessary protection for their ability to speak freely, openly & with confidence that their conversations are private. All of the clinical case managers have their own private office, or easy access to a private meeting room. CHS also have white noise machines to ensure that conversation sounds do not carry outside the meeting room.

As part of the intake, survivors are empowered with tools to engage in their own safety assessment. Survivors are given the choice to select an apartment that makes them feel safe and secure.

The project and the agency has a 1.5 FTE property manager who maintains the alarm system, security camera, indoor and outdoor lighting, locks and bolts on the door, window bars, and any additional facilities needs to ensure the safety and confidentiality of the survivors.

The locations are kept confidential by having all visitors (i.e. service providers, child welfare workers, etc.) sign a confidentiality agreement. The project also ensures the addresses and any related phone numbers are unlisted in directories on the web and any other such directories. The project guidelines, which clearly delineates that the project is solely for the use of survivors, are reviewed with all participants. The buildings and dwellings for the projects' current scattered site transitional housing and emergency shelter is unmarked.

4A-3d.1.	Applicant Experience in Evaluating Their Ability to Ensure DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
NOFO Section II.B.11.e.(1)(d)		

Describe in the field below how the project has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement during the course of the proposed project.

**(limit 2,500 characters)**

The client safety plan is reviewed, not only during the shelter stay, but before a client leaves the shelter or enters rental housing. The review includes a discussion of the possibility that a threat level can change at any time, and includes a review of support systems, how clients can vary their routines, and how to conduct safe child exchanges if they have children in common with the abuser. Staff also review at intake and program exit whether clients have increased knowledge about resources available to them and safety planning. When clients leave the program, 90% report knowing more about safety and resources than when they entered. These are two primary outcomes we know to be most valuable to a client’s long-term success and safety.

The Case Manager maintains contact with clients through weekly, monthly and quarterly assessments, and the client will also call the case manager with any emerging concerns. Through this contact, it was determined that of the 91 households successfully housed, only 5 number were again victimized by the abuser while they were in housing. Despite precautions to keep housing location confidential and other security measures, the problem nevertheless occurred due to abusers violating their restraining orders and stalking victims whereabouts; hacking their phones to obtain personal information; and, using their shared children to extract information about the victim’s whereabouts.

4A-3e.	Applicant Experience in Trauma-Informed, Victim-Centered Approaches for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	
	Describe in the field below examples of the project applicant’s experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:	
1.	prioritizing placement and stabilization in permanent housing consistent with the program participants’ wishes and stated needs;	
2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;	
3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;	
4.	emphasizing program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;	
5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;	
6.	providing a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and	
7.	offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.	

**(limit 5,000 characters)**

1.All of the available locations and options are presented to survivors, who are able to choose based on their preference for location and their self-assessment of safety.

2.All levels of service and participation is completely voluntary for clients. The advice, support and counseling is offered to clients, with the disclaimer and encouragement that survivors can participate in any way they choose or not. Attendance is not mandatory either. Survivors are also invited to be a part of the agency wide events in the community with all staff. Survivors are invited to be part of the advisory board for the agency to have a voice and representation in the governance of the organization as well.

3.As part of the biopsychosocial intake, survivors are provided with a screening for trauma, and provided psychoeducation on trauma, its impact, symptoms, and referrals for behavioral health intervention if chosen by the survivor.

4.Case Managers complete a biopsychosocial assessment, in which client’s personal and global strengths identified and discussed. Case managers work with clients to empower and leverage their strengths in creating goals, and action steps in achieving and working toward those goals. Even in supporting clients with their homelessness, trauma, and experience with domestic violence, the staff helps clients to identify and emphasize the personal strengths, assets, recovery and separation from the perpetrator. The identification as a survivor is also highlighted, as part of the strength-focused approach.

5.Staff are provided non-discrimination and cultural competency training as part of the mandatory 40-hour training, as well as on a yearly ongoing basis. There is artwork in participants’ areas that is representative of the ages, races, genders, disabilities and religions.

6.In the residential projects, clients are offered on a weekly basis: psychoeducational group, one art therapy group, peer support group, financial literacy group, and bilingual Spanish speaking group.

7.Survivors are offered one-on-one parenting support, parent support group, specialized homework support group, teen parenting support group, as well as referrals to family therapy. Survivors are also provided with childcare support through financial client assistance and through the organization’s volunteer program.

4A-3f.	Applicant Experience in Meeting Service Needs of DV Survivors for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.

(limit 5,000 characters)

CHS case managers and staff across programs facilitate an array of holistic and therapeutic supports for health needs, counseling services, navigating public benefits, education or career guidance, financial skills, legal matters, and finding permanent housing. A Career Counselor and Job Developer have been added to the CHS staff as well. Referrals to mental health care, physical care, dental care, substance use therapy and rehabilitation. Community and Latina Services for clients and their children who have reintegrated back into their communities.

The support services that have been offered by CHS to DV survivors included:

- Wrap around case management and coordination
- Work readiness, financial literacy (i.e. topics include banking, credit history, credit repair, budgeting, savings, money management, debts payoffs etc), and wellness workshops
- Transportation, childcare, and meals
- An award-winning Free Legal Services Program with three full-time attorneys for child support and custody, restraining orders, immigration and divorce matters
- Career counseling series including work preparedness, resume preparation, cover letters, interview skills, using social media in employment searches
- Advocacy for public benefits, including unemployment, healthcare, drug and alcohol treatment, and social services

4A-3g.	Plan for Trauma-Informed, Victim-Centered Approaches for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(e)	

Provide examples in the field below of how the new project will:	
1.	prioritize placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;
2.	establish and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
4.	emphasize program participants' strengths—for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans works towards survivor-defined goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
6.	provide a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

**(limit 5,000 characters)**



1. CHS currently leases units that serve as transitional housing for households experiencing DV. Case Management and Supportive services will be offered to all clients to maximize housing stability and prevent returns to homelessness. Services are survivor-driven, trauma-informed, and voluntary – all of which are recommended best practices for this client base. In addition to providing TH this program will provide 12 months of rental assistance through RRH for families who are ready to transition to permanent housing. These clients will also be offered the same supportive case management services. All of the available locations and options will be presented to survivors, who are able to choose based on their preference for location and their self-assessment of safety. A Housing Counselor, Career Counselor and Job Developer has also been added to the CHS staff to offer support with financial stability.
2. All levels of service and participation will be completely voluntary for clients. The advice, support and counseling will be offered to clients with the disclaimer and encouragement that survivors can participate in any way they choose or not. Attendance will not be mandatory either. Survivors will be invited to be a part of the agency wide events in the community with all staff. Survivors will also be invited to participate in the advisory board for the agency to have a voice and representation in the governance of the organization as well.
3. Program participants will be provided specialized psychoeducation on trauma, its impact, symptoms, and referrals for behavioral health intervention if chosen by the survivor.
4. With client's consent, Case Managers will complete a biopsychosocial assessment, in which client's personal and global strengths identified and discussed. Case managers work with clients to empower and leverage their strengths in creating goals, and action steps in achieving and working toward those goals. Even in supporting clients with their homelessness, trauma, and experience with domestic violence, the staff will help clients to identify and emphasize the personal strengths, assets, recovery, and separation from the perpetrator. The identification as a survivor will also be highlighted, as part of the strength-focused approach.
5. Staff will complete non-discrimination and cultural competency training as part of the mandatory 40-hour training, as well as on a yearly ongoing basis. There will be artwork in participants' areas that is representative of the ages, races, genders, disabilities, and religions.
6. Clients will be offered on a weekly basis: psychoeducational group, one art therapy group, peer support group, financial literacy group, and bilingual Spanish speaking group.
7. Survivors are offered one-on-one parenting support, parent support group, specialized homework support group, teen parenting support group, as well as referrals to family therapy. Survivors are also provided with childcare support through financial client assistance and through the organization's volunteer program.

4A-3h.	Plan for Involving Survivors in Policy and Program Development of New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
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NOFO Section II.B.11.e.(1)(f)

Describe in the field below how the new project(s) will involve survivors with a range of lived expertise in policy and program development throughout the project's operation.

**(limit 2,500 characters)**

The project has methods in place for obtaining consumer input for their current programming which will also be implemented through the expansion project. The agency administers client surveys which help determine if there are changes that need to take place in the program or areas of improvement. For something more immediate, all clients in the program will be made aware that they could go to agency staff if they have concerns with how the project is operating or input for improvements that could be made. The goal of having multiple outlets is for the clients to feel as comfortable as possible providing their input regarding the program.

## 4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

- |    |   |
|----|---|
| 1. | You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.  |
| 2. | You must upload an attachment for each document listed where 'Required?' is 'Yes'.  |
| 3. | We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube. |
| 4. | Attachments must match the questions they are associated with.  |
| 5. | Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process.  |
| 6. | If you cannot read the attachment, it is likely we cannot read it either.   |
|    | <ul style="list-style-type: none"> <li>. We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).</li> <li>. We must be able to read everything you want us to consider in any attachment.</li> </ul>                          |
| 7. | After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.  |

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	1C-7. PHA Homeles...	09/27/2022
1C-7. PHA Moving On Preference	No	1C-7. PHA Moving ...	09/27/2022
1E-1. Local Competition Deadline	Yes	1E-1. Local Compe...	09/27/2022
1E-2. Local Competition Scoring Tool	Yes	1E-2. Local Compe...	09/27/2022
1E-2a. Scored Renewal Project Application	Yes	1E-2a. Scored Ren...	09/27/2022
1E-5. Notification of Projects Rejected-Reduced	Yes	1E-5. Notificatio...	09/27/2022
1E-5a. Notification of Projects Accepted	Yes	1E-5a. Notificati...	09/27/2022
1E-5b. Final Project Scores for All Projects	Yes	1E-5b. Final Proj...	09/27/2022
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		
1E-5d. Notification of CoC-Approved Consolidated Application	Yes		
3A-1a. Housing Leveraging Commitments	No		

3A-2a. Healthcare Formal Agreements	No		
3C-2. Project List for Other Federal Statutes	No		

## **Attachment Details**

**Document Description:** 1C-7. PHA Homeless Preference

## **Attachment Details**

**Document Description:** 1C-7. PHA Moving On Preference

## **Attachment Details**

**Document Description:** 1E-1. Local Competition Deadline

## **Attachment Details**

**Document Description:** 1E-2. Local Competition Scoring Tool

## **Attachment Details**

**Document Description:** 1E-2a. Scored Renewal Project App

## **Attachment Details**

**Document Description:** 1E-5. Notification of Projects Rejected-Reduced

## **Attachment Details**

**Document Description:** 1E-5a. Notification of Projects Accepted

## **Attachment Details**

**Document Description:** 1E-5b. Final Project Scores for All Projects

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## 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. CoC Identification	09/14/2022
1B. Inclusive Structure	09/26/2022
1C. Coordination and Engagement	09/26/2022
1D. Coordination and Engagement Cont'd	09/26/2022
1E. Project Review/Ranking	09/26/2022
2A. HMIS Implementation	09/26/2022
2B. Point-in-Time (PIT) Count	09/26/2022
2C. System Performance	09/26/2022
3A. Coordination with Housing and Healthcare	09/26/2022
3B. Rehabilitation/New Construction Costs	09/26/2022
3C. Serving Homeless Under Other Federal Statutes	09/26/2022



<b>4A. DV Bonus Project Applicants</b>	09/27/2022
<b>4B. Attachments Screen</b>	Please Complete
<b>Submission Summary</b>	No Input Required

## 1C-7. PHA Homeless Preference

- a. Bergen County Housing Authority
- b. Englewood Housing Authority
- c. Fort Lee Housing Authority
- d. Garfield Housing Authority
- e. Lodi Housing Authority

a. Bergen County Housing Authority Preference Documentation



ADMINISTRATIVE PLAN FOR  
THE HOUSING AUTHORITY OF BERGEN  
COUNTY HOUSING CHOICE VOUCHER  
PROGRAM

Presented to the HABC Board of Commissioners:  
Approved by the HA Board of Commissioners:  
Approved by HUD:

## Ch. 4 Section 3: SELECTION FOR HCV ASSISTANCE

### 4.3.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families receive assistance from the waiting list depends on the selection method chosen by the HABC and is impacted in part by any selection preferences that the family qualifies for. The source of HCV funding also may affect the order in which families are selected from the waiting list.

The HABC must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the HABC's selection policies [24 CFR 982.204(b) and 982.207(e)].

### 4.3.B. SELECTION AND HCV FUNDING SOURCES

#### Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the HABC may admit families that are not on the waiting list, or without considering the family's position on the waiting list. The HABC must maintain records showing that such families were admitted with special program funding.

#### Targeted Funding [24 CFR 982.204(e)]

HUD awards HABC funding for a specified category of families on the waiting list. The HABC must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Chapter 4.3.C.

The HABC administers the following types of targeted funding:

- Home Investment Partnerships Program (HOME) Tenant Based Rental Assistance
- Continuum of Care (CoC)
- Non-Elderly Disabled (NED)
- Family Self Sufficiency (FSS)
- Housing Opportunities for Persons With AIDS/HIV (HOPWA)
- Choice mobility under Project Based Vouchers (PBV) including those converted under RAD
- Mainstream (MS5)

#### Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Chapter 4.3.C.

### 4.3.C. SELECTION METHOD

HABC uses the following methods for selecting applicant families from the waiting list, and the following system of admission preferences [24 CFR 982.202(d)].

#### Local Preferences [24 CFR 982.207]

HABC is permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the HABC to establish other local preferences, at its discretion. Any local preferences established must be consistent with the HABC plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

The HABC will offer the following preferences, in the following order:

- Insufficient Funding Termination: for families that have been terminated from the HABC HCV program due to insufficient program funding
- Involuntary Displacement Preference: for families that have been involuntarily displaced and are not living in standard, permanent replacement housing as a result of a federal, state or locally declared disaster; regardless of whether the waiting list is open or not
- Targeted Funding Transfers: for families currently receiving rental assistance from a targeted program and transferring to HCV. RAD conversions receive top priority in voucher issuance under HCV transfers.
- Homeless Preference: for families that are homeless, a guest of a Bergen County emergency shelter or receiving services from a Bergen County emergency shelter and referred through the Coordinated Assessment System for Bergen County; regardless of whether the waiting list is open or not. The HUD definition of homeless will be enforced in determining eligibility of homeless families.

In addition to the homeless eligibility requirements specified, the following additional factors will be considered when determining a household's level of need for receiving homeless preference for receiving assistance.

- No other subsequent housing options have been identified
- The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and
- The household lacks appropriate support networks needed to obtain immediate housing, remain in its existing housing or maintain permanent housing.

These additional criteria require the provision of information to determine the household has no other available housing options, support networks and other financial resources to obtain immediate housing, remain in current housing or maintain permanent housing. Additional criteria will aid in determining that homeless preference and HCV assistance is the most appropriate program for the household.

- Targeted Fund Preferences: for families that meet the qualifying factor of the specific fund. (limited number of participants based on funding award).
- Residency Preference: All Bergen County communities. For families who live, work, have been hired to work, or are participating in a job training and/or vocation program in Bergen County.
- Working / Senior/ Disabled Preference: for families where the head, cohead or spouse is employed, have been hired to work or are participating in a job training and/or vocation program; or to families whose head, co-head, spouse or sole member is elderly or disabled.

### **Income Targeting Requirement [24 CFR 982.201(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the HABC's fiscal year. ELI families are defined as families whose income does not exceed the higher of 30 percent of the area median income or the federal poverty level. To ensure this requirement is met, the HABC may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

The HABC will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

### **Order of Selection**

The HABC system of preferences for selecting families is by date and time of application [24 CFR 982.207(c)]. When selecting families from the wait list HABC is required to use targeted funding to assist only those families who meet the specified criteria, and HABC is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)]. Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the HABC's hierarchy of preferences.

Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the HABC. Except that, families returned to the wait list for having been terminated due to insufficient funding will be assisted in the same chronologic manner, with the first household terminated being the first to be re-instated, except that NED, Mainstream, HUD-VASH and FUP families must be issued vouchers first until the PHA is assisting its required number of special purpose vouchers.

b. Englewood Housing Authority Preference Documentation



## **PART III: SELECTION FOR HCV ASSISTANCE**

### **4-III.A. OVERVIEW**

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

#### **Special Admissions [24 CFR 982.203]**

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

#### **Targeted Funding [24 CFR 982.204(e)]**

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

#### PHA Policy

The PHA does not administer targeted funding:

#### **Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

#### **4-III.C. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

##### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

##### PHA Policy

The PHA will offer a preference to the following applicants in the following order:

1. The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.
2. The PHA will offer a preference to combat veterans who are residents of Englewood.
3. The PHA will offer a preference to homeless applicants referred by the Bergen County Housing, Health and Human Services Center. The homeless applicant must have been a resident of Englewood immediately prior to being homeless.
4. The PHA will offer a preference to others who are living or working or who have been notified that they will be living or working in Englewood.

##### **Income Targeting Requirement [24 CFR 982.201(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

##### PHA Policy

The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

## **Order of Selection**

The PHA system of preferences may select families based on local preferences according to the date and time of application [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

### PHA Policy

Families will be selected from the waiting list based on the selection preference(s), if any, for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA.

**ADMISSIONS AND CONTINUED OCCUPANCY POLICY  
FOR THE ENGLEWOOD HOUSING AUTHORITY  
PUBLIC HOUSING PROGRAM  
AND THE WESTMOOR GARDENS SECTION 8 NEW CONSTRUCTION PROGRAM**

**D. ORDER OF SELECTION FOR GENERAL OCCUPANCY (FAMILY)**

The PHA has established the following local admissions preferences for general occupancy (Family) developments.

- The PHA has established the following system to apply local preferences:

Each preference is assigned points as listed below. The more preference points an applicant has, the higher the applicant's place on the waiting list.

Local Resident (lives or works in the jurisdiction)	40 points
U. S. Veteran	30 points
Senior or disabled homeless	30 points

## Section 8 Administrative Plan

### Chapter 4

#### Section C Local Preferences [24 CFR 982.207]

The PHA uses the following local preference system:

- Date and time of receipt of a completed application.
- Residency Preference for families who live, work, or have been hired to work in the jurisdiction.
- U.S. Veterans

### Chapter 4

#### Section I Order of Selection [24 CFR 982.207(e)]

The PHA's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

#### Local Preferences

- Local preferences will be used to select families from the waiting list.
- The PHA has selected the following system to apply local preferences:

Local Resident (lives or works in the jurisdiction)	40 points
Veteran	30 points
Senior or disabled homeless	30 points

### Chapter 7

#### Section J Verification of Waiting List Preferences [24 CFR 982.207]

Residency Preference: For families who live, work or have been hired to work in the jurisdiction of the PHA.

- In order to verify that an applicant is a resident, the PHA will require a minimum of one of more of the following documents: rent receipts, leases, utility bills, employer or agency records, drivers licenses, voter registration records, credit reports, statements from household with whom the family is residing.

For families who have been hired to work in the jurisdiction of the PHA, a statement from the employer will be required.

Working Preference: This preference is available for families with at least one member who is employed. The PHA will require a statement from the employer.

Disability Preference: This preference is available for families with a member who has a disability as defined in the Administrative Plan or is a senior.

- The PHA will require appropriate documentation from a knowledgeable professional. The PHA will not inquire as to the nature of the disability except as to verify necessity for accessible unit. Said unit will be considered when available under the appropriate program in order of the applicants' date of application. It will be noted that program waiting lists and programs are not co-mingled.
- Award letter or other proof of eligibility for Social Security Disability or Supplemental Security Income will be acceptable.

Veteran Preference: This preference is available to families with at least one member who is a veteran of a branch of the U.S. military service.

c. Fort Lee Housing Authority Preference Documentation



#### 4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

##### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

##### PHA Policy

The PHA will offer preference points to each applicant based upon the following categories. Each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list.

<b>Category</b>	<b>Points</b>
A "residency" preference to a family who resides in Fort Lee or includes a family member who works or has been notified that they are hired to work in Fort Lee.	5
A "working" family preference where the head, spouse or sole member is employed at least 25 hours per week. However, an applicant where the head and spouse or sole member is a person age 62 or older, or is a person with disabilities will also be given this preference.	1
A preference for a family that includes a family member who is a person with disabilities (as determined by state of federal government).	2
<b>A preference for a family that includes a family member who is a victim of Domestic Violence. To qualify for this preference:</b>	<b>1</b>
<b>Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family must have occurred within the past sixty (60) days or be of a continuing nature.</b>	
<b>The family must have been displaced as a result of fleeing violence in the home or they are currently living in a situation where they are being subjected to or victimized by violence in the home.</b>	

The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

A preference where the head, spouse or sole member is a veteran or the surviving spouse of a veteran. 1

A preference for families paying more than 50% of their income for rent and utilities. This preference applies to families paying more than 50% of their income for rent and utilities for at least 90 days commencing before they were selected from the Waiting List/and continuing through the verification of preference. For purposes of this preference, "family income" is gross monthly income as defined in the regulations. 1

"Rent" is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of tenant-supplied utilities which can be either:

The PHA's reasonable estimate of the cost of such utilities, using the Section 8 Utility Allowance Schedule; or

The average monthly payments the family actually made for these utilities in the most recent 12-month period, or if information is not obtainable for the entire period, the average of at least the past ninety days.

An applicant family may choose which method to use to calculate utilities expense. Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the total rent burden if included in family income. The applicant must show that they actually paid the utility bills, regardless of whose name the service is under.

To qualify for the rent burden preference, the applicant must pay rent directly to the landlord or agent.

If the applicant pays their share of rent to a cohabitant and is not named on the lease, the PHA will require both verification from the landlord that the applicant resides in the unit, and verification from the cohabitant of the amount of rent paid by the applicant.

If the applicant is subletting, the lessor must have the legal right to sublet.

If an applicant owns a mobile home, but rents the space upon which it is located, then "rent" must include the monthly payment made to amortize the purchase price of the home.

Members of a cooperative are "renters" for the purposes of qualifying for the preference. In this case, "rent" would mean the charges under the occupancy agreement.

A preference for families who are homeless or living in substandard housing. Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria provided that the family did not cause the condition:

Is dilapidated, as cited by officials of local code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety, and well-being of family.

Does not have operable indoor plumbing.

Does not have usable flush toilet in the unit for the exclusive use of the family.

Does not have usable bathtub or shower in unit for exclusive family use.

Does not have adequate, safe electrical service.

Does not have an adequate, safe source of heat.

Should, but does not, have a kitchen. (Single Room Occupancy (SRO) Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit).

Has been declared unfit for habitation by a government agency.

Is overcrowded according to HQS/local/state/BOCA code.

Persons who reside as part of a family unit shall not be considered a separate family unit for substandard housing definition preference purposes.

Applicants living in public housing or publicly assisted housing shall not be denied this preference if unit meets the criteria for the substandard preference.

An applicant who is a "homeless family" is considered to be living in substandard housing. "Homeless Families":

Lack a fixed, regular and adequate nighttime residence; and

Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

Homeless families may maintain their place on the waiting list while completing a transitional housing program.

Families who are residing with friends or relatives on a temporary basis will be included in the homeless definition.

Persons who reside as part of a family unit shall not be considered a separate household.

### **Verification of Waiting List Preferences**

- **Residency Preference:** For families who live, work or have been hired to work in the jurisdiction of the PHA.

In order to verify that an applicant is a resident, the PHA will require a minimum of three of the following documents: rent receipts, leases, utility bills, employer or agency records, school records, drivers licenses, voters registration records, credit reports, statement from household with whom the family is residing.

For families who have been hired to work in the jurisdiction of the PHA, a statement from the employer will be required.

**Veterans Preference:** This preference is available to current members of the U.S. Armed Forces, veterans, or surviving spouses of veterans.

The PHA will require U.S. government documents which indicate that the applicant qualifies under the above definition.

**Disability Preference:** This preference is extended to disabled persons or families with a disabled member as defined in this plan.

The PHA will require appropriate documentation from a knowledgeable professional. The PHA will not inquire as to the nature or extent of the disability.

An award letter or other proof of eligibility for Social Security Disability or Supplemental Security Income will be acceptable.

**Working Preference:** This preference is available for families with at least one member who is employed or to families whose head and spouse, or sole member is elderly or disabled.

The PHA will require a statement from the employer, or verification of the age or disability status of the head and spouse, or sole member.

**Victims of Domestic Violence:** The PHA will offer a local preference to families that include victims of domestic violence.

The PHA will require written verification from the police, a social service agency, the court, a clergyperson, a physician, and/or a public or private facility giving shelter and/or counseling to victims. The documentation must verify that the family has been displaced as a result of fleeing violence in the home or they are currently living in a situation where they are being subjected to or victimized by violence in the home, and identify when the actual or threatened physical violence against the applicant last occurred.

The family must certify that the abuser will not return to the household without the advance written approval of the PHA.

**Substandard Housing:**

Families who claim to be living in a substandard housing unit:

- Written or oral verification by a government agency
- PHA inspection
- Landlord's statement of unit condition
- Inspection form completed and certified by family head of household

"Homeless" Families:

Written certification by a public or private facility providing shelter, the police, or a social services agency.

The PHA designates agencies for this purpose. Any suitable agency may verify.

Prior to processing the application, the PHA requires a second certification from the same source that the applicant is not yet permanently housed and has been continuously homeless or temporarily housed since claiming the preference.

A PHA inspector may verify that the applicant is living in a place not normally used for human habitation.

If a family is in transitional housing and wishes the PHA to hold the family's place on the waiting list, a statement is required from the agency providing the transitional housing.

**Rent Burden:** Paying more than 50% of income for rent:

Families will be required to verify their income, the amount of rent and utilities they are obligated to pay, and the period of time they have been residing in the unit.

Families must furnish copies of rental receipts/the lease/canceled checks/money orders.

The PHA may contact the landlord directly by mail or telephone.

The PHA compares the address with address(es) used on other documents in the file.

In cases where the family pays rent to a co-renter or sublets the unit, the PHA requires a certification from the person who receives the money from the applicant, and verification from the owner that the family resides in the unit.

If there is no rental agreement, and no other landlord verification, the PHA will require documentation for six months.

If there is no lease or occupancy agreement and the family is receiving public assistance, the PHA may verify the amount of rent and address of the unit with the appropriate social service agency.

If there is no lease or occupancy agreement, and the family is not receiving public assistance, the PHA will require receipts and other forms of identification which indicate the residence. Such documents include receipts, telephone bills, utility bills, driver's license, and school records.

To verify the amount due to amortize the purchase price of a manufactured home, copies of the most recent payment receipts, canceled checks or money order receipts, or a copy of the current purchase agreement.

At the family's option, the PHA can use either the actual cost of utilities or the PHA's Section 8 Existing utility allowance schedule. To verify the amount the family actually paid for utilities not included in the rent (if the Section 8 Utility Allowance Schedule is not used):

- Copies of receipts, canceled checks, bills showing previous utility payments

- Written verification of consumption costs directly from the utility or service supplier

Verification must be provided for a minimum period of six months

Documentation of the amount of rent due must be provided for a period of twelve months.

### **Income Targeting Requirement [24 CFR 982.201(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

### PHA Policy

HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE

RESOLUTION NO. 1927

RESOLUTION BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE AUTHORIZING AN AMENDMENT TO THE ADMINISTRATION PLAN AND THE ADMISSIONS AND OCCUPANCY POLICY REGARDING THE PREFERENCE RATING SYSTEM.

WHEREAS, the Housing Authority's waiting list indicates the rank of each applicant based on the preference categories as follows:

Reside or Work in Fort Lee	5 points
Working Family; Elderly (62 yrs.) and Disabled	1 point
Rent Burden (50% of income used for rent)	1 point
Veteran	1 point
Domestic Violence	1 point
<b>Substandard Living Conditions</b> (including homelessness and foreclosure)	1 point

WHEREAS, there is a great need to provide housing to families and single persons who are disabled and collecting SSI.

WHEREAS, the Administrative Plan and the Admissions and Occupancy Policy shall be amended to add the following:

Disabled – classified by State and Federal Government	2 points
--	----------

WHEREAS, the above amendments shall address the concerns and the needs regarding the Section 8 Voucher subsidy distribution in a fair and proper method.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE BOROUGH OF FORT LEE IN THE COUNTY OF BERGEN that they hereby approve the following:

1. Authorization to make Amendments to the existing Administrative Plan and Admissions and Occupancy Policy of the Fort Lee Housing Authority in order to address the greatest needs of the very low income population.

2. That the Amendment shall be incorporated in the Annual Plan for Fiscal Year 2003, which was submitted to HUD.
3. That this Resolution shall take effect immediately.

INTRODUCED BY: Eric E. O'Neel

SECONDED BY: John Power

DATED: March 7, 2012



**PREFERENCE POINT SYSTEM:**

**Applicants will be ranked according to the following:**

- 1) Highest points accumulated**
- 2) Time and date of application**

**PREFERENCES:**

Residents of Fort Lee  
(or working in Fort Lee)

\_\_\_\_\_ (5 Points)

Veteran

\_\_\_\_\_ (1 Point)

Working family  
(or age 62 or older, disabled,  
or single working Fort Lee resident)

\_\_\_\_\_ (1 Point)

Rent Burden  
(paying more than 50% of income for rent)

\_\_\_\_\_ (1 Point)

**Substandard Housing**

\_\_\_\_\_ (1 Point)

Domestic Violence (Court Mandated)

\_\_\_\_\_ (1 Point)

Disabled – Classified by State and  
Federal Government

\_\_\_\_\_ (2 Points)

**TOTAL POINTS**

\_\_\_\_\_

d. Garfield Housing Authority Preference Documentation

**Garfield Housing Authority**

**Garfield, New Jersey**

**Admissions and Continued Occupancy Policy**

<b>Adopted by PHA Board of Commissioners</b>	
Resolution No.:	<u>2018-07</u>
Date of Adoption:	<u>1/22/2018</u>
Effective Date of Implementation:	<u>1/23/2018</u>

Authorized Use by Garfield Housing Authority

### C. Local Preferences and Ranking

The Housing Quality and Work Responsibility Act of 1998 permanently eliminated the Federal preference requirement; however, PHAs may adopt the Federal preference language and criteria as their local and/or ranking preferences.

The PHA will select and house applicants in accordance with the following preferences and priorities, in the order listed:

1. Limitations on Admission
  - a) Types of developments and units available;
  - b) Occupancy Standards (limitation on the minimum and maximum number of household members permitted to live in dwelling units of specified sizes).
2. Selection Preferences, as follows, in the order listed.

	Preference	Ranking or Point Value
1	Single persons who are elderly, displaced, homeless, or persons with disabilities over other single persons	3
2	Veterans and veterans' families	2
3	<p>Local residency preference for those living in the jurisdiction of the PHA at the time of application, subject to the following:</p> <p>The preferences may not be based upon the length of time the applicant has resided in the jurisdiction;</p> <p>Applicants who are working or who have been notified that they are hired to work in the jurisdiction will be treated as residents of the jurisdiction;</p> <p>A residency preference may not have the "purpose or effect" of delaying or otherwise denying admission to a development or unit based on the race, color, ethnic origin, gender, religion, disability or age of any applicant family member;</p> <p>The "residency preference" refers to admission of persons who reside in a specified geographic area that may not be an area smaller than a county or municipality.</p>	1

3. Date and Time of Application (in each of the above circumstances)
 

Applicants who meet all the eligibility requirements and who qualify for a preference will be assisted first according to the date and time of application. After all applicants with verified preferences are assisted, the PHA will then contact applicant families who are on the waiting list, according to date and time of application, and bedroom size needed.

4. Eligibility for Multiple Preferences

In the event that a family qualifies for multiple preferences, the PHA will award the points for the highest ranked single preference for which the family qualifies. Selection will not be based on the points from multiple preferences.

5. Denial of Local Preference(s) claim

Applicants must provide appropriate documentation to substantiate their claim for a local preference. Families who cannot provide the appropriate documentation to the agency will be notified in writing that they do not qualify for a local preference.

The PHA will provide a written notice if an applicant does not qualify for a preference. This notice will contain: a brief statement of the reasons for the determination, and a statement that the applicant has the right to meet with the PHA's designee to review the determination. This request must be received by the PHA no later than ten (10) calendar days from the postmarked date of the notice.

If the applicant requests the meeting, the PHA shall designate someone to conduct the meeting who is not the person who made the initial determination or reviewed the determination, a subordinate, or any other person designated by the PHA. A written summary of this meeting would be retained in the applicant's file. A letter informing the applicant of the final determination as to their local preferences status will be mailed within ten (10) days from the conference/hearing.

## e. Lodi Housing Authority Admin Plan

**HOUSING AUTHORITY OF THE  
BOROUGH OF LODI**

**ADMINISTRATIVE PLAN  
FOR THE  
HOUSING CHOICE VOUCHER PROGRAM**

**Adopted By Board Resolution #01-37 on June 18, 2002**

The LHA will use Local Preferences in its selection procedures. The following Preference System will be applied in the Selection of Applicants from the waiting list:

Preferences for admission are of equal rank and shall be granted to applicant families whose verified circumstances at the time of the unit offer (prior to execution of a Lease).

The LHA uses the following Local Preference System:

- Date and Time
- Residency preferences for families who live, work, or have been hired to work [or who are attending school] in the jurisdiction.
- Veteran preference: [state law definition] (veterans or surviving spouses of veterans).
- Disability Preference: This preference is extended to disabled persons or families with a disabled member as defined in this Plan. Proof of disability will be required at time of selection. [HUD regulations prohibit admission preferences for specific types of disabilities]
- Families with at least one adult who is employed [and has been employed for 90 calendar days]. This preference is extended equally to elderly families or a family whose head or spouse is receiving income based on their inability to work.
- Families who are graduates of or active participants in educational and training programs designed to prepare the individual for the job market.
- Moderate Rehabilitation families who are currently residing in a unit which is overcrowded or under-occupied and there is no applicable unit available in the Moderate Rehabilitation development [or other Moderate Rehabilitation developments within the LHA's jurisdiction].
- Graduates of transitional housing programs for [homeless/substance abusers/victims of domestic abuse].

**Victims of Domestic Violence:** The LHA will offer a local preference to families that have been subjected to or victimized by a member of the family or household within the past year. The LHA will require evidence that the family has been displaced as a result of a fleeing violence in the home. Families are also eligible for this preference if there is proof that the family is currently living in a situation where they are being subjected to or victimized by violence in the home (LHA discretionary policy). The following criteria are used to establish a family's eligibility for this preference:

Actual or threaten physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family.

The actual or threatened violence must have occurred within the past 30 days or be of a continuing nature.



An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the LHA gives prior written approval.

The LHA will consider approving the return of the abuser to the household under the following conditions:

- The abuser and victim can certify and verify [to the satisfaction of the LHA] that the abuser has received therapy or counseling that appears to minimize the likelihood of recurrence of violent behavior.
- A counselor, therapist or other appropriate professional recommends in writing that the individual be allowed to reside with the family.

If the abuser returns to the family without approval of the LHA, the LHA will deny or terminate assistance for breach of the certification.

- At the family's request, the LHA will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

LHA has adopted the former Federal Preferences as LHA Preferences System for selection of applicants.

- Involuntarily Displaced
- Living in Substandard Housing
- Paying more than 50% of family income for rent

**NOTE:** The definitions of the Preferences are found in Section IV of these policies and include requirements for qualification. Review the definitions for specific verification requirements.

The LHA Preferences will not be combined or aggregated in any way. Applicants will be considered for admission based on any one of the LHA Preferences for which they qualify.

The LHA will apply the following local preference (employment). The local preferences are ranked equally.

A local preference for a family that can verify (working preference)

- While the family is on the waiting list- employment by a previously unemployed family member, age 16 or older, that lasts at least 90 calendar days. The employment must provide a minimum of 20 hours of work per week for the family member claiming the preference.
- Employment at the time of the offer- to receive the local employment preference the applicant family must have at least one family member, age 16 or older, employed at the time of LHA's offer of housing. Housing Authority employment at the time of the offer of housing and provide a minimum of 20 hours of work per week for the family member claiming the preference.

- Employment periods may be interrupted but to claim the preference a family must have an employed family member prior to the actual offer of housing as described above.
- A family member that leaves a job after receiving benefit of the preference will be asked to document the reasons for the termination. Someone who quits work (as opposed to layoff, or taking a new job) will be considered to have misrepresented the facts to LHA and will have their assistance terminated.
- The amount earned shall not be a factor in granting this local preference. This local preference shall also be available to a family if the head, spouse, or sole member is 62 or older, or is receiving social security disability, or SSI disability benefits, or any other payments based on the individual's inability to work.

A local preference for a family that can verify, at the time of initial application, participation in a job training program or graduation from such a program; OR can verify participation in a job training program or graduation from such a program while on the waiting list. The family must notify LHA if it enters such a program while on the waiting list and provide documentation of participation to LHA LHA will not grant this preference if the family fails to provide notice. Notice and verification of the preference claim must be received prior to the offer of housing. To claim this preference applicant must be in good standing with respect to attendance and program rules.

LHA will not give a Preference to an applicant if any member of the applicant family is a person evicted during the past three (3) years because of drug-related criminal activity from housing assisted program under the 1937 Housing Act is required by 24 CFR 960.211 (b)(3). LHA may give an admission's preference in any of the following cases:

- If the LHA determines that the evicted person has successfully completed a rehabilitation program approved by the Authority; and has been drug free for one (1) year after completion of program (discretionary policy)
- If the LHA determines that the evicted person clearly did not participate in or know about the drug-related criminal activity; or
- If the LHA determines that the evicted person no longer participates in any drug-related criminal activity.

## **I. Administration of the Preferences**

1. LHA requires that applicants Certify to their qualifications for a Preference at the time of initial application.
2. At the time of initial application Preferences will be verified
3. At the time of initial application, the LHA will use a preference checklist to obtain the family's certification that it qualifies for a Preference. If a local preference is claimed, the housing authority will advise the family of the need to verify the claim. At the initial application interview the family will be advised to notify LHA of any change that may affect their ability to qualify for a preference.

4. Applicants that are otherwise eligible and are certified or verified as qualifying for a Preference will be placed on the waiting list in the LHA Preference System (formerly Federal Preferences) or local preference.

5. Families that do not qualify for a preference at the time of application will not be notified in writing and advised of their right to an informal meeting as described below. If otherwise qualified, the family's application will then be placed on the waiting list in the appropriate non-preference category.

6. Applicants that certify/verify to a preference at the time of initial application **must** be able to verify their preference status prior to the offer of unit. Applicants that cannot verify current preference status will lose their preference qualification and their standing on the waiting list.

7. Families that lose their LHA preference will be placed on the waiting list in accordance with their current preference status. Families that cannot qualify for any of the preferences will be moved into a non-preference category, in a lower position on the waiting list based on date and time of application.

#### **J. Qualifying for Preferences**

The definitions of Involuntary Displacement, Substandard Housing, Paying more than 50% of Income for Rent, and Standard, Permanent Replacement Housing can be found in Section XIII of these policies. An applicant qualifies for a LHA Preference by meeting one these definitions. In addition the following preference criteria apply:

**Involuntarily Displaced**- The applicant has been involuntarily displaced and are not living in standard, permanent replacement housing; or the applicant will be involuntarily displaced within no more than six months from the date of any preference status certification by the family or verification of the family's status by the LHA

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of the following:

1. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.
2. Federal, state or local government action.
3. Action by a housing owner which is beyond an applicant's ability to control, and which occurs despite the applicant's having met all previous conditions of occupancy, and is other than a rent increase.

**NOTE:** Applicants may not qualify for this preference if they were a resident family and refused to comply with applicable program policies or procedures with respect to the occupancy of under occupied and overcrowded units; or failed to accept a transfer to another housing unit in accordance with a court decree or in accordance with the policies and procedures of a HUD-approved desegregation plan.

If the owner is an immediate family relative and there has been no previous rental agreement and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered involuntarily displaced (discretionary policy).

4. To avoid retribution because the family provided information on criminal activities to a law enforcement agency (family must be part of a Witness Protection Program, or the HUD Office or law enforcement agency must have notified the LHA that the family is part of a similar program.
5. If the family have been the victim(s) of one or more Hate Crimes.

Families that receive involuntary displacement preference because they will be involuntarily displaced within no more than six months of the date of preference status certification will lose the preference if they are not, in fact displaced within six months.

**Living in Substandard Housing-** Applicants must be homeless or living in substandard housing at the time of the preference verification required by LHA

**Paying more than 50% of Income for Rent-** a family must be paying more than 50% of income for rent for at least 90 calendar days at the time of the preference verification required by LHA

**NOTE:** An applicant may not qualify for the preference if he/she is paying more than 50% of income for rent because the applicant's housing assistance under any one of the following programs is terminated as a result of the applicant's failure to comply with program policies and procedures on the occupancy of under-occupied and overcrowded units. Programs covered under this provision are: Section 8 programs or public and Indian housing programs under the United States Housing Act of 1937; Section 101 of the Housing and Urban Development Act of 1965; or rental assistance payments under Section 236(f)(2) of the National Housing Act.

Local preferences require verification as described earlier in these policies.

**Required Verifications for the LHA Preference System (formerly Federal Preferences)-** Applicants will qualify for the LHA Preferences to the extent that their status is verified in accordance with LHA's procedure on verification.

#### **K. Notice and Opportunity for a Meeting:**

LHA will provide a written notice of determination in accordance with HUD rules and regulations in those cases where an applicant does not meet the criteria for receiving a LHA Preference. Said Notice shall contain: a brief statement of the reasons for the determination and a statement that the applicant has the right to meet with LHA's designee to review the determination.

If the applicant requests the meeting, LHA shall designate an officer or employee to conduct the meeting. This person(s) can be the person who made the initial determination or reviewed the determination of his or her subordinate. A written summary of this meeting shall be made and retained in the applicant's file.

This applicant will be advised that he/she may exercise other rights if the applicant believes that illegal discrimination, based on race, color, religion, national origin, age, disability, familial status, child born out of wedlock, sex, welfare recipients, marital status has contributed to the LHA's decision to deny the preference.

#### **L. Changes in Eligibility Prior to Effective Date of the Contract**

Changes that occur during the period between placement on the waiting list and issuance of a voucher may affect the family's eligibility or Total Tenant Payment. For example, if a family goes over the income limit prior to lease up, the applicant will not continue to be eligible for the program. They will be notified in writing of their ineligible status and their right to an informal review.

#### **M. Ineligible Families**

Families who are determined to be ineligible will be notified in writing of the reason for denial and given an opportunity to request an informal review, or an informal hearing if they were denied due to non-citizen status.

LHA will complete a criminal background check on all applicants including other adult members in the household or any member for which criminal records are available, including juveniles. Information on juveniles will be provided only to the extent that State or local laws authorize the release of such information.

**NOTE:** This information is also required of participant(s) with portability from the initial PHA. Initial PHA must conform to the requirements of the receiving PHA (LHA's discretionary policy).

#### **N. Implementation of System Devised:**

All applicants who qualify for a LHA Preference will be selected ahead of applicants who do not qualify, without regard to the other applicant's qualification for one or more preferences or priorities that are not provided LHA, place on the waiting list, or the time and date of application. Non-LHA Preferences will be used to differentiate between LHA Preference holders. Non-LHA Preferences are subordinate to the LHA Preferences.

**Priority 1:** Applicants, who have certified that they qualify for any of the three (3) LHA Preferences listed below:

- a) Involuntarily Displaced;
  - b) Living in Substandard Housing;
  - c) Paying more than 50% of family income for rent; and
- Who are local residents and/or qualify for any of the following local preferences;
- a) Veterans/Family of Veteran
  - b) Elderly
  - c) Disabled
  - d) Victim of Domestic Abuse

**Priority 2:** Applicants, who have certified that they qualify for any of the local preferences and are local residents.

**Priority 3:** Applicants, who do not certify that they qualify for any of the three LHA Preferences, and; who do not qualify for any of the local preferences and are local residents.

**Priority 4:** Applicants, who do not certify that they qualify for any of the three LHA Preferences, and: who qualify for any of the local preferences and are not local residents.

**Priority 5:** Applicants, who certify that they qualify for anyone of the three LHA Preferences, and; who do not qualify for any local preference.

**Priority 6:** Applicants who do not certify that they qualify for any of the three LHA Preferences, and; who do not qualify for any local preference.

In all cases, date of application will be a determining factor. The three preferences will not be combined or aggregated in any manner.

Applicants are considered based on one of the definitions listed. All LHA Preferences (formerly Federal Preferences) will be given equal weight. No additional consideration will be given to applicants who qualify for more than one LHA Preferences.

## **O. Evaluating Final Eligibility**

### **Applicant Interviews**

The L.H.A will provide the family with a written description of:

1. (a) Family obligations while receiving assistance, explanation of the program to applicants
- (b) Grounds on which the authority may deny or terminate assistance because of family action or failure thereof.
- (c) Assist applicant in completing the required forms, and obtain the applicant's authorization to verify the information provided.
- (d) Determine on a preliminary basis whether the applicant is eligible.
- (e) Collect the documentation the applicant brings to the interview and give clear instructions and deadlines for additional information needed to complete the application process.
- (f) Inform the applicant that a final eligibility determination will be made when the information provided is verified.  
The LHA will provide the participant family information on how to request an informal hearing; if applicable.

- The verification and selection process may take up to 90 calendar days to complete; therefore LHA will schedule applicant interviews well in advance of when a voucher will be available.
- LHA will provide applicants with sufficient notice in order for them to gather any preliminary documentation requested and to arrange their schedule to attend the interview.
- Materials will be provide (when applicable) for sight-impaired and hearing-impaired persons in accordance with 24 CFR 8.6

2. Denial of assistance for an applicant may include:

- Denying listing on waiting list
- Denying or withdrawing a Voucher
- Refusing to enter into a HAP contract or to approve a lease

- Refusing to process or provide portability.
3. LHA may deny assistance to a family for reasons including:
    - If family violates any family obligation
    - If any member of the family has ever been evicted from public housing.
    - If the LHA has ever terminated assistance under the Voucher program for any member of the family.
    - If any family member commits fraud, bribery, or another corrupt or criminal act regarding any federal housing program.
    - If the family currently owes rent or other amounts to the LHA or to another Housing Authority in connection with Section 8 or public Housing Programs.
    - Note: the LHA may offer a family the opportunity for a repayment agreement. The LHA may prescribe the terms of agreement.
    - If the family breaches an agreement with the LHA to pay amounts owed to the LHA, or amounts paid to an owner by a Housing Authority.
  4. When deciding to deny, the LHA has discretion of considering circumstances regarding the family's action or failure to act, including the seriousness of the case and the effects on family members who were not involved in the action or failure to act.
  5. The LHA may permit assistance for the family if the family member(s) who were involved in the action or failure to act will not reside in the unit.

#### **P. Mandatory Denials**

- The family must submit evidence of citizenship or eligible immigration status, and the LHA must deny assistance based on non-citizen rule regulations and applicable informal hearing procedures.
- The L.H.A must deny assistance to a family if any member of the family fails to sign and submit consent forms for obtaining continuing eligibility factor verifications.
- The LHA must deny admission to a family prior to the verification of U.S. citizenship or the eligible immigration status of at least one member of the family.

#### **Denial for Previous Eviction From Assisted Housing**

1. In accordance with Notice PH 96-27 and 97-29, individuals evicted from Public Housing, Indian Housing, Section 23, or any Section 8 program resulting from drug-related criminal activity are ineligible for admission to Section 8 Program for a three-year period beginning on the date of such evictions.

1C-7. PHA Administration Plan –  
Move-on Multifamily Assistance Housing  
Owner's Preference



# STATE OF NEW JERSEY

## 2018 Annual Action Plan



**State of New Jersey**  
**Phil Murphy, Governor**

**Department of Community Affairs**  
**Lt. Governor Sheila Oliver, Commissioner**

500 households who are involved with the child welfare system.

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

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

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

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

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

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Discussion**

## **1E-1. Local Competition Deadline**

1. Public Announcement
2. 2022 Concept Paper
3. Budget Worksheet
4. Concept Paper Addendum
5. Concept Paper Scoresheet

# 1. Public Announcement

(COC)

- American Dream Program
- Home Improvement Program (HIP)
- Events
- Economic Development
- Information Technology +
- Personnel +
- Public Information +
- Purchasing +
- Risk Management
- Treasury +

the work of these committees. The Continuum of Care system includes the entire spectrum of support services and housing options for the at risk of homelessness, homeless and chronically homeless populations.

### Bergen County Continuum of Care FY2022

- [FY2022 Continuum of Care Concept Paper Release](#)
- [FY2022 Concept Paper Addendum](#)
- [Criteria and Scoresheet](#)
- [FY2022 Budget Worksheet](#)

### Bergen County Continuum of Care FY2021

- [FY2021 Continuum of Care Collaborative Application](#)
- [FY2021 Continuum of Care Project Priority listing](#)

**HUD has released the 2021 CoC NOFO. The County's Collaborative COC application due date is November 16, 2021.**

The Bergen County CoC is accepting **NEW applications for PSH, RRH, TH/RRH, and SSO-CE.** PSH projects are eligible to apply for service dollars as well as rental assistance.

Listed below are the HUD funding Priorities for 2021:

- DV RRH**
- DV TH/RRH Projects**
- PSH Projects that are partnering with healthcare organizations**
  - Please note that PSH projects can include service dollars in the budget**

If anyone is interested in submitting a NEW application at this time, please submit a 1-page Concept Paper with a budget by **September 7, 2021.**

Please see the attached following documents for further information:



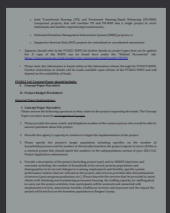
## Bergen County Continuum of Care FY2022 Continuum of Care Concept Paper

### **FY2022 Concept Paper general specifications:**

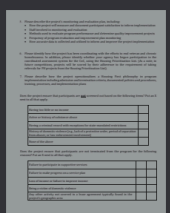
- The Bergen County Continuum of Care is accepting Concept Papers for agencies seeking new Continuum of Care funding for any of the following program types: permanent housing, transitional housing, HMIS and support service only programs. While concept papers will be accepted for all program types, funding decisions will be based on the project evaluation criteria, performance standards, local monitoring findings, as well as any restrictions placed on funding by HUD in the FY2022 NOFO.
- Completed Concept Papers and Project Budget Worksheets should be submitted by **5 p.m. on July 8, 2022**, via email to Angela Drakes at [adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us) and Ashni Mathew at [amathew@monarchhousing.org](mailto:amathew@monarchhousing.org)
- **Late submissions will receive an automatic deduction of 5 points from the total application score**
- The Review Committee will review the concept papers upon the release of the FY2022 NOFO. The Committee, which will be made up of entities not applying for FY2022 funding, will determine the ranking of the projects based on the factors mentioned above.
- All agencies that submit a concept paper should be prepared to provide additional information or make a brief presentation to the Review Committee if the Committee feels there is not enough information to make a ranking determination.
- All agencies interested in serving people experiencing homelessness are encouraged to apply. No prior experience in operating CoC funded programs required. All agencies, those not previously



1



2



3





**Subject:** FW: COC Concept Paper for FY 2022 and MANDATORY TRAINING ON JUNE 10, 2022  
**Date:** Wednesday, September 14, 2022 at 3:51:10 PM Eastern Daylight Time  
**From:** Mathew, Ashni  
**To:** Azari, Nadine  
**Attachments:** 2022 Bergen CoC Concept Paper announcement.docx, Concept Paper Addendum 2022.pdf, FY2022 Budget Worksheet.xlsx, Criteria & Scoresheet.pdf

[Save the Date!](#)

[Join Monarch's Conference on Housing as a Human Right.](#)

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Very truly yours,

Ashni Mathew | Associate  
Monarch Housing Associates  
[29 Alden Street, Suite 1B | Cranford, NJ 07016](#)  
tel [\(908\) 272-5363](tel:9082725363) | mobile [\(908\) 418-1449](tel:9084181449) | fax (908) 628-1055

Building Homes, Transforming Lives

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**From:** Drakes, Angela <ADrakes@co.bergen.nj.us>  
**Date:** Friday, June 3, 2022 at 3:28 PM  
**To:** diader@bergen.org <diader@bergen.org>, JSimon@communityhope-NJ.org <JSimon@communityhope-NJ.org>, rejan@bergen.org <rejan@bergen.org>, meldlutz@yahoo.com <meldlutz@yahoo.com>, Mazza, Rocco <RMazza@co.bergen.nj.us>, Nottingham, Susan <SNottingham@co.bergen.nj.us>, Orlando, Julia <JORlando@co.bergen.nj.us>, verylefty@aol.com <verylefty@aol.com>, arizzo@ccannj.org <arizzo@ccannj.org>, cccdexdir@gmail.com <cccdexdir@gmail.com>, mwelsh@lsnj.org <mwelsh@lsnj.org>, Zellars, John <JZellars@co.bergen.nj.us>, dbrown@njhcc.org <dbrown@njhcc.org>, harchontou@ywcabergencounty.org <harchontou@ywcabergencounty.org>, Alexa Cauceglia <ACauceglia@communityhope-nj.org>, sopkristine@gmail.com <sopkristine@gmail.com>, mschaber@ccannj.org <mschaber@ccannj.org>, linda.dandridge@Greaterbergen.org <linda.dandridge@Greaterbergen.org>, Camisha.Burchett@DHS.State.nj.us <Camisha.Burchett@DHS.State.nj.us>, agoldenkranz@ccannj.org <agoldenkranz@ccannj.org>, mwingo@ccannj.org <mwingo@ccannj.org>, Gema Diaz (GDiaz@communityhope-nj.org) <GDiaz@communityhope-nj.org>, The Waterfront Project <director@thewaterfrontproject.org>, Kate Duggan (kduggan@bergenfamilypromise.org) <kduggan@bergenfamilypromise.org>, Julye Myner

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**Cc:** Kelly, Taiisa <tkelly@monarchhousing.org>, Mathew, Ashni <amathew@monarchhousing.org>, Drakes, Angela <ADrakes@co.bergen.nj.us>  
**Subject:** RE: COC Concept Paper for FY 2022 and MANDATORY TRAINING ON JUNE 10, 2022

**TO: CURRENT COC GRANTEEES OF HUD WITH RENEWALS AND A NEW PROJECT  
OR AN AGENCY WHO WISHES TO SUBMIT A NEW COC APPLICATION**

Happy Friday Everyone:

Attached you will find the FY 2022 Concept Paper Announcement for the Bergen County CoC available, as

well as the separate Project Budget Worksheet to be completed and submitted in Excel. You will also find attachments regarding the Concept Paper scoring guide, as well as the Concept Paper Addendum that includes definitions of the terms used in the Concept Paper Announcement document.

A **mandatory** technical assistance session for interested applicants will be provided on **June 10th, 2022 at 10 a.m.** via ZOOM. Attending the session is mandatory for all agencies submitting both new and renewal proposals. The ZOOM link can be accessed here: <https://us02web.zoom.us/j/82896632377?pwd=cEgxcVNRTIJFNkN2Y1pGOSTkS0FiUT09>

Providers must submit their Concept Paper Narrative and Budget Worksheet to the Bergen County CoC no later than **Friday, July 8th, 2022 at 5:00 p.m.** Electronic submissions are acceptable and may be emailed to [amathew@monarchhousing.org](mailto:amathew@monarchhousing.org) and Angela Drakes at [adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us).

Please email Ashni Mathew at [amathew@monarchhousing.org](mailto:amathew@monarchhousing.org) with any questions regarding this process. Thank you!

Sincerely,

Angela Drakes  
*Deputy Director, COC Lead*  
*County of Bergen*  
*Division of Community Development*  
*One Bergen County Plaza, 4<sup>th</sup> Floor*  
*Hackensack, NJ 07601*  
*Telephone: (201) 336-7225*  
*adrakes@co.bergen.nj.us*

## 2. 2022 Concept Paper

**Bergen County Continuum of Care  
FY2022 Continuum of Care Concept Paper**

**FY2022 Concept Paper general specifications:**

- The Bergen County Continuum of Care is accepting Concept Papers for agencies seeking new Continuum of Care funding for any of the following program types: permanent housing, transitional housing, HMIS and support service only programs. While concept papers will be accepted for all program types, funding decisions will be based on the project evaluation criteria, performance standards, local monitoring findings, as well as any restrictions placed on funding by HUD in the FY2022 NOFO.
- Completed Concept Papers and Project Budget Worksheets should be submitted by **5 p.m. on July 8, 2022**, via email to Angela Drakes at [adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us) and Ashni Mathew at [amathew@monarchhousing.org](mailto:amathew@monarchhousing.org)
- **Late submissions will receive an automatic deduction of 5 points from the total application score**
- The Review Committee will review the concept papers upon the release of the FY2022 NOFO. The Committee, which will be made up of entities not applying for FY2022 funding, will determine the ranking of the projects based on the factors mentioned above.
- All agencies that submit a concept paper should be prepared to provide additional information or make a brief presentation to the Review Committee if the Committee feels there is not enough information to make a ranking determination.
- All agencies interested in serving people experiencing homelessness are encouraged to apply. No prior experience in operating CoC funded programs required. All agencies, those not previously funded as well as those previously funded are encouraged to apply.

**FY2022 New Funding Concept Paper specifications:**

- The Bergen County Continuum of Care will consider applications for new projects. The Review Committee will determine funding levels for new projects awarded funding based on Reallocation from renewal projects and/or Bonus funding available through the FY2022 NOFO.
- Requests for this funding can be for the following project types:
  - Permanent supportive housing projects that will primarily serve chronically homeless individuals and families, including unaccompanied youth;
  - Rapid rehousing projects for homeless individuals and families, including unaccompanied youth;

- Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH) component projects, that will combine TH and PH-RRH into a single project to serve individuals and families experiencing homelessness;
  - Dedicated Homeless Management Information System (HMIS) projects; or
  - Supportive Services Only (SSO) projects for centralized or coordinated assessment
- Agencies should refer to the FY2021 NOFO for further details on project types that can be applied for. A copy of the NOFO can be found here under the “Related Documents” tab: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=335322>
  - Please note, this information is based solely on the information release through the FY2019 NOFO. Further restrictions or details will be made available upon release of the FY2022 NOFO and will depend on the availability of funds.

**FY2022 CoC Concept Paper should include:**

**I. Concept Paper Narrative**

**II. Project Budget Worksheet**

**Concept Paper Instructions:**

**I. Concept Paper Narrative:**

Please answer the following questions as they relate to the project requesting the funds. The Concept Paper narrative must be no longer than 7 pages.

1. Please provide the name, email, and telephone number of the contact person who would be able to answer questions about this project
2. Describe the agency’s capacity to continue or begin the implementation of the project
3. Please specify the project’s target population including specifics on the number of households/persons and the number of chronically homeless the project expects to serve. (If this is a renewal project this should match the numbers in the subpopulations section of your 2021 CoC Project Application submission).
4. Provide a description of the project (including project type) and its SMART objectives and outcomes including: the number of households to be served, priority populations and demographics to be served, linkages to training, employment and benefits, specific system performance metrics that are relevant to the project, and services provided after discontinuation of services (post-program graduation, etc.). Please describe the services that be provided to assist clients with obtaining and maintaining permanent housing, the staffing capacity (or staffing plan) to carry out the project activities, how participants will be assessed and connected with employment services, mainstream benefits, healthcare services and insurance and the impact the project will have/has on the homeless population in Bergen County.

5. Please describe the project's monitoring and evaluation plan, including:
  - How the project will measure and document participant satisfaction to inform implementation
  - Staff involved in monitoring and evaluation
  - Methods used to evaluate program performance and determine quality improvement projects
  - Frequency of program evaluation and improvement plan monitoring
  - How accurate data is collected and utilized to inform and improve the project implementation
  
6. Please identify how the project has been coordinating with the efforts to end veteran and chronic homelessness. In addition, please identify whether your agency has begun participation in the coordinated assessment system for the CoC, using the Housing Prioritization List. (As a note, in future competitions, projects will be scored by their adherence to the requirement of taking referrals for PH projects from the Housing Prioritization List).
  
7. Please describe how the project operationalizes a Housing First philosophy in program implementation including admission and termination criteria, documented policies and procedures, training, processes, and implementation plans

Does the project ensure that participants are **not** screened out based on the following items? Put an X next to all that apply.

Having 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 (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)	
None of the above	

Does the project ensure that participants are not terminated from the program for the following reasons? Put an X next to all that apply.

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		

None of the above		
-------------------	--	--

As a note, a project that checks all of the boxes in questions 6 and 7, except “None of the above”, will be considered as following a “Housing First” approach. If project screens, terminates, or has terminated clients based on any of the above criteria, please provide detailed explanation of the reasons for these program requirements and plans for implementing a Housing First philosophy prior to the next funding cycle.

8. Please Complete the chart below AND provide a description of (1) what strategies your agency using to address racial disparities and (2) your agency’s process for incorporating persons with lived experience into program design and policies.

	<b>% of people served by agency</b>	<b>% of direct service staff</b>	<b>% of executive leadership and administration</b>
<b>American Indian/ Alaska Native</b>			
<b>Asian</b>			
<b>Black/African American</b>			
<b>Native Hawaiian/ Pacific Islander</b>			
<b>White</b>			
<b>Hispanic/Latino</b>			
<b>Persons with Lived Experience</b>	N/A		
<b>Total</b>			

**II. Project Budget Worksheet:**

Applicants should use the Budget Worksheet that was provided to complete the budget, match and leveraging information for the project. For purposes of completing the project budget it is important to remember that:

- If you are a renewal project, the budget requested should not exceed the previous funding amount awarded, (unless you have a first-time rental assistance renewal in which there is an allowed 7% admin cost or if the FMR has increased since the original award).
- Match should equal 25% of the total budget requested. A 25% match is required. This includes admin but does not include any leasing funds. The match can be cash, in-kind, or a combination of the two.
- Leveraging is any funds available for the program above the 25% match. Again, leveraging funds can be cash, in-kind, or a combination and can be provided by the agency applying for the grant or an agency they are collaborating with.



- If an agency is using another agency for match or leveraging, that agency must have an MOU with the collaborating agency detailing the services and the amount they will make available for this project. As a note, this MOU does not need to be executed by the time the concept paper is submitted but it must be executed by the time the grant agreement is provided by HUD.
- Any budget that is requesting service funding for a new project must ensure that the service funding request does not exceed 30% of the subtotal of funding requested and that administrative costs do not exceed 7% of the subtotal of funding requested.

### 3. Budget Worksheet

### 2022 Continuum of Care Budget Worksheet

1. Please complete each tab as it relates to your individual project. If there is no funding being requested for a specific budget line item please leave this tab blank.
2. Only enter information in the light green shaded boxes.
3. DO NOT enter any information in the light gray shaded cells, as these contain formulas that will automatically calculate totals and percentages.
4. All projects must complete the Project Information and Match & Leveraging tab.
5. Before submission with the concept paper ensure the Summary Budget tab matches the amount of funds you are looking to request.

**Agency Name:**

**Project Name:**

<b>Acquisition/Rehabilitation/New Construction Budget</b>	
<b>Budget Item</b>	<b>Total CoC Request</b>
<b>Total Acquisition</b>	
<b>Total Rehabilitation</b>	
<b>Total New Construction:</b>	
<b>Total</b>	\$ -

**Leasing Units Budget**

Unit Size	# of Units	Total CoC Request
SRO		
0 bedroom		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		
<b>Total</b>		\$ -

\*For leasing program - the amount you are requesting should not exceed the amount awarded in the previous round of funding. If this is a new leasing project you may request up to the Fair Market Rent for the Unit Size (see FMRs for 2018 below).

**Rental Assistance Budget**

Unit Size	# Units	2022 FMR	Rental Assistance Requested	Months	Total CoC Request
0 bedroom		\$ 1,237.00		12	\$ -
1 bedroom		\$ 1,481.00		12	\$ -
2 bedroom		\$ 1,736.00		12	\$ -
3 bedroom		\$ 2,159.00		12	\$ -
4 bedroom		\$ 2,691.00		12	\$ -
				<b>Total</b>	\$ -

\*For rental assistance programs - the amount you are requesting should not exceed the amount awarded in the previous round of funding. Rental Assistance programs may request less than the FMR if they choose too, if not please use the 2022 FMRs listed.

<b>Supportive Services Budget</b>	
<b>Eligible Costs</b>	<b>CoC Funds Requesting</b>
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. Direct Provision of Services	
<b>Total</b>	<b>\$ -</b>

<b>Operating Budget</b>	
<b>Eligible Costs</b>	<b>CoC Funds Requested</b>
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)	
<b>Total</b>	<b>\$ -</b>



<b>HMIS Budget</b>	
<b>Eligible Costs</b>	<b>CoC Funds Requested</b>
1. Equipment	
2. Software	
3. Services	
4. Personnel	
5. Space & Operations	
<b>Total</b>	<b>\$ -</b>

<b>Summary Budget</b>	
Total Acquisition	\$ -
Total Rehabilitation	\$ -
Total New Construction	\$ -
Total Leasing	\$ -
Total Rental Assistance	\$ -
Total Supportive Services	\$ -
Total Operating	\$ -
Total HMIS	\$ -
Subtotal Funding Requested:	\$ -
Admin Costs	
Total CoC Funding Requested	\$ -
Total Budget for Match Requirement	\$ -

**\*Admin costs should not exceed 7% of the Subtotal of budget line items or the amount awarded during the previous round of funding (whichever is lower)**

**Match and Leveraging**

<b>Match</b>		
<b>Total Match Required</b>		<b>\$ -</b>
<b>Total Match Percentage</b>		<b>#DIV/0!</b>
<b>Contributer</b>	<b>Cash or In-Kind?</b>	<b>Value of Commitment</b>
<b>Total Match</b>		<b>\$ -</b>

<b>Leveraging</b>		
<b>Total Leveraging Percentage</b>		<b>#DIV/0!</b>
<b>Contributer</b>	<b>Cash or In-Kind?</b>	<b>Value of Commitment</b>
<b>Total Leveraging</b>		<b>\$ -</b>

## 4. Concept Paper Addendum

## Addendum to the Concept Paper: Definition of Key Terms

This document provides further clarity on key terms used in the CoC Request for Letters of Intent and criteria the Funding Review Committee consider at when reviewing project applications.

### **IMPROVING RACIAL EQUITY:**

Agencies identifying steps taken to improve racial equity shall be evaluated on the frequency and extent to which the agency self-evaluates their program policies and operations, data, staff diversity and representation of population(s) served, and engagement of persons of color in decision making and planning efforts. The Funding Review Committee will assess the following:

<b>Standard</b>	<b>Definition/Evidence</b>
Program Policies and Operations	The Agency's program policies and operations does not create, or have the potential to create, a disproportionate negative impact, or pose undue barriers, to any particular group(s) (e.g., individuals of a particular racial/ethnic group, sexual orientation, gender, ability status, etc.). There is a process in place to assess existing and new policies to ensure do not create a disproportionate negative impact or pose undue barriers to equity and inclusion, on at least an annual basis.
Data Collection and Analysis	The Agency collects and review data and/or HMIS to better understand the pattern of program use for people of different races & ethnicities in its program, on at least an annual basis.
Staff and Board Diversity and Representation	The Agency has a process in place to assess whether agency staff and executive boards are racially, ethnically, culturally, and experientially, reflective of population(s) served on at least an annual basis. If the findings of this assessment indicate staff is not representative of the population(s) served, the Agency has a plan to hire staff that is culturally, ethnically, experientially, and linguistically reflective of its client population(s).
Decision Making and Engagement	Population(s) served by the Agency are reflected in decision making and planning bodies within the Agency.

### **Additional Resources on Racial Equity and Homelessness**

## Addendum to the Concept Paper: Definition of Key Terms

- National Alliance to End Homelessness Racial Equity Network Toolkit  
<https://endhomelessness.org/resource/the-alliances-racial-equity-network-toolkit/>
- HUD Exchange – Racial Equity Toolkit: Applying A Racial Equity Lens to Your Organization  
<https://www.hudexchange.info/homelessness-assistance/racial-equity/#policies-culture-and-community>
- HUD Exchange - Data Equity <https://www.hudexchange.info/homelessness-assistance/racial-equity/#data>

### **HOUSING FIRST**

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

#### Additional Resources on Housing First:

- HUD Exchange – Housing First in Permanent Supportive Housing Brief  
<https://www.hudexchange.info/resources/documents/Housing-First-Permanent-SupportiveHousing-Brief.pdf>
- United States Interagency Council on Homelessness – Housing First Checklist  
[https://www.usich.gov/resources/uploads/asset\\_library/Housing\\_First\\_Checklist\\_FINAL.pdf](https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf)
- HUD Exchange – Housing First Assessment Tool  
<https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/>

Addendum to the Concept Paper: Definition of Key Terms

**Housing First in Project Access**

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

Addendum to the Concept Paper: Definition of Key Terms

**Housing First in Project Input**

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

**Housing First in Project Lease arrangements**

<b>Standard</b>	<b>Definition/Evidence</b>
Leases are the same for participants as for other tenants	Leases do not have any provisions that would not be found in leases held by any other tenant in the property or building and is renewable per the participants’ and owner’s choice. People experiencing homelessness who receive help moving into permanent housing should have leases that confer the full rights, responsibilities, and legal protections under Federal, state and local housing laws. For transitional housing, there may be limitations on length of stay, but a lease/occupancy agreement should look like a lease that a person would have in the normal rental market



Addendum to the Concept Paper: Definition of Key Terms

Measures are used to prevent eviction	Property or building management, with services support, incorporates a culture of eviction avoidance, reinforced through practices and policies that prevent lease violations and evictions. Evictions occur only when participants are a threat to self or others. Clear eviction appeal processes and due process is provided for all participants. Lease bifurcation is allowed so that a tenant or lawful occupant who is a victim of a criminal act of physical violence committed against them by another tenant or lawful occupant is not evicted, removed, or penalized, if the other is evicted.
Rent payment policies respond to tenants' needs	While tenants are accountable to the rental agreement, adjustments may be needed on a case-by-case basis. As necessary, participants are given special payment arrangements for arrears and/or assistance with financial management, including representative payee arrangements.

**Housing First in Services**

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

Addendum to the Concept Paper: Definition of Key Terms

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

**Housing First in Housing Provision**

Standard	Definition/Evidence
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Addendum to the Concept Paper: Definition of Key Terms

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

## 5. Concept Paper Scoresheet

## **Continuum of Care FY2022**

### **Project Evaluation Criteria Concept Paper Scoring Criteria**

Maximum points available – 35 points

#### **1. Agency Capacity (5 points) – Question 2**

A maximum of 5 points will be awarded if:

- The agency demonstrates a key understanding of the needs and gaps of the priority population
- The agency has experience working with the priority population, OR provides a description of steps the agency will take to fill gaps in knowledge
- The agency has been effectively implementing the project under review or has implemented similar projects in a timely fashion
- The agency has attended at least 6 of the Continuum of Care meetings held in the last year
- The agency incorporates training for staff of all levels, including the board of directors and executive leadership on priority populations and service delivery

#### **2. HUD Priority (Permanent Housing Providers Only) – Chronic Homelessness (3 points) - Question 3**

As seen in the past few Continuum of Care funding cycles, HUD is placing a large emphasis on the ability to house the chronically homeless to keep in line with the Opening Doors Plan. For this reason, the following points will be awarded based on the percentage of chronically homeless being specifically served by the project:

- 3 points will be awarded to any project that has dedicated 100% of their beds to the chronically homeless
- 2 points will be awarded to any project that has dedicated or prioritized at least 75% of their beds to the chronically homeless
- 1 point will be awarded to any project that has dedicated or prioritized at least 50% of their beds to the chronically homeless

#### **3. Project Implementation (5 points) – Question 4**

A maximum of 5 points will be awarded if the project demonstrates:

- How it provides a valuable service/housing opportunity to the homeless in Bergen County
- Objectives and outcomes that include all elements of a SMART (specific, measurable, attainable/achievable, realistic, time-focused/timebound) goal and are relevant to the target population
- Effectiveness with assisting participants to obtain and maintain permanent housing, including supports provided to obtain necessary documentation for program entry
- That it has adequate project staff, or a plan to secure adequate project staff to carry out project activities
- Successful assessment and connection with, employment services, mainstream benefits, healthcare services and insurance

#### **4. Project Type (5 points) – Question 4**

Because of the focus and priority of both HUD and the local Continuum on providing the homeless with permanent housing the following points will be awarded based on program type:

- 5 points will be awarded to permanent housing projects
- 5 points will be awarded to rapid rehousing projects
- 3 points will be awarded for HMIS projects
- 1 points will be awarded for transitional housing projects
- 0 points will be awarded for Supportive Service Only projects

#### **5. Monitoring & Evaluation Plan (4 points) – Question 5**

A maximum of 4 points will be awarded if the project demonstrates:

- A plan for monitoring program objective and outcomes that includes frequency of review and staff roles and responsibilities
- Utilization of data to determine program effectiveness and quality
- Utilization of consumer focus groups, questionnaires and/or surveys that measure consumer satisfaction of the progress on ISP goals and activities
- A data-driven quality improvement plan

#### **6. Participation in Local Priorities (2 points) – Question 6**

HUD has continued put an emphasis on collaboration and participation in local priorities, such as ending veterans and chronic homelessness, as well as the requirement of participating in the coordinated assessment system of the community. Full points will be awarded for agencies that fully participates in all local homelessness initiatives.

#### **7. Housing First Model (3 points) – Question 7**

The CoC has been successful in utilizing best practices to work towards ending homelessness. One of the most effective best practices and HUD policy priorities has been for projects to utilize a housing first approach to housing. To receive the 3 points associated with being a housing first project, the project must meet the following:

- Demonstrate how they operationalize a Housing First philosophy in program implementation, documented policies and procedures, and training
- Demonstrate that participants are not screened out of their program due to the reasons stated in question 6 of the concept paper narrative
- Demonstrate that clients are not terminated from the program for the reasons outlined in question 7 of the concept paper
- If applicable, provide a detailed overview of any barriers to implementing the Housing First philosophy and strategies project staff have identified to address these barriers.
- Demonstrate that referrals from Coordinated Entry have not been rejected for reasons outlined in question 7 of the concept paper.
- Demonstrate that if any clients were terminated, demonstrate that the agency set forth plans to prevent the client from becoming homeless

#### **8. Diversity, Equity, and Inclusion (6 points) – Question 8**

A maximum of 6 points will be awarded if the project demonstrates:

- At least 3 meaningful strategies your agency is using to address racial disparities, as outlined in the Concept Paper Addendum Tool
- How the agency incorporates the voices persons with lived experience into program design and policies

## **9. Budget Appropriateness (2 points) – Project Budget Worksheet**

Due to recent budget constraints and reductions in funding, it is essential for the local Continuum process to ensure all projects are requesting appropriate funds for projects as well as utilizing any funding they are currently receiving. For these reasons maximum points will be awarded to projects in which:

- The budget is reasonable and appropriate for the number of households/persons that are expected to serve
- Administration funds requested do not exceed 7% of the total of the budget line items
- Project budget demonstrates match funding available of 25% of the total budget requested (this includes admin and excludes any leasing dollars).

**Continuum of Care FY2022**

**Project Evaluation Criteria  
Concept Paper Score Sheet**

Name of Agency: \_\_\_\_\_

Project Name: \_\_\_\_\_

1. Agency Capacity (5 points) \_\_\_\_\_
2. HUD Priority - (PH Only) Chronic Homelessness (3 points) \_\_\_\_\_
3. Project Implementation (5 points) \_\_\_\_\_
4. Project Type (5 points) \_\_\_\_\_
5. Monitoring and Evaluation Plan (4 points) \_\_\_\_\_
6. Participation in Local Priorities (2 points) \_\_\_\_\_
7. Housing First Model (3 points) \_\_\_\_\_
8. Diversity, Equity, and Inclusion (6 Points) \_\_\_\_\_
9. Budget Appropriateness (2 points) \_\_\_\_\_

**Total Score** \_\_\_\_\_

**Total Possible** \_\_\_\_\_



## **1E-2. Local Competition Scoring Tool**

1. 2022 Concept Paper
2. Budget Worksheet
3. Concept Paper Addendum
4. Concept Paper Scoresheet
5. Renewal Project Scoring Tools
6. New Project Scoring Tool
7. Final Score Sheet

# 1. 2022 Concept Paper

**Bergen County Continuum of Care  
FY2022 Continuum of Care Concept Paper**

**FY2022 Concept Paper general specifications:**

- The Bergen County Continuum of Care is accepting Concept Papers for agencies seeking new Continuum of Care funding for any of the following program types: permanent housing, transitional housing, HMIS and support service only programs. While concept papers will be accepted for all program types, funding decisions will be based on the project evaluation criteria, performance standards, local monitoring findings, as well as any restrictions placed on funding by HUD in the FY2022 NOFO.
- Completed Concept Papers and Project Budget Worksheets should be submitted by **5 p.m. on July 8, 2022**, via email to Angela Drakes at [adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us) and Ashni Mathew at [amathew@monarchhousing.org](mailto:amathew@monarchhousing.org)
- **Late submissions will receive an automatic deduction of 5 points from the total application score**
- The Review Committee will review the concept papers upon the release of the FY2022 NOFO. The Committee, which will be made up of entities not applying for FY2022 funding, will determine the ranking of the projects based on the factors mentioned above.
- All agencies that submit a concept paper should be prepared to provide additional information or make a brief presentation to the Review Committee if the Committee feels there is not enough information to make a ranking determination.
- All agencies interested in serving people experiencing homelessness are encouraged to apply. No prior experience in operating CoC funded programs required. All agencies, those not previously funded as well as those previously funded are encouraged to apply.

**FY2022 New Funding Concept Paper specifications:**

- The Bergen County Continuum of Care will consider applications for new projects. The Review Committee will determine funding levels for new projects awarded funding based on Reallocation from renewal projects and/or Bonus funding available through the FY2022 NOFO.
- Requests for this funding can be for the following project types:
  - Permanent supportive housing projects that will primarily serve chronically homeless individuals and families, including unaccompanied youth;
  - Rapid rehousing projects for homeless individuals and families, including unaccompanied youth;

- Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH) component projects, that will combine TH and PH-RRH into a single project to serve individuals and families experiencing homelessness;
  - Dedicated Homeless Management Information System (HMIS) projects; or
  - Supportive Services Only (SSO) projects for centralized or coordinated assessment
- Agencies should refer to the FY2021 NOFO for further details on project types that can be applied for. A copy of the NOFO can be found here under the “Related Documents” tab: <https://www.grants.gov/web/grants/view-opportunity.html?oppId=335322>
  - Please note, this information is based solely on the information release through the FY2019 NOFO. Further restrictions or details will be made available upon release of the FY2022 NOFO and will depend on the availability of funds.

**FY2022 CoC Concept Paper should include:**

**I. Concept Paper Narrative**

**II. Project Budget Worksheet**

**Concept Paper Instructions:**

**I. Concept Paper Narrative:**

Please answer the following questions as they relate to the project requesting the funds. The Concept Paper narrative must be no longer than 7 pages.

1. Please provide the name, email, and telephone number of the contact person who would be able to answer questions about this project
2. Describe the agency’s capacity to continue or begin the implementation of the project
3. Please specify the project’s target population including specifics on the number of households/persons and the number of chronically homeless the project expects to serve. (If this is a renewal project this should match the numbers in the subpopulations section of your 2021 CoC Project Application submission).
4. Provide a description of the project (including project type) and its SMART objectives and outcomes including: the number of households to be served, priority populations and demographics to be served, linkages to training, employment and benefits, specific system performance metrics that are relevant to the project, and services provided after discontinuation of services (post-program graduation, etc.). Please describe the services that be provided to assist clients with obtaining and maintaining permanent housing, the staffing capacity (or staffing plan) to carry out the project activities, how participants will be assessed and connected with employment services, mainstream benefits, healthcare services and insurance and the impact the project will have/has on the homeless population in Bergen County.

5. Please describe the project's monitoring and evaluation plan, including:
  - How the project will measure and document participant satisfaction to inform implementation
  - Staff involved in monitoring and evaluation
  - Methods used to evaluate program performance and determine quality improvement projects
  - Frequency of program evaluation and improvement plan monitoring
  - How accurate data is collected and utilized to inform and improve the project implementation
  
6. Please identify how the project has been coordinating with the efforts to end veteran and chronic homelessness. In addition, please identify whether your agency has begun participation in the coordinated assessment system for the CoC, using the Housing Prioritization List. (As a note, in future competitions, projects will be scored by their adherence to the requirement of taking referrals for PH projects from the Housing Prioritization List).
  
7. Please describe how the project operationalizes a Housing First philosophy in program implementation including admission and termination criteria, documented policies and procedures, training, processes, and implementation plans

Does the project ensure that participants are **not** screened out based on the following items? Put an X next to all that apply.

Having 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 (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)	
None of the above	

Does the project ensure that participants are not terminated from the program for the following reasons? Put an X next to all that apply.

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		

None of the above		
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As a note, a project that checks all of the boxes in questions 6 and 7, except “None of the above”, will be considered as following a “Housing First” approach. If project screens, terminates, or has terminated clients based on any of the above criteria, please provide detailed explanation of the reasons for these program requirements and plans for implementing a Housing First philosophy prior to the next funding cycle.

8. Please Complete the chart below AND provide a description of (1) what strategies your agency using to address racial disparities and (2) your agency’s process for incorporating persons with lived experience into program design and policies.

	<b>% of people served by agency</b>	<b>% of direct service staff</b>	<b>% of executive leadership and administration</b>
<b>American Indian/ Alaska Native</b>			
<b>Asian</b>			
<b>Black/African American</b>			
<b>Native Hawaiian/ Pacific Islander</b>			
<b>White</b>			
<b>Hispanic/Latino</b>			
<b>Persons with Lived Experience</b>	N/A		
<b>Total</b>			

**II. Project Budget Worksheet:**

Applicants should use the Budget Worksheet that was provided to complete the budget, match and leveraging information for the project. For purposes of completing the project budget it is important to remember that:

- If you are a renewal project, the budget requested should not exceed the previous funding amount awarded, (unless you have a first-time rental assistance renewal in which there is an allowed 7% admin cost or if the FMR has increased since the original award).
- Match should equal 25% of the total budget requested. A 25% match is required. This includes admin but does not include any leasing funds. The match can be cash, in-kind, or a combination of the two.
- Leveraging is any funds available for the program above the 25% match. Again, leveraging funds can be cash, in-kind, or a combination and can be provided by the agency applying for the grant or an agency they are collaborating with.

- If an agency is using another agency for match or leveraging, that agency must have an MOU with the collaborating agency detailing the services and the amount they will make available for this project. As a note, this MOU does not need to be executed by the time the concept paper is submitted but it must be executed by the time the grant agreement is provided by HUD.
- Any budget that is requesting service funding for a new project must ensure that the service funding request does not exceed 30% of the subtotal of funding requested and that administrative costs do not exceed 7% of the subtotal of funding requested.

## 2. Budget Worksheet



### 2022 Continuum of Care Budget Worksheet

1. Please complete each tab as it relates to your individual project. If there is no funding being requested for a specific budget line item please leave this tab blank.
2. Only enter information in the light green shaded boxes.
3. DO NOT enter any information in the light gray shaded cells, as these contain formulas that will automatically calculate totals and percentages.
4. All projects must complete the Project Information and Match & Leveraging tab.
5. Before submission with the concept paper ensure the Summary Budget tab matches the amount of funds you are looking to request.

**Agency Name:**

**Project Name:**

<b>Acquisition/Rehabilitation/New Construction Budget</b>	
<b>Budget Item</b>	<b>Total CoC Request</b>
<b>Total Acquisition</b>	
<b>Total Rehabilitation</b>	
<b>Total New Construction:</b>	
<b>Total</b>	\$ -

**Leasing Units Budget**

Unit Size	# of Units	Total CoC Request
SRO		
0 bedroom		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		
<b>Total</b>		\$ -

\*For leasing program - the amount you are requesting should not exceed the amount awarded in the previous round of funding. If this is a new leasing project you may request up to the Fair Market Rent for the Unit Size (see FMRs for 2018 below).

**Rental Assistance Budget**

Unit Size	# Units	2022 FMR	Rental Assistance Requested	Months	Total CoC Request
0 bedroom		\$ 1,237.00		12	\$ -
1 bedroom		\$ 1,481.00		12	\$ -
2 bedroom		\$ 1,736.00		12	\$ -
3 bedroom		\$ 2,159.00		12	\$ -
4 bedroom		\$ 2,691.00		12	\$ -
<b>Total</b>					\$ -

\*For rental assistance programs - the amount you are requesting should not exceed the amount awarded in the previous round of funding. Rental Assistance programs may request less than the FMR if they choose too, if not please use the 2022 FMRs listed.

<b>Supportive Services Budget</b>	
<b>Eligible Costs</b>	<b>CoC Funds Requesting</b>
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. Direct Provision of Services	
<b>Total</b>	<b>\$ -</b>

<b>Operating Budget</b>	
<b>Eligible Costs</b>	<b>CoC Funds Requested</b>
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)	
<b>Total</b>	<b>\$ -</b>

<b>HMIS Budget</b>	
<b>Eligible Costs</b>	<b>CoC Funds Requested</b>
1. Equipment	
2. Software	
3. Services	
4. Personnel	
5. Space & Operations	
<b>Total</b>	<b>\$ -</b>

<b>Summary Budget</b>	
Total Acquisition	\$ -
Total Rehabilitation	\$ -
Total New Construction	\$ -
Total Leasing	\$ -
Total Rental Assistance	\$ -
Total Supportive Services	\$ -
Total Operating	\$ -
Total HMIS	\$ -
Subtotal Funding Requested:	\$ -
Admin Costs	
Total CoC Funding Requested	\$ -
Total Budget for Match Requirement	\$ -

**\*Admin costs should not exceed 7% of the Subtotal of budget line items or the amount awarded during the previous round of funding (whichever is lower)**



**Match and Leveraging**

<b>Match</b>		
<b>Total Match Required</b>		<b>\$ -</b>
<b>Total Match Percentage</b>		<b>#DIV/0!</b>
<b>Contributer</b>	<b>Cash or In-Kind?</b>	<b>Value of Commitment</b>
<b>Total Match</b>		<b>\$ -</b>

<b>Leveraging</b>		
<b>Total Leveraging Percentage</b>		<b>#DIV/0!</b>
<b>Contributer</b>	<b>Cash or In-Kind?</b>	<b>Value of Commitment</b>
<b>Total Leveraging</b>		<b>\$ -</b>

### 3. Concept Paper Addendum

## Addendum to the Concept Paper: Definition of Key Terms

This document provides further clarity on key terms used in the CoC Request for Letters of Intent and criteria the Funding Review Committee consider at when reviewing project applications.

### **IMPROVING RACIAL EQUITY:**

Agencies identifying steps taken to improve racial equity shall be evaluated on the frequency and extent to which the agency self-evaluates their program policies and operations, data, staff diversity and representation of population(s) served, and engagement of persons of color in decision making and planning efforts. The Funding Review Committee will assess the following:

<b>Standard</b>	<b>Definition/Evidence</b>
Program Policies and Operations	The Agency's program policies and operations does not create, or have the potential to create, a disproportionate negative impact, or pose undue barriers, to any particular group(s) (e.g., individuals of a particular racial/ethnic group, sexual orientation, gender, ability status, etc.). There is a process in place to assess existing and new policies to ensure do not create a disproportionate negative impact or pose undue barriers to equity and inclusion, on at least an annual basis.
Data Collection and Analysis	The Agency collects and review data and/or HMIS to better understand the pattern of program use for people of different races & ethnicities in its program, on at least an annual basis.
Staff and Board Diversity and Representation	The Agency has a process in place to assess whether agency staff and executive boards are racially, ethnically, culturally, and experientially, reflective of population(s) served on at least an annual basis. If the findings of this assessment indicate staff is not representative of the population(s) served, the Agency has a plan to hire staff that is culturally, ethnically, experientially, and linguistically reflective of its client population(s).
Decision Making and Engagement	Population(s) served by the Agency are reflected in decision making and planning bodies within the Agency.

### **Additional Resources on Racial Equity and Homelessness**

## Addendum to the Concept Paper: Definition of Key Terms

- National Alliance to End Homelessness Racial Equity Network Toolkit  
<https://endhomelessness.org/resource/the-alliances-racial-equity-network-toolkit/>
- HUD Exchange – Racial Equity Toolkit: Applying A Racial Equity Lens to Your Organization  
<https://www.hudexchange.info/homelessness-assistance/racial-equity/#policies-culture-and-community>
- HUD Exchange - Data Equity <https://www.hudexchange.info/homelessness-assistance/racial-equity/#data>

### **HOUSING FIRST**

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

#### Additional Resources on Housing First:

- HUD Exchange – Housing First in Permanent Supportive Housing Brief  
<https://www.hudexchange.info/resources/documents/Housing-First-Permanent-SupportiveHousing-Brief.pdf>
- United States Interagency Council on Homelessness – Housing First Checklist  
[https://www.usich.gov/resources/uploads/asset\\_library/Housing\\_First\\_Checklist\\_FINAL.pdf](https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf)
- HUD Exchange – Housing First Assessment Tool  
<https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/>

Addendum to the Concept Paper: Definition of Key Terms

**Housing First in Project Access**

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

Addendum to the Concept Paper: Definition of Key Terms

**Housing First in Project Input**

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

**Housing First in Project Lease arrangements**

<b>Standard</b>	<b>Definition/Evidence</b>
Leases are the same for participants as for other tenants	Leases do not have any provisions that would not be found in leases held by any other tenant in the property or building and is renewable per the participants’ and owner’s choice. People experiencing homelessness who receive help moving into permanent housing should have leases that confer the full rights, responsibilities, and legal protections under Federal, state and local housing laws. For transitional housing, there may be limitations on length of stay, but a lease/occupancy agreement should look like a lease that a person would have in the normal rental market

Addendum to the Concept Paper: Definition of Key Terms

Measures are used to prevent eviction	Property or building management, with services support, incorporates a culture of eviction avoidance, reinforced through practices and policies that prevent lease violations and evictions. Evictions occur only when participants are a threat to self or others. Clear eviction appeal processes and due process is provided for all participants. Lease bifurcation is allowed so that a tenant or lawful occupant who is a victim of a criminal act of physical violence committed against them by another tenant or lawful occupant is not evicted, removed, or penalized, if the other is evicted.
Rent payment policies respond to tenants' needs	While tenants are accountable to the rental agreement, adjustments may be needed on a case-by-case basis. As necessary, participants are given special payment arrangements for arrears and/or assistance with financial management, including representative payee arrangements.

**Housing First in Services**

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

Addendum to the Concept Paper: Definition of Key Terms

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

**Housing First in Housing Provision**

Standard	Definition/Evidence
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Addendum to the Concept Paper: Definition of Key Terms

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

## 4. Concept Paper Scoresheet

## **Continuum of Care FY2022**

### **Project Evaluation Criteria Concept Paper Scoring Criteria**

Maximum points available – 35 points

#### **1. Agency Capacity (5 points) – Question 2**

A maximum of 5 points will be awarded if:

- The agency demonstrates a key understanding of the needs and gaps of the priority population
- The agency has experience working with the priority population, OR provides a description of steps the agency will take to fill gaps in knowledge
- The agency has been effectively implementing the project under review or has implemented similar projects in a timely fashion
- The agency has attended at least 6 of the Continuum of Care meetings held in the last year
- The agency incorporates training for staff of all levels, including the board of directors and executive leadership on priority populations and service delivery

#### **2. HUD Priority (Permanent Housing Providers Only) – Chronic Homelessness (3 points) - Question 3**

As seen in the past few Continuum of Care funding cycles, HUD is placing a large emphasis on the ability to house the chronically homeless to keep in line with the Opening Doors Plan. For this reason, the following points will be awarded based on the percentage of chronically homeless being specifically served by the project:

- 3 points will be awarded to any project that has dedicated 100% of their beds to the chronically homeless
- 2 points will be awarded to any project that has dedicated or prioritized at least 75% of their beds to the chronically homeless
- 1 point will be awarded to any project that has dedicated or prioritized at least 50% of their beds to the chronically homeless

#### **3. Project Implementation (5 points) – Question 4**

A maximum of 5 points will be awarded if the project demonstrates:

- How it provides a valuable service/housing opportunity to the homeless in Bergen County
- Objectives and outcomes that include all elements of a SMART (specific, measurable, attainable/achievable, realistic, time-focused/timebound) goal and are relevant to the target population
- Effectiveness with assisting participants to obtain and maintain permanent housing, including supports provided to obtain necessary documentation for program entry
- That it has adequate project staff, or a plan to secure adequate project staff to carry out project activities
- Successful assessment and connection with, employment services, mainstream benefits, healthcare services and insurance

#### **4. Project Type (5 points) – Question 4**

Because of the focus and priority of both HUD and the local Continuum on providing the homeless with permanent housing the following points will be awarded based on program type:

- 5 points will be awarded to permanent housing projects
- 5 points will be awarded to rapid rehousing projects
- 3 points will be awarded for HMIS projects
- 1 points will be awarded for transitional housing projects
- 0 points will be awarded for Supportive Service Only projects

#### **5. Monitoring & Evaluation Plan (4 points) – Question 5**

A maximum of 4 points will be awarded if the project demonstrates:

- A plan for monitoring program objective and outcomes that includes frequency of review and staff roles and responsibilities
- Utilization of data to determine program effectiveness and quality
- Utilization of consumer focus groups, questionnaires and/or surveys that measure consumer satisfaction of the progress on ISP goals and activities
- A data-driven quality improvement plan

#### **6. Participation in Local Priorities (2 points) – Question 6**

HUD has continued put an emphasis on collaboration and participation in local priorities, such as ending veterans and chronic homelessness, as well as the requirement of participating in the coordinated assessment system of the community. Full points will be awarded for agencies that fully participates in all local homelessness initiatives.

#### **7. Housing First Model (3 points) – Question 7**

The CoC has been successful in utilizing best practices to work towards ending homelessness. One of the most effective best practices and HUD policy priorities has been for projects to utilize a housing first approach to housing. To receive the 3 points associated with being a housing first project, the project must meet the following:

- Demonstrate how they operationalize a Housing First philosophy in program implementation, documented policies and procedures, and training
- Demonstrate that participants are not screened out of their program due to the reasons stated in question 6 of the concept paper narrative
- Demonstrate that clients are not terminated from the program for the reasons outlined in question 7 of the concept paper
- If applicable, provide a detailed overview of any barriers to implementing the Housing First philosophy and strategies project staff have identified to address these barriers.
- Demonstrate that referrals from Coordinated Entry have not been rejected for reasons outlined in question 7 of the concept paper.
- Demonstrate that if any clients were terminated, demonstrate that the agency set forth plans to prevent the client from becoming homeless

#### **8. Diversity, Equity, and Inclusion (6 points) – Question 8**

A maximum of 6 points will be awarded if the project demonstrates:

- At least 3 meaningful strategies your agency is using to address racial disparities, as outlined in the Concept Paper Addendum Tool
- How the agency incorporates the voices persons with lived experience into program design and policies

## **9. Budget Appropriateness (2 points) – Project Budget Worksheet**

Due to recent budget constraints and reductions in funding, it is essential for the local Continuum process to ensure all projects are requesting appropriate funds for projects as well as utilizing any funding they are currently receiving. For these reasons maximum points will be awarded to projects in which:

- The budget is reasonable and appropriate for the number of households/persons that are expected to serve
- Administration funds requested do not exceed 7% of the total of the budget line items
- Project budget demonstrates match funding available of 25% of the total budget requested (this includes admin and excludes any leasing dollars).

**Continuum of Care FY2022**

**Project Evaluation Criteria  
Concept Paper Score Sheet**

Name of Agency: \_\_\_\_\_

Project Name: \_\_\_\_\_

1. Agency Capacity (5 points) \_\_\_\_\_
2. HUD Priority - (PH Only) Chronic Homelessness (3 points) \_\_\_\_\_
3. Project Implementation (5 points) \_\_\_\_\_
4. Project Type (5 points) \_\_\_\_\_
5. Monitoring and Evaluation Plan (4 points) \_\_\_\_\_
6. Participation in Local Priorities (2 points) \_\_\_\_\_
7. Housing First Model (3 points) \_\_\_\_\_
8. Diversity, Equity, and Inclusion (6 Points) \_\_\_\_\_
9. Budget Appropriateness (2 points) \_\_\_\_\_

**Total Score** \_\_\_\_\_

**Total Possible** \_\_\_\_\_

## 5. Renewal Project Scoring Tools

- a. Desk Monitoring Questionnaire/Scoring Tool
- b. 2022 Performance Standards
- c. Concept Paper Scoring Criteria

**Bergen Continuum of Care  
Desk Monitoring Questionnaire/Document Request**

In order to assist the Funding Review 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:** \_\_\_\_\_

**Grant Number:** \_\_\_\_\_

**Operating Year:** \_\_\_\_\_

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 Funding Review Committee with the following documents by XX by sending them to Ashni Mathew at [amathew@monarchhousing.org](mailto:amathew@monarchhousing.org).

**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, if applicable (especially any agencies who are subrecipients or whose services are used as match or leveraging for the project)
- Copy of program intake packet and program information (program manual, program requirements, consent forms) distributed to new clients.
- An eLOCCS vouchers screen print out showing dates and amounts of all drawdowns that were completed for this project during the most recently completed operating year
- Any back up documentation required by HUD to justify the services, operating or administrative funds requested in the last 4 drawdowns (this includes staff timesheets, service logs, utilities, etc.)
- Copy of the housing/unit inspection form that is used
- Copy of the most recently executed grant agreement with HUD
- Copy of the most recent grant closeout certification for the grant (if applicable)
- Copy of the any HUD monitoring findings from past 12 months (if applicable)
- Copy of the findings section of most recently completed audit for your agency
- Copy of your most recent HMIS Audit (Release of Information)
- Copy of your program's eligibility criteria
- The following information will be monitored from HMIS via the program APR
  1. Participant Eligibility
    - a. Homeless Status of participants at program entry
    - b. Disability Status of participants at program entry
  2. Data Quality
  3. Program utilization – number of households served vs. number of households proposed in application
  4. Target population – is the project serving the subpopulations identified in the grant application
  5. Stability in Permanent Housing



6. Destination at exit
7. Connection to income & benefits
8. Increase in income at follow-up or exit
9. HMIS record update

**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?

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

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3. Have clients ever been terminated from the project? If so, what was the reason for their termination? What steps were taken to avoid homelessness after termination?

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

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5. Describe how your agency incorporates consumer input in the planning and delivery of services.

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**PROGRAM COORDINATION:**

1. Does your program currently have an agreement in place with the CE agency/entity? Please describe how your agency works with the CoC's Coordinated Entry process to fill vacancies or obtain referrals for this project:

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

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3. Do you work with partner agencies in the implementation of this project? \_\_Yes  
\_\_No

If yes to question 3, are there agreements in place identifying the roles and responsibilities of participating agencies? If so, please provide a copy of any agreements in place for this program.

**AGENCY STAFF & CULTURAL COMPETENCY:**

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? Do all staff that connect with consumers receive training in trauma informed care?

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2. Describe in detail the diversity of your agency's staff and how they reflect minority populations that are served by your agency.

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3. Describe your program's ability to deliver services in a manner that is culturally and linguistically competent and reflects the needs of the minority populations served.

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**HOUSING FIRST PRINCIPLES:**

1. Please describe how your program adheres to **Housing First** principles. Please include how Housing First is adhered to in the following areas: (1) project access, (2) project input, (3) lease arrangements (if applicable), (4) services, and (5) housing provision. Please refer to the **Monitoring Tool Addendum** for additional clarity on how utilization of Housing First principles will be monitored.

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**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?

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2. Please provide a budget narrative explaining how the HUD money is used for this project. Within the narrative, discuss the following: activities HUD funds are used for, documentation on file to support HUD funds, frequency of HUD drawdowns, how you track expenditure rates, whether the grant is on track to use all funds, (if applicable) why 100% of grant funds will not be used and steps taken to reduce unexpended funds prior to contract end date.

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3. Please identify the amount of match for this program. Describe how you meet program match requirements and the documentation you have on file to support the match.

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

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5. Please describe the process for determining client eligibility. Identify the documentation used to support eligibility. Please discuss additional client information collected during the intake process.

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**DIVERSITY, EQUITY, & INCLUSION**

1. Please indicate yes or no for the following questions:

a.	The Agency management & decision-making bodies are representative of the population served by the program.	
b.	The Agency has identified steps it will take to help the board of directors & decision-making bodies better reflect the population served by the program.	
c.	The Agency is establishing professional development opportunities to identify & invest in emerging leaders of different races & ethnicities in the organization.	
d.	The Agency is training and educating staff working in the homeless services sector to better understand racism & the intersection of racism & homelessness.	
e.	The Agency has reviewed internal policies and procedures with an equity lens and has a plan for developing and implementing equitable policies that do not impose undue barriers.	
f.	The Agency is collecting data and/or reviewing HMIS to better understand the pattern of program use for people of different races & ethnicities in its program.	

2. Please list additional steps your Agency has taken to improve **racial equity** in the provision and outcome of assistance. Please refer to the Monitoring Tool Addendum for additional clarity on how efforts to improve racial equity will be monitored.

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3. Please enter in the chart below the number of people with lived experience who currently participate in the Agency under the categories listed:

	<b>Level of Active Participation</b>	<b>Number of People with Lived Experience Within the Last 5 Years or Current Program Participant</b>	<b>Number of People with Lived Experience Coming from Unsheltered Situations</b>
a.	Included & provide input that is incorporated in the program planning process.		
b.	Included in the decision-making processes related to addressing homelessness for the organization.		
c.	Review & recommend revisions to policies addressing homelessness related to services, & housing.		
d.	Participate on CoC committees, subcommittees, or workgroups.		

Bergen CoC  
2022 Desk Monitoring Review

Agency Name:	
Project Name:	
Date Monitored:	
Monitoring Completed By:	

Area of Consideration	Total Possible Score	Score	Notes
Consumer Surveys	3		
Communication of rules and regulations	3		
Termination (if applicable)	3		
Agency process to resolve complaint	3		
Incorporation of consumer feedback	3		
<b>Client Feedback Score</b>	<b>15</b>	<b>0</b>	
Coordination with CE	3		
Formerly homeless person on board	6		
Subrecipients (if applicable)	3		
<b>Program Coordination Score</b>	<b>12</b>	<b>0</b>	
Staff Training	6		
Staff Diversity	6		
Culturally appropriate service delivery	6		
<b>Agency Staff and Cultural Competency Score</b>	<b>18</b>	<b>0</b>	
Project Access	6		
Project Input	6		
Lease Agreements (if applicable)	3		
Services	6		
Housing Provision	6		
<b>Housing First Principles Score</b>	<b>27</b>	<b>0</b>	
HUD Audit	3		
Budget Narrative	3		
Match	3		
Program Goals	3		
Intake Process/Eligibility	6		
<b>Project Administration Score</b>	<b>18</b>	<b>0</b>	
Equity Analysis	6		
Steps to improve Racial Equity	4		
Engagement with People with Lived Experience	4		
<b>Diversity, Equity &amp; Inclusion Score</b>	<b>14</b>	<b>0</b>	

	Total Possible Score	Score	%
Monitoring Score	104	0	0.0%

**Permanent Supportive Housing Program:** \_\_\_\_\_

Goals	Required Performance Standard		%	Points Awarded
1. Households residing in permanent housing will remain in this housing for a minimum of 1 year or exit to other permanent housing.	85% will remain housed for a least 12 months, exit to other permanent housing, or continue in permanent housing	≥85%=10 80%-84%= 8 65%-79%= 4 55%-64%= 1 ≤55%= 0		
2. Households exiting permanent housing will not return to homelessness (Including transitional housing)	<10% of those exiting permanent housing return to homelessness	≤10%= 10 11%-20%= 4 21%-30%= 3 31-45%= 1 ≥31%= 0		
3. Households will maintain or increase earned and unearned income (Includes wages and mainstream resources)	85% will maintain or increase income at exit or annually	≥85%= 10 75%-84%= 7 65%-74%= 5 50%-64%= 3 ≤49%= 0		
4. Adults will obtain or maintain employment while in the program and will exit the program employed.*	20% of adults who are not on SSI/D will be employed at program exit or annually	≥20%= 10 10%-19%= 6 5%-9%= 3 ≤5%= 0		
5. Households will maintain or obtain mainstream non-cash benefits	85% will maintain or obtain mainstream non-cash benefits at exit or annually	≥85%= 10 75%-84%= 7 65%-74%= 5 50%-64%= 3 ≤49%= 0		
6. Program operates at full capacity, with low vacancy rate, and quickly fills vacancies	>90% occupancy during reporting period	≥90%= 10 70%-89%= 7 51%-69%= 4 ≤50%= 0		
7. Program maintains adequate data quality in HMIS	See Data Quality Report	A - to A =10 B to B+ = 5 < B- = 0	N/A	
			<b>Total:</b>	

**Of 70**

\*Projects serving 100% chronically homeless or SSI/SSD clients exempt from this measure

All data is taken directly from HMIS using the following dates:

The following HMIS reports are used:

1. The CoC Annual Performance Report run through HMIS

**Transitional Housing Program:** \_\_\_\_\_

Goals	Required Performance Standard		%	Points Awarded
1. Households residing in transitional housing will have low average lengths of stay among households	% of households whose length of stay in transitional housing does not exceed 18 months	≥45%= 10 31-45%= 7 21%-30%= 5 11%-20%= 3 ≤10%= 0		
2. Households exiting transitional housing programs will move directly to permanent housing.	75% will obtain permanent housing	≥75%= 10 60%-74% = 7 40%- 59%= 5 25%-39%= 3 ≤24%= 0		
3. Households will maintain or increase earned and unearned income. (Includes wages or mainstream resources)	54% will maintain or increase income	≥54%= 10 45%-53%= 7 35%-44%= 5 25%-34%= 3 ≤25%= 0		
4. Adults will obtain or maintain employment while in the program and will exit the program employed.*	20% of adults who are not on SSI/D will be employed at program exit or annually	≥20%= 10 10%-19%= 6 5%-9%= 3 ≤5%= 0		
5. Households will maintain or obtain mainstream non-cash benefits between entry and exit.	25% will maintain or obtain mainstream non-cash benefits	≥25%= 10 21%-24%= 7 11%-20%= 3 ≤10%= 0		
6. Program operates at full capacity	>90% occupancy	≥90%= 10 70%-89%= 8 51%-69%= 5 ≤50%= 0		
7. Program maintains adequate data quality in HMIS	See Data Quality Report	A - to A =10 B to B+ = 5 < B- = 0	N/A	
			<b>Total:</b>	

**Of 70**

\*Projects serving 100% chronically homeless or SSI/SSD clients exempt from this measure

All data is taken directly from HMIS using the following dates:

The following HMIS reports are used:

1. The CoC Annual Performance Report run through HMIS

**Rapid Rehousing Program:** \_\_\_\_\_

Goals	Performance Standard	Points	%	Points Awarded
1. Households exiting Rapid Rehousing will remain in permanent housed for a minimum of 6 months or will exit to other permanent housing	85% will remain housed for a least 6 months or will exit to other permanent housing	≥85%=10 70%-84%= 8 50%-69%= 4 31%-49%= 1 ≤30%= 0		
2. Households exiting Rapid Rehousing housing will not return to homelessness (Including transitional housing)	<10% of those exiting rapid rehousing housing return to homelessness	≤10%= 10 11%-20%= 4 21%-30%= 3 31-45%= 1 ≥45%= 0		
3. Households will maintain or increase earned and unearned income (Includes wages and mainstream resources)	85% will maintain or increase income at exit or annually	≥85%= 10 75%-84%= 7 65%-74%= 5 50%-64%= 3 ≤49%= 0		
4. Adults who are not enrolled in SSI/D will obtain or maintain employment while in the program and will exit the program employed.	40% of adults who are not on SSI/D will be employed at program exit or annually	≥40%= 10 30%-39%= 6 20%-29%= 3 ≤20%= 0		
5. Program maintains adequate data quality in HMIS	See Data Quality Report	A - to A =10 B to B+ = 5 < B- = 0	N/A	
<b>Total:</b>				

**Of 50**

All data is taken directly from HMIS using the following dates:

The following HMIS reports are used:

1. The CoC Annual Performance Report run through HMIS

## **Continuum of Care FY2022**

### **Project Evaluation Criteria Concept Paper Scoring Criteria**

Maximum points available – 35 points

#### **1. Agency Capacity (5 points) – Question 2**

A maximum of 5 points will be awarded if:

- The agency demonstrates a key understanding of the needs and gaps of the priority population
- The agency has experience working with the priority population, OR provides a description of steps the agency will take to fill gaps in knowledge
- The agency has been effectively implementing the project under review or has implemented similar projects in a timely fashion
- The agency has attended at least 6 of the Continuum of Care meetings held in the last year
- The agency incorporates training for staff of all levels, including the board of directors and executive leadership on priority populations and service delivery

#### **2. HUD Priority (Permanent Housing Providers Only) – Chronic Homelessness (3 points) - Question 3**

As seen in the past few Continuum of Care funding cycles, HUD is placing a large emphasis on the ability to house the chronically homeless to keep in line with the Opening Doors Plan. For this reason, the following points will be awarded based on the percentage of chronically homeless being specifically served by the project:

- 3 points will be awarded to any project that has dedicated 100% of their beds to the chronically homeless
- 2 points will be awarded to any project that has dedicated or prioritized at least 75% of their beds to the chronically homeless
- 1 point will be awarded to any project that has dedicated or prioritized at least 50% of their beds to the chronically homeless

#### **3. Project Implementation (5 points) – Question 4**

A maximum of 5 points will be awarded if the project demonstrates:

- How it provides a valuable service/housing opportunity to the homeless in Bergen County
- Objectives and outcomes that include all elements of a SMART (specific, measurable, attainable/achievable, realistic, time-focused/timebound) goal and are relevant to the target population
- Effectiveness with assisting participants to obtain and maintain permanent housing, including supports provided to obtain necessary documentation for program entry
- That it has adequate project staff, or a plan to secure adequate project staff to carry out project activities
- Successful assessment and connection with, employment services, mainstream benefits, healthcare services and insurance

#### **4. Project Type (5 points) – Question 4**

Because of the focus and priority of both HUD and the local Continuum on providing the homeless with permanent housing the following points will be awarded based on program type:



- 5 points will be awarded to permanent housing projects
- 5 points will be awarded to rapid rehousing projects
- 3 points will be awarded for HMIS projects
- 1 points will be awarded for transitional housing projects
- 0 points will be awarded for Supportive Service Only projects

#### **5. Monitoring & Evaluation Plan (4 points) – Question 5**

A maximum of 4 points will be awarded if the project demonstrates:

- A plan for monitoring program objective and outcomes that includes frequency of review and staff roles and responsibilities
- Utilization of data to determine program effectiveness and quality
- Utilization of consumer focus groups, questionnaires and/or surveys that measure consumer satisfaction of the progress on ISP goals and activities
- A data-driven quality improvement plan

#### **6. Participation in Local Priorities (2 points) – Question 6**

HUD has continued put an emphasis on collaboration and participation in local priorities, such as ending veterans and chronic homelessness, as well as the requirement of participating in the coordinated assessment system of the community. Full points will be awarded for agencies that fully participates in all local homelessness initiatives.

#### **7. Housing First Model (3 points) – Question 7**

The CoC has been successful in utilizing best practices to work towards ending homelessness. One of the most effective best practices and HUD policy priorities has been for projects to utilize a housing first approach to housing. To receive the 3 points associated with being a housing first project, the project must meet the following:

- Demonstrate how they operationalize a Housing First philosophy in program implementation, documented policies and procedures, and training
- Demonstrate that participants are not screened out of their program due to the reasons stated in question 6 of the concept paper narrative
- Demonstrate that clients are not terminated from the program for the reasons outlined in question 7 of the concept paper
- If applicable, provide a detailed overview of any barriers to implementing the Housing First philosophy and strategies project staff have identified to address these barriers.
- Demonstrate that referrals from Coordinated Entry have not been rejected for reasons outlined in question 7 of the concept paper.
- Demonstrate that if any clients were terminated, demonstrate that the agency set forth plans to prevent the client from becoming homeless

#### **8. Diversity, Equity, and Inclusion (6 points) – Question 8**

A maximum of 6 points will be awarded if the project demonstrates:

- At least 3 meaningful strategies your agency is using to address racial disparities, as outlined in the Concept Paper Addendum Tool
- How the agency incorporates the voices persons with lived experience into program design and policies

## **9. Budget Appropriateness (2 points) – Project Budget Worksheet**

Due to recent budget constraints and reductions in funding, it is essential for the local Continuum process to ensure all projects are requesting appropriate funds for projects as well as utilizing any funding they are currently receiving. For these reasons maximum points will be awarded to projects in which:

- The budget is reasonable and appropriate for the number of households/persons that are expected to serve
- Administration funds requested do not exceed 7% of the total of the budget line items
- Project budget demonstrates match funding available of 25% of the total budget requested (this includes admin and excludes any leasing dollars).

**Continuum of Care FY2022**

**Project Evaluation Criteria  
Concept Paper Score Sheet**

Name of Agency: \_\_\_\_\_

Project Name: \_\_\_\_\_

1. Agency Capacity (5 points) \_\_\_\_\_
2. HUD Priority - (PH Only) Chronic Homelessness (3 points) \_\_\_\_\_
3. Project Implementation (5 points) \_\_\_\_\_
4. Project Type (5 points) \_\_\_\_\_
5. Monitoring and Evaluation Plan (4 points) \_\_\_\_\_
6. Participation in Local Priorities (2 points) \_\_\_\_\_
7. Housing First Model (3 points) \_\_\_\_\_
8. Diversity, Equity, and Inclusion (6 Points) \_\_\_\_\_
9. Budget Appropriateness (2 points) \_\_\_\_\_

**Total Score** \_\_\_\_\_

**Total Possible** \_\_\_\_\_

## 6. New Project Scoring Tool

## **Continuum of Care FY2022**

### **Project Evaluation Criteria Concept Paper Scoring Criteria**

Maximum points available – 35 points

#### **1. Agency Capacity (5 points) – Question 2**

A maximum of 5 points will be awarded if:

- The agency demonstrates a key understanding of the needs and gaps of the priority population
- The agency has experience working with the priority population, OR provides a description of steps the agency will take to fill gaps in knowledge
- The agency has been effectively implementing the project under review or has implemented similar projects in a timely fashion
- The agency has attended at least 6 of the Continuum of Care meetings held in the last year
- The agency incorporates training for staff of all levels, including the board of directors and executive leadership on priority populations and service delivery

#### **2. HUD Priority (Permanent Housing Providers Only) – Chronic Homelessness (3 points) - Question 3**

As seen in the past few Continuum of Care funding cycles, HUD is placing a large emphasis on the ability to house the chronically homeless to keep in line with the Opening Doors Plan. For this reason, the following points will be awarded based on the percentage of chronically homeless being specifically served by the project:

- 3 points will be awarded to any project that has dedicated 100% of their beds to the chronically homeless
- 2 points will be awarded to any project that has dedicated or prioritized at least 75% of their beds to the chronically homeless
- 1 point will be awarded to any project that has dedicated or prioritized at least 50% of their beds to the chronically homeless

#### **3. Project Implementation (5 points) – Question 4**

A maximum of 5 points will be awarded if the project demonstrates:

- How it provides a valuable service/housing opportunity to the homeless in Bergen County
- Objectives and outcomes that include all elements of a SMART (specific, measurable, attainable/achievable, realistic, time-focused/timebound) goal and are relevant to the target population
- Effectiveness with assisting participants to obtain and maintain permanent housing, including supports provided to obtain necessary documentation for program entry
- That it has adequate project staff, or a plan to secure adequate project staff to carry out project activities
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#### **4. Project Type (5 points) – Question 4**

Because of the focus and priority of both HUD and the local Continuum on providing the homeless with permanent housing the following points will be awarded based on program type:

- 5 points will be awarded to permanent housing projects
- 5 points will be awarded to rapid rehousing projects
- 3 points will be awarded for HMIS projects
- 1 points will be awarded for transitional housing projects
- 0 points will be awarded for Supportive Service Only projects

#### **5. Monitoring & Evaluation Plan (4 points) – Question 5**

A maximum of 4 points will be awarded if the project demonstrates:

- A plan for monitoring program objective and outcomes that includes frequency of review and staff roles and responsibilities
- Utilization of data to determine program effectiveness and quality
- Utilization of consumer focus groups, questionnaires and/or surveys that measure consumer satisfaction of the progress on ISP goals and activities
- A data-driven quality improvement plan

#### **6. Participation in Local Priorities (2 points) – Question 6**

HUD has continued put an emphasis on collaboration and participation in local priorities, such as ending veterans and chronic homelessness, as well as the requirement of participating in the coordinated assessment system of the community. Full points will be awarded for agencies that fully participates in all local homelessness initiatives.

#### **7. Housing First Model (3 points) – Question 7**

The CoC has been successful in utilizing best practices to work towards ending homelessness. One of the most effective best practices and HUD policy priorities has been for projects to utilize a housing first approach to housing. To receive the 3 points associated with being a housing first project, the project must meet the following:

- Demonstrate how they operationalize a Housing First philosophy in program implementation, documented policies and procedures, and training
- Demonstrate that participants are not screened out of their program due to the reasons stated in question 6 of the concept paper narrative
- Demonstrate that clients are not terminated from the program for the reasons outlined in question 7 of the concept paper
- If applicable, provide a detailed overview of any barriers to implementing the Housing First philosophy and strategies project staff have identified to address these barriers.
- Demonstrate that referrals from Coordinated Entry have not been rejected for reasons outlined in question 7 of the concept paper.
- Demonstrate that if any clients were terminated, demonstrate that the agency set forth plans to prevent the client from becoming homeless

#### **8. Diversity, Equity, and Inclusion (6 points) – Question 8**

A maximum of 6 points will be awarded if the project demonstrates:

- At least 3 meaningful strategies your agency is using to address racial disparities, as outlined in the Concept Paper Addendum Tool
- How the agency incorporates the voices persons with lived experience into program design and policies

## **9. Budget Appropriateness (2 points) – Project Budget Worksheet**

Due to recent budget constraints and reductions in funding, it is essential for the local Continuum process to ensure all projects are requesting appropriate funds for projects as well as utilizing any funding they are currently receiving. For these reasons maximum points will be awarded to projects in which:

- The budget is reasonable and appropriate for the number of households/persons that are expected to serve
- Administration funds requested do not exceed 7% of the total of the budget line items
- Project budget demonstrates match funding available of 25% of the total budget requested (this includes admin and excludes any leasing dollars).

**Continuum of Care FY2022**

**Project Evaluation Criteria  
Concept Paper Score Sheet**

Name of Agency: \_\_\_\_\_

Project Name: \_\_\_\_\_

1. Agency Capacity (5 points) \_\_\_\_\_
2. HUD Priority - (PH Only) Chronic Homelessness (3 points) \_\_\_\_\_
3. Project Implementation (5 points) \_\_\_\_\_
4. Project Type (5 points) \_\_\_\_\_
5. Monitoring and Evaluation Plan (4 points) \_\_\_\_\_
6. Participation in Local Priorities (2 points) \_\_\_\_\_
7. Housing First Model (3 points) \_\_\_\_\_
8. Diversity, Equity, and Inclusion (6 Points) \_\_\_\_\_
9. Budget Appropriateness (2 points) \_\_\_\_\_

**Total Score** \_\_\_\_\_

**Total Possible** \_\_\_\_\_



## 7. Final Score Sheet

**Bergen CoC Final Scores**

Agency	Project	Concept Paper		Monitoring		Performance		Final Score	Final Possible	Percentage
		Scored	Possible	Scored	Possible	Scored	Possible			
Advance Housing	AAH Supportive Housing	31	35	81.5	101	70	70	182.5	206	88.59%
Advance Housing	Advance Supportive Living (HoST)	34	35	86	104	70	70	190	209	90.91%
Advance Housing	Fairview McKinney	31	35	86	104	67	70	184	209	88.04%
HABC	Family Guidance	24	29	70	95	30	70	124	194	63.92%
HABC	Links 2	27	29	70	95	54	70	151	194	77.84%
HABC	Housing Works II	27	29	70	95	50	70	147	194	75.77%
HABC	Housing Works IV Consolidation	26	29	70	95	62	70	158	194	81.44%
HABC	Van Sciver	27	29	70	95	40	70	137	194	70.62%
BC Human Services	Alfred J Home for Vets	28	32	76	101	67	70	171	203	84.24%
BC Human Services	Bergen HMIS	27	29					27	29	93.10%
Care Plus NJ	Care Plus Housing Search & Placement	24	32	78	101			102	133	76.69%
Care Plus NJ	Care Plus RRH for Individuals & Families	29	35	79	101	45	50	153	186	82.26%
Center for Hope and Safety	B2 Transitional	23.5	32	84	104	60	70	167.5	206	81.31%
Center for Hope and Safety	E1 Transitional	23.5	32	84	101	60	70	167.5	203	82.51%
Center for Hope and Safety	Transitional Housing RRH	27.5	32					27.5	32	85.94%
GBCA	Ladder	20	32	69	98	70	70	159	200	79.50%
Vantage	Knickerbocker	30	35	77	101	44	60	151	196	77.04%
Vantage	Links	30	35	77	101	54	70	161	206	78.16%
Vantage	Opening Doors	29	35	77	104	56	70	162	209	77.51%

## **1E-2a. Scored Forms for One Project**

1. Desk Monitoring Scoring Tool
2. 2022 Performance Standards Score
3. Concept Paper Score
4. Final Score Sheet

# 1. Desk Monitoring Scoring Tool

Bergen CoC  
2022 Desk Monitoring Review

Agency Name:	Advance Housing
Project Name:	AAH
Date Monitored:	8/22/22
Monitoring Completed By:	NA

	Total Possible Score	Score	Notes
Consumer Surveys	3	3	
Communication of rules and regulations	3	3	
Termination (if applicable)	3	3	
Agency process to resolve complaint	3	3	
Incorporation of consumer feedback	3	3	
<b>Client Feedback Score</b>	<b>15</b>	<b>15</b>	
Coordination with CE	3	3	
Formerly homeless person on board	6	6	
Subrecipients (if applicable)	3	3	
<b>Program Coordination Score</b>	<b>12</b>	<b>12</b>	
Staff Training	6	6	
Staff Diversity	6	4	
Culturally appropriate service delivery	6	6	
<b>Agency Staff and Cultural Competency Score</b>	<b>18</b>	<b>16</b>	
Project Access	6	5	
Project Input	6	6	
Lease Agreements (if applicable)	0	0	
Services	6	6	
Housing Provision	6	0	Response does not include information on Housing Provision
<b>Housing First Principles Score</b>	<b>24</b>	<b>17</b>	
HUD Audit	3	2.5	HUD Monitoring Findings document not submitted
Budget Narrative	3	2	Funds not expended on quarterly basis
Match	3	3	
Program Goals	3	3	
Intake Process/Eligibility	6	0	No agency was awarded points in 2022
<b>Project Administration Score</b>	<b>18</b>	<b>10.5</b>	
Equity Analysis	6	6	
Steps to improve Racial Equity	4	1	Response only includes information on improving "Data Collection and Analysis"
Engagement with People with Lived Experience	4	4	
<b>Diversity, Equity &amp; Inclusion Score</b>	<b>14</b>	<b>11</b>	

	Total Possible Score	Score	%
Monitoring Score	101	81.5	80.7%

## 2. 2022 Performance Standards Score

**Permanent Supportive Housing Program: AAH Supportive Housing**

Goals	Required Performance Standard		%	Points Awarded
1. Households residing in permanent housing will remain in this housing for a minimum of 1 year or exit to other permanent housing.	85% will remain housed for a least 12 months, exit to other permanent housing, or continue in permanent housing	≥85%=10 80%-84%= 8 65%-79%= 4 55%-64%= 1 ≤55%= 0	100%	10
2. Households exiting permanent housing will not return to homelessness (Including transitional housing)	<10% of those exiting permanent housing return to homelessness	≤10%= 10 11%-20%= 4 21%-30%= 3 31-45%= 1 ≥31%= 0	0%	10
3. Households will maintain or increase earned and unearned income (Includes wages and mainstream resources)	85% will maintain or increase income at exit or annually	≥85%= 10 75%-84%= 7 65%-74%= 5 50%-64%= 3 ≤49%= 0	87%	10
4. Adults will obtain or maintain employment while in the program and will exit the program employed.*	20% of adults who are not on SSI/D will be employed at program exit or annually	≥20%= 10 10%-19%= 6 5%-9%= 3 ≤5%= 0	100%	10
5. Households will maintain or obtain mainstream non-cash benefits	85% will maintain or obtain mainstream non-cash benefits at exit or annually	≥85%= 10 75%-84%= 7 65%-74%= 5 50%-64%= 3 ≤49%= 0	100%	10
6. Program operates at full capacity, with low vacancy rate, and quickly fills vacancies	>90% occupancy during reporting period	≥90%= 10 70%-89%= 7 51%-69%= 4 ≤50%= 0	109%	10
7. Program maintains adequate data quality in HMIS	<10% data quality errors	<10%= 10 11%-20%= 7 21%-30%= 4 31-45%= 1 ≥31%= 0	0%	10
			<b>Total:</b>	<b>70</b>

**Of 70**

\*Projects serving 100% chronically homeless or SSI/SSD clients exempt from this measure

All data is taken directly from HMIS using the following dates: 04/01/2021-04/01/2022

The following HMIS reports are used:

1. The CoC Annual Performance Report run through HMIS

### 3. Concept Paper Score



Continuum of Care FY2022

Project Evaluation Criteria  
Concept Paper Score Sheet

Name of Agency: **Advance Housing**

Project Name: **AAH**

- |   |          |
|---|----------|
| 1. Agency Capacity (5 points)                               | <u>5</u> |
| 2. HUD Priority - (PH Only) Chronic Homelessness (3 points) | <u>0</u> |
| 3. Project Implementation (5 points)                        | <u>5</u> |
| 4. Project Type (5 points)                                  | <u>5</u> |
| 5. Monitoring and Evaluation Plan (4 points)                | <u>4</u> |
| 6. Participation in Local Priorities (2 points)             | <u>2</u> |
| 7. Housing First Model (3 points)                           | <u>3</u> |
| 8. Diversity, Equity, and Inclusion (6 Points)              | <u>5</u> |
| 9. Budget Appropriateness (2 points)                        | <u>2</u> |

Total Score **31**

Total Possible **35**

## 4. Final Score Sheet

**Bergen CoC Final Scores**

Agency	Project	Concept Paper		Monitoring		Performance		Final Score	Final Possible	Percentage
		Scored	Possible	Scored	Possible	Scored	Possible			
Advance Housing	AAH Supportive Housing	31	35	81.5	101	70	70	182.5	206	88.59%
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Vantage	Knickerbocker	30	35	77	101	44	60	151	196	77.04%
Vantage	Links	30	35	77	101	54	70	161	206	78.16%
Vantage	Opening Doors	29	35	77	104	56	70	162	209	77.51%

## **1E-5. Notification of Projects Rejected-Reduced**

N/A – no projects rejected/reduced in  
2022 local selection process

## **1E-5a. Notification of Projects Accepted**

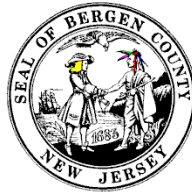
**Subject:** FY2022 COC Notice  
**Date:** Thursday, September 8, 2022 at 12:53:22 PM Eastern Daylight Time  
**From:** Drakes, Angela  
**To:** tmcmahon  
**CC:** Drakes, Angela, Azari, Nadine  
**Priority:** High  
**Attachments:** Vantage 2022 COC Notice.pdf, Local Application Policies - Appeals.pdf

Dear Terri:

Please find attached FY2022 COC Notice so you can begin the application process in esnaps.

Sincerely,

Angela Drakes  
***Deputy Director, COC Lead***  
***County of Bergen***  
***Division of Community Development***  
***One Bergen County Plaza, 4<sup>th</sup> Floor***  
***Hackensack, NJ 07601***  
***Telephone: (201) 336-7225***  
***adrakes@co.bergen.nj.us***



**COUNTY OF BERGEN  
COMMUNITY DEVELOPMENT**

One Bergen County Plaza ■ 4th Floor ■ Hackensack, NJ 07601-7076  
(201) 336-7200 ■ Fax (201) 336-7247

**James J. Tedesco III**  
*County Executive*

**Robert G. Esposito**  
*Director*

September 7, 2022

**Bergen County Continuum of Care  
Final Scoring/Ranking Notification**

Ms. Teresa McMahon:

This letter is serving as notification that your projects have been approved for inclusion in the FY2022 Continuum of Care Application by the Bergen CoC Performance and Evaluation Committee. Below please find your final application, monitoring and performance scores as approved by the Committee as well as the final ranking of your projects.

Agency	Project	Concept Paper		Monitoring		Performance		Final Percentage
		Scored	Possible	Scored	Possible	Scored	Possible	
Vantage	Knickerbocker	30	35	77	101	44	60	<b>77.04%</b>
Vantage	Links	30	35	77	101	54	70	<b>78.16%</b>
Vantage	Opening Doors	29	35	77	104	56	70	<b>77.51%</b>

The final budget that has been approved for your project is as follows:

Rank	Project Name	Leasing	Supportive Services	Operating Costs	Admin	Total
7	LINKS	\$0	\$0	\$55,162	\$649	\$ 55,811.00
9	Opening Doors	\$958,236	\$229,256	\$27,133	\$71,593	\$ 1,347,997.00
10	Knickerbocker	\$0	\$123,315	\$102,823	\$13,769	\$ 239,907.00

If you would like to appeal any decisions made, please reference the attached appeals policy to see how to complete the appeals process.

At this point you should begin working on your Project Application in esnaps. As a reminder, all draft Project Applications should be completed and submitted to myself and Nadine Azari at [adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us) and [nazari@monarchhousing.org](mailto:nazari@monarchhousing.org) no later than **Monday, September 19<sup>th</sup>**. This submission should be a pdf copy of your application from esnaps and it should be sent over **BEFORE** you

submit the application in esnaps. Please do not submit your application in esnaps until you have received confirmation from Nadine or me.

You may access the E-snaps website at the following location:

<https://esnaps.hud.gov/grantium/frontOffice.jsf>

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

HUD FY2022 CoC Competition page:

<https://www.hudexchange.info/programs/e-snaps/fy-2022-coc-program-nofa-coc-program-competition/>

E-snaps project applicant instructions:

<https://www.hudexchange.info/resource/6171/esnaps-201-toolkit/>

New Projects:

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

Renewal Projects:

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

Thank you for your continued work serving the homeless of Bergen County.

Sincerely,

*Angela Drakes*

Angela Drakes  
Bergen County Continuum of Care Lead



**Subject:** FY2022 COC Notice  
**Date:** Thursday, September 8, 2022 at 12:17:57 PM Eastern Daylight Time  
**From:** Drakes, Angela  
**To:** Natalie Ramey (ramey@habcnj.org)  
**CC:** Drakes, Angela, Azari, Nadine  
**Attachments:** HABC 2022 COC Notice.pdf, Local Application Policies - Appeals.pdf

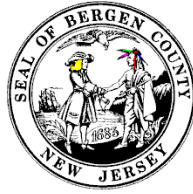
Dear Natalie:

Your return was perfect timing! Welcome again.

Please find attached FY2022 COC notice to begin the application process in esnaps.

Sincerely,

Angela Drakes  
*Deputy Director, COC Lead*  
*County of Bergen*  
*Division of Community Development*  
*One Bergen County Plaza, 4<sup>th</sup> Floor*  
*Hackensack, NJ 07601*  
*Telephone: (201) 336-7225*  
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**James J. Tedesco III**  
*County Executive*

**Robert G. Esposito**  
*Director*

September 7, 2022

**Bergen County Continuum of Care  
Final Scoring/Ranking Notification**

Ms. Natalie Ramey,

This letter is serving as notification that your projects have been approved for inclusion in the FY2022 Continuum of Care Application by the Bergen CoC Performance and Evaluation Committee. Below please find your final application, monitoring and performance scores as approved by the Committee as well as the final ranking of your projects.

Agency	Project	Concept Paper		Monitoring		Performance		Final Percentage
		Scored	Possible	Scored	Possible	Scored	Possible	
HABC	Family Guidance	24	29	70	95	30	70	<b>63.92%</b>
HABC	Links 2	27	29	70	95	54	70	<b>77.84%</b>
HABC	Housing Works II	27	29	70	95	50	70	<b>75.77%</b>
HABC	Housing Works IV Consolidation	26	29	70	95	62	70	<b>81.44%</b>
HABC	Van Sciver	27	29	70	95	40	70	<b>70.62%</b>

The final budget that has been approved for your project is as follows:

Rank	Project Name	Rental Assistance	Admin	Total
6	Housing Works 4 Grant Consolidation 2021-22 Renewal	\$1,236,804	\$123,468	\$ 1,360,272.00
8	Links 2 2021-22 Renewal	\$64,848	\$6,420	\$ 71,268.00
11	Housing Works 2 2021-22 Renewal	\$129,792	\$12,839	\$ 142,631.00
12	Vantage Van Sciver 2021-22 Renewal	\$116,640	\$11,037	\$ 127,677.00
13	Family Guidance 2019-20 Renewal	\$121,968	\$9,230	\$ 131,198.00

If you would like to appeal any decisions made, please reference the attached appeals policy to see how to complete the appeals process.

At this point you should begin working on your Project Application in esnaps. As a reminder, all draft Project Applications should be completed and submitted to myself and Nadine Azari at [adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us) and [nazari@monarchhousing.org](mailto:nazari@monarchhousing.org) no later than **Monday, September 19<sup>th</sup>**. This submission should be a pdf copy of your application from esnaps and it should be sent over **BEFORE** you submit the application in esnaps. Please do not submit your application in esnaps until you have received confirmation from Nadine or me.

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<https://www.hudexchange.info/resource/6171/esnaps-201-toolkit/>

New Projects:

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

Renewal Projects:

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

Thank you for your continued work serving the homeless of Bergen County.

Sincerely,

*Angela Drakes*

Angela Drakes  
Bergen County Continuum of Care Lead

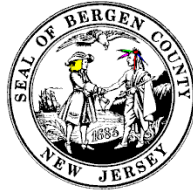
**Subject:** FY2022 COC Notice  
**Date:** Thursday, September 8, 2022 at 12:09:23 PM Eastern Daylight Time  
**From:** Drakes, Angela  
**To:** 'Alison.DuBois@greaterbergen.org'  
**CC:** Drakes, Angela, Azari, Nadine  
**Priority:** High  
**Attachments:** GBCA 2022 COC Notice.pdf, Local Application Policies - Appeals.pdf

Dear Alison:

Please find attached FY2022 COC Notice to start the application process in esnaps. I wasn't sure whom to send this email too.

Sincerely,

Angela Drakes  
*Deputy Director, COC Lead*  
*County of Bergen*  
*Division of Community Development*  
*One Bergen County Plaza, 4<sup>th</sup> Floor*  
*Hackensack, NJ 07601*  
*Telephone: (201) 336-7225*  
*adrakes@co.bergen.nj.us*



**COUNTY OF BERGEN  
COMMUNITY DEVELOPMENT**

One Bergen County Plaza ■ 4th Floor ■ Hackensack, NJ 07601-7076  
(201) 336-7200 ■ Fax (201) 336-7247

**James J. Tedesco III**  
*County Executive*

**Robert G. Esposito**  
*Director*

September 7, 2022

**Bergen County Continuum of Care  
Final Scoring/Ranking Notification**

Ms. Alison DuBois,

This letter is serving as notification that your projects have been approved for inclusion in the FY2022 Continuum of Care Application by the Bergen CoC Performance and Evaluation Committee. Below please find your final application, monitoring and performance scores as approved by the Committee as well as the final ranking of your projects.

Agency	Project	Concept Paper		Monitoring		Performance		Final Percentage
		Scored	Possible	Scored	Possible	Scored	Possible	
GBCA	Ladder	20	32	69	98	70	70	79.50%

The final budget that has been approved for your project is as follows:

Rank	Project Name	Supportive Services	Admin	Total
18	Ladder	\$83,915	\$4,195	\$ 88,110.00

If you would like to appeal any decisions made, please reference the attached appeals policy to see how to complete the appeals process.

At this point you should begin working on your Project Application in esnaps. As a reminder, all draft Project Applications should be completed and submitted to myself and Nadine Azari at [adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us) and [nazari@monarchhousing.org](mailto:nazari@monarchhousing.org) no later than **Monday, September 19<sup>th</sup>**. This submission should be a pdf copy of your application from esnaps and it should be sent over **BEFORE** you submit the application in esnaps. Please do not submit your application in esnaps until you have received confirmation from Nadine or me.

You may access the E-snaps website at the following location:

<https://esnaps.hud.gov/grantium/frontOffice.jsf>

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

HUD FY2022 CoC Competition page:

<https://www.hudexchange.info/programs/e-snaps/fy-2022-coc-program-nofa-coc-program-competition/>

E-snaps project applicant instructions:

<https://www.hudexchange.info/resource/6171/esnaps-201-toolkit/>

New Projects:

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

Renewal Projects:

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

Thank you for your continued work serving the homeless of Bergen County.

Sincerely,

*Angela Drakes*

Angela Drakes  
Bergen County Continuum of Care Lead

**Subject:** FY2022 COC Notice  
**Date:** Thursday, September 8, 2022 at 11:54:34 AM Eastern Daylight Time  
**From:** Drakes, Angela  
**To:** Julye Myner (julye@hopeandsafetynj.org), CJ Miller  
**CC:** Drakes, Angela, Azari, Nadine  
**Priority:** High  
**Attachments:** CHS 2022 COC Notice.pdf, Local Application Policies - Appeals.pdf

Dear Julye:

Please find attached the FY2022 COC Notice to begin the application process in esnaps.

Sincerely,

Angela Drakes  
*Deputy Director, COC Lead*  
*County of Bergen*  
*Division of Community Development*  
*One Bergen County Plaza, 4<sup>th</sup> Floor*  
*Hackensack, NJ 07601*  
*Telephone: (201) 336-7225*  
*adrakes@co.bergen.nj.us*



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**James J. Tedesco III**  
*County Executive*

**Robert G. Esposito**  
*Director*

September 7, 2022

**Bergen County Continuum of Care  
Final Scoring/Ranking Notification**

Ms. Julye Myner:

This letter is serving as notification that your projects have been approved for inclusion in the FY2022 Continuum of Care Application by the Bergen CoC Performance and Evaluation Committee. Below please find your final application, monitoring and performance scores as approved by the Committee as well as the final ranking of your projects.

Agency	Project	Concept Paper		Monitoring		Performance		Final Percentage
		Scored	Possible	Scored	Possible	Scored	Possible	
Center for Hope and Safety	B2 Transitional	23.5	32	84	104	60	70	<b>81.31%</b>
Center for Hope and Safety	E1 Transitional	23.5	32	84	101	60	70	<b>82.51%</b>
Center for Hope and Safety	Transitional Housing RRH	27.5	32					<b>85.94%</b>
Center for Hope and Safety	Transitional Housing RRH Expansion NEW	27.5	32					<b>85.94%</b>

The final budget that has been approved for your project is as follows:

Rank	Project Name	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total
14	Transitional Housing- Rapid Rehousing	\$44,424	\$320,028	\$230,660	\$25,610	\$1,249	\$55,254	\$677,225.00
16	E1 Renewal 2021 for FY2022	\$0	\$0	\$8,955	\$5,812	\$0	\$1,034	\$ 15,801.00



17	B2T Renewal 2021 for FY2022	\$16,140	\$0	\$4,148	\$1,226	\$0	\$1,506	\$ 23,020.00
20	Transitional Housing- Rapid Rehousing - Expansion NEW	\$44,424	\$320,028	\$242,950	\$13,320	\$1,249	\$55,254	\$677,225.00

If you would like to appeal any decisions made, please reference the attached appeals policy to see how to complete the appeals process.

At this point you should begin working on your Project Application in esnaps. As a reminder, all draft Project Applications should be completed and submitted to myself and Nadine Azari at [adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us) and [nazari@monarchhousing.org](mailto:nazari@monarchhousing.org) no later than **Monday, September 19<sup>th</sup>**. This submission should be a pdf copy of your application from esnaps and it should be sent over **BEFORE** you submit the application in esnaps. Please do not submit your application in esnaps until you have received confirmation from Nadine or me.

You may access the E-snaps website at the following location:

<https://esnaps.hud.gov/grantium/frontOffice.jsf>

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

HUD FY2022 CoC Competition page:

<https://www.hudexchange.info/programs/e-snaps/fy-2022-coc-program-nofa-coc-program-competition/>

E-snaps project applicant instructions:

<https://www.hudexchange.info/resource/6171/esnaps-201-toolkit/>

New Projects:

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

Renewal Projects:

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

Thank you for your continued work serving the homeless of Bergen County.

Sincerely,

*Angela Drakes*

Angela Drakes  
Bergen County Continuum of Care Lead

**Subject:** FY2022 COC Notice Care Plus  
**Date:** Thursday, September 8, 2022 at 11:44:43 AM Eastern Daylight Time  
**From:** Drakes, Angela  
**To:** James Nono (JamesN@careplusnj.org), Siobhan O'Neil  
**CC:** Drakes, Angela, Azari, Nadine  
**Priority:** High  
**Attachments:** Care Plus 2022 COC Notice.pdf, Local Application Policies - Appeals.pdf

Dear Siobhan:

Please find attached FY2022 COC Notice to begin the application process in esnaps.

Sincerely,

Angela Drakes  
***Deputy Director, COC Lead***  
***County of Bergen***  
***Division of Community Development***  
***One Bergen County Plaza, 4<sup>th</sup> Floor***  
***Hackensack, NJ 07601***  
***Telephone: (201) 336-7225***  
***adrakes@co.bergen.nj.us***



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(201) 336-7200 ■ Fax (201) 336-7247

**James J. Tedesco III**  
*County Executive*

**Robert G. Esposito**  
*Director*

September 7, 2022

**Bergen County Continuum of Care  
Final Scoring/Ranking Notification**

Ms. Siobhan O’Neil,

This letter is serving as notification that your projects have been approved for inclusion in the FY2022 Continuum of Care Application by the Bergen CoC Performance and Evaluation Committee. Below please find your final application, monitoring and performance scores as approved by the Committee as well as the final ranking of your projects.

Agency	Project	Concept Paper		Monitoring		Performance		Final Percentage
		Scored	Possible	Scored	Possible	Scored	Possible	
Care Plus NJ	Care Plus Housing Search & Placement	24	32	78	101			<b>76.69%</b>
Care Plus NJ	Care Plus RRH for Individuals & Families	29	35	79	101	45	50	<b>82.26%</b>

The final budget that has been approved for your project is as follows:

Rank	Project Name	Rental Assistance	Supportive Services	Admin	Total
5	Rapid Re-Housing for Families & Individuals	\$428,676	\$127,840	\$33,291	\$ 589,807.00
19	Housing Search and Placement	\$0	\$273,000	\$27,000	\$ 300,000.00

If you would like to appeal any decisions made, please reference the attached appeals policy to see how to complete the appeals process.

At this point you should begin working on your Project Application in esnaps. As a reminder, all draft Project Applications should be completed and submitted to myself and Nadine Azari at [adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us) and [nazari@monarchhousing.org](mailto:nazari@monarchhousing.org) no later than **Monday, September 19<sup>th</sup>**.

This submission should be a pdf copy of your application from esnaps and it should be sent over **BEFORE** you submit the application in esnaps. Please do not submit your application in esnaps until you have received confirmation from Nadine or me.

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

HUD FY2022 CoC Competition page:

<https://www.hudexchange.info/programs/e-snaps/fy-2022-coc-program-nofa-coc-program-competition/>

E-snaps project applicant instructions:

<https://www.hudexchange.info/resource/6171/esnaps-201-toolkit/>

New Projects:

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

Renewal Projects:

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

Thank you for your continued work serving the homeless of Bergen County.

Sincerely,

*Angela Drakes*

Angela Drakes  
Bergen County Continuum of Care Lead

**Subject:** FW: Fy 2022 COC Notice BCHS  
**Date:** Thursday, September 8, 2022 at 11:44:39 AM Eastern Daylight Time  
**From:** Drakes, Angela  
**To:** Azari, Nadine  
**Priority:** High  
**Attachments:** BCHS 2022 COC Notice.pdf, Local Application Policies - Appeals.pdf

FYI

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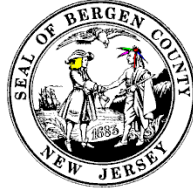
**From:** Drakes, Angela  
**Sent:** Thursday, September 08, 2022 11:32 AM  
**To:** Nottingham, Susan <SNottingham@co.bergen.nj.us>  
**Cc:** Drakes, Angela <ADrakes@co.bergen.nj.us>  
**Subject:** Fy 2022 COC Notice BCHS  
**Importance:** High

Dear Su:

Please find attached FY2022 COC Notice you have been eagerly awaiting to begin in esnaps.

Sincerely,

Angela Drakes  
***Deputy Director, COC Lead***  
***County of Bergen***  
***Division of Community Development***  
***One Bergen County Plaza, 4<sup>th</sup> Floor***  
***Hackensack, NJ 07601***  
***Telephone: (201) 336-7225***  
***[adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us)***



COUNTY OF BERGEN  
COMMUNITY DEVELOPMENT

One Bergen County Plaza ■ 4th Floor ■ Hackensack, NJ 07601-7076  
(201) 336-7000 *Drake (201) 336-2247*

James J. Tedesco III  
County Executive

Robert G. Esposito  
Director

September 7, 2022

**Bergen County Continuum of Care  
Final Scoring/Ranking Notification**

Ms. Su Nottingham,

This letter is serving as notification that your projects have been approved for inclusion in the FY2022 Continuum of Care Application by the Bergen CoC Performance and Evaluation Committee. Below please find your final application, monitoring and performance scores as approved by the Committee as well as the final ranking of your projects.

Agency	Project	Concept Paper		Monitoring		Performance		Final Percentage
		Scored	Possible	Scored	Possible	Scored	Possible	
BC Human Services	Alfred J Home for Vets	28	32	76	101	67	70	84.24%
BC Human Services	Bergen HMIS	27	29					93.10%

The final budget that has been approved for your project is as follows:

Rank	Project Name	Supportive Services	Operating Costs	HMIS	Total
1	Bergen HMIS Project	\$0	\$0	\$100,693	\$ 100,693.00
15	Alfred J Thomas Home For Veterans	\$73,835	\$14,580	\$0	\$ 88,415.00

If you would like to appeal any decisions made, please reference the attached appeals policy to see how to complete the appeals process.

At this point you should begin working on your Project Application in esnaps. As a reminder, all draft Project Applications should be completed and submitted to myself and Nadine Azari at [adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us) and [nazari@monarchhousing.org](mailto:nazari@monarchhousing.org) no later than **Monday, September 19<sup>th</sup>**. This submission should be a pdf copy of your application from esnaps and it should be sent over **BEFORE** you

submit the application in esnaps. Please do not submit your application in esnaps until you have received confirmation from Nadine or me.

You may access the E-snaps website at the following location:

<https://esnaps.hud.gov/grantium/frontOffice.jsf>

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

HUD FY2022 CoC Competition page:

<https://www.hudexchange.info/programs/e-snaps/fy-2022-coc-program-nofa-coc-program-competition/>

E-snaps project applicant instructions:

<https://www.hudexchange.info/resource/6171/esnaps-201-toolkit/>

New Projects:

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

Renewal Projects:

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

Thank you for your continued work serving the homeless of Bergen County.

Sincerely,

*Angela Drakes*

Angela Drakes  
Bergen County Continuum of Care Lead

**Subject:** FW: Advance Housing COC Notice  
**Date:** Thursday, September 8, 2022 at 11:44:46 AM Eastern Daylight Time  
**From:** Drakes, Angela  
**To:** Azari, Nadine  
**Priority:** High  
**Attachments:** AAH COC Notice 2022.pdf, Local Application Policies - Appeals.pdf

FYI

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**From:** Drakes, Angela  
**Sent:** Thursday, September 08, 2022 10:54 AM  
**To:** 'cjaime@advancehousing.org' <cjaime@advancehousing.org>; ggawryluk@advancehousing.org  
**Cc:** Drakes, Angela <ADrakes@co.bergen.nj.us>  
**Subject:** Advance Housing COC Notice  
**Importance:** High

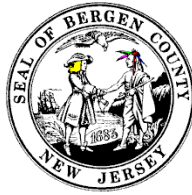
Dear Carolyn:

Please find attached COC Fy2022 Notice to start your application process in eSNAPS.

Sincerely,

Angela Drakes  
***Deputy Director, COC Lead***  
***County of Bergen***  
***Division of Community Development***  
***One Bergen County Plaza, 4<sup>th</sup> Floor***  
***Hackensack, NJ 07601***  
***Telephone: (201) 336-7225***  
***[adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us)***





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**James J. Tedesco III**  
*County Executive*

**Robert G. Esposito**  
*Director*

September 7, 2022

**Bergen County Continuum of Care  
Final Scoring/Ranking Notification**

Ms. Carolyn Jaime:

This letter is serving as notification that your projects have been approved for inclusion in the FY2022 Continuum of Care Application by the Bergen CoC Performance and Evaluation Committee. Below please find your final application, monitoring and performance scores as approved by the Committee as well as the final ranking of your projects.

Agency	Project	Concept Paper		Monitoring		Performance		Final Percentage
		Scored	Possible	Scored	Possible	Scored	Possible	
Advance Housing	AAH Supportive Housing	31	35	81.5	101	70	70	<b>88.59%</b>
Advance Housing	Advance Supportive Living (HoST)	34	35	86	104	70	70	<b>90.91%</b>
Advance Housing	Fairview McKinney	31	35	86	104	67	70	<b>88.04%</b>

The final budget that has been approved for your project is as follows:

Rank	Project Name	Leasing	Supportive Services	Operating Costs	Admin	Total
2	Advance Supportive Living Program (HOST)	\$278,412	\$131,460	\$0	\$16,677	\$ 426,549.00
3	AAH Bergen Supportive Housing	\$0	\$169,076	\$99,545	\$5,261	\$ 273,882.00
4	Fairview McKinney	\$0	\$84,347	\$98,155	\$7,987	\$ 190,489.00

If you would like to appeal any decisions made, please reference the attached appeals policy to see how to complete the appeals process.

At this point you should begin working on your Project Application in esnaps. As a reminder, all draft Project Applications should be completed and submitted to myself and Nadine Azari at

[adrakes@co.bergen.nj.us](mailto:adrakes@co.bergen.nj.us) and [nazari@monarchhousing.org](mailto:nazari@monarchhousing.org) no later than **Monday September 19<sup>th</sup>**. This submission should be a pdf copy of your application from esnaps and it should be sent over **BEFORE** you submit the application in esnaps. Please do not submit your application in esnaps until you have received confirmation from Nadine or me.

You may access the E-snaps website at the following location:

<https://esnaps.hud.gov/grantium/frontOffice.jsf>

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

HUD FY2022 CoC Competition page:

<https://www.hudexchange.info/programs/e-snaps/fy-2022-coc-program-nofa-coc-program-competition/>

E-snaps project applicant instructions:

<https://www.hudexchange.info/resource/6171/esnaps-201-toolkit/>

New Projects:

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

Renewal Projects:

<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

Thank you for your continued work serving the homeless of Bergen County.

Sincerely,

*Angela Drakes*

Angela Drakes  
Deputy Director/COC Lead

## **Appeals Process**

Any agency that has been denied funding or received reduced funding through the local selection process may appeal the decision to the review committee. To submit an appeal, the agency must submit an appeals letter to the CoC Lead within 5 business days from receipt of the funding notification letter. The appeals letter must include the name of the project and the amount of funding originally requested, as well as a description of the grounds for appeal.

Upon receiving the appeal letter, the review committee will have 10 business days to review the information provided by the agency and provide the agency with the final appeal decision. The decision provided to the agency will include the discussion that occurred among the review committee members as well as detailed reasons for the appeal decision. The CoC Lead will keep detailed information on all review committee decisions, including those that are appealed.

## **1E-2b. Final Project Scores for All Projects**

1. Final Score Sheet
2. Projects Ranked

# 1. Final Score Sheet

**Bergen CoC Final Scores**

Agency	Project	Concept Paper		Monitoring		Performance		Final Score	Final Possible	Percentage
		Scored	Possible	Scored	Possible	Scored	Possible			
Advance Housing	AAH Supportive Housing	31	35	81.5	101	70	70	182.5	206	88.59%
Advance Housing	Advance Supportive Living (HoST)	34	35	86	104	70	70	190	209	90.91%
Advance Housing	Fairview McKinney	31	35	86	104	67	70	184	209	88.04%
HABC	Family Guidance	24	29	70	95	30	70	124	194	63.92%
HABC	Links 2	27	29	70	95	54	70	151	194	77.84%
HABC	Housing Works II	27	29	70	95	50	70	147	194	75.77%
HABC	Housing Works IV Consolidation	26	29	70	95	62	70	158	194	81.44%
HABC	Van Sciver	27	29	70	95	40	70	137	194	70.62%
BC Human Services	Alfred J Home for Vets	28	32	76	101	67	70	171	203	84.24%
BC Human Services	Bergen HMIS	27	29					27	29	93.10%
Care Plus NJ	Care Plus Housing Search & Placement	24	32	78	101			102	133	76.69%
Care Plus NJ	Care Plus RRH for Individuals & Families	29	35	79	101	45	50	153	186	82.26%
Center for Hope and Safety	B2 Transitional	23.5	32	84	104	60	70	167.5	206	81.31%
Center for Hope and Safety	E1 Transitional	23.5	32	84	101	60	70	167.5	203	82.51%
Center for Hope and Safety	Transitional Housing RRH	27.5	32					27.5	32	85.94%
GBCA	Ladder	20	32	69	98	70	70	159	200	79.50%
Vantage	Knickerbocker	30	35	77	101	44	60	151	196	77.04%
Vantage	Links	30	35	77	101	54	70	161	206	78.16%
Vantage	Opening Doors	29	35	77	104	56	70	162	209	77.51%

## 2. Projects Ranked

**Bergen CoC FY2022 Budget**

Tier	Rank	Score	Agency	Project	Program Type	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total Requested	Total Awarded
1	1	93.10%	County of Bergen	Bergen HMIS Project	HMIS	\$0	\$0	\$0	\$0	\$100,693	\$0	\$ 100,693.00	\$ 100,693.00
1	2	90.91%	Advance Housing, Inc.	Advance Supportive Living Program (HoST)	PH	\$278,412	\$0	\$131,460	\$0	\$0	\$16,677	\$ 426,549.00	\$ 426,549.00
1	3	88.59%	Advance Housing, Inc.	AAH Bergen Supportive Housing	PH	\$0	\$0	\$169,076	\$99,545	\$0	\$5,261	\$ 273,882.00	\$ 273,882.00
1	4	88.04%	Advance Housing, Inc.	Fairview McKinney	PH	\$0	\$0	\$84,347	\$98,155	\$0	\$7,987	\$ 190,489.00	\$ 190,489.00
1	5	82.26%	Care Plus NJ, Inc.	Rapid Re-Housing for Families & Individuals	PH	\$0	\$428,676	\$127,840	\$0	\$0	\$33,291	\$ 589,807.00	\$ 589,807.00
1	6	81.44%	Housing Authority of Bergen County	Housing Works 4 Grant Consolidation 2021-22 Renewal	PH	\$0	\$1,236,804	\$0	\$0	\$0	\$123,468	\$ 1,360,272.00	\$ 1,360,272.00
1	7	78.16%	Vantage Health System, Inc.	LINKS	PH	\$0	\$0	\$0	\$55,162	\$0	\$649	\$ 55,811.00	\$ 55,811.00
1	8	77.84%	Housing Authority of Bergen County	Links 2 2021-22 Renewal	PH	\$0	\$64,848	\$0	\$0	\$0	\$6,420	\$ 71,268.00	\$ 71,268.00
1	9	77.51%	Vantage Health System, Inc.	Opening Doors	PH	\$958,236	\$0	\$229,256	\$27,133	\$0	\$71,593	\$ 1,286,218.00	\$ 1,347,997.00
1	10	77.04%	Vantage Health System, Inc.	Knickerbocker	PH	\$0	\$0	\$123,315	\$102,823	\$0	\$13,769	\$ 239,907.00	\$ 239,907.00
1	11	75.77%	Housing Authority of Bergen County	Housing Works 2 2021-22 Renewal	PH	\$0	\$129,792	\$0	\$0	\$0	\$12,839	\$ 142,631.00	\$ 142,631.00
1	12	70.62%	Housing Authority of Bergen County	Vantage Van Sciver 2021-22 Renewal	PH	\$0	\$116,640	\$0	\$0	\$0	\$11,037	\$ 127,677.00	\$ 127,677.00
1	13	63.92%	Housing Authority of Bergen County	Family Guidance 2021-22 Renewal	PH	\$0	\$121,968	\$0	\$0	\$0	\$9,230	\$ 131,198.00	\$ 131,198.00
1	14	85.94%	Center For Hope And Safety (formerly Shelter Our Sisters)	Transitional Housing-Rapid Rehousing	Joint TH & PH-RRH	\$44,424	\$320,028	\$230,660	\$25,610	\$1,249	\$55,254	\$ 677,225.00	\$ 677,225.00
1	15	84.24%	County of Bergen	Alfred J Thomas Home For Veterans	TH	\$0	\$0	\$73,835	\$14,580	\$0	\$0	\$ 88,415.00	\$ 88,415.00
1	16	82.51%	Center For Hope And Safety (formerly Shelter Our Sisters)	E1 Renewal 2021 for FY2022	TH	\$0	\$0	\$8,955	\$5,812	\$0	\$1,034	\$ 15,801.00	\$ 15,801.00
1	17	81.31%	Center For Hope And Safety (formerly Shelter Our Sisters)	B2T Renewal 2021 for FY2022	TH	\$16,140	\$0	\$4,148	\$1,226	\$0	\$1,506	\$ 23,020.00	\$ 23,020.00
1,2	18	79.50%	Greater Bergen Community Action, Inc.	Ladder	TH	\$0	\$0	\$83,915	\$0	\$0	\$4,195	\$ 88,110.00	\$ 88,110.00
2	19	76.69%	Care Plus NJ, Inc.	Housing Search and Placement	SSO	\$0	\$0	\$273,000	\$0	\$0	\$27,000	\$ 300,000.00	\$ 300,000.00
DV	20	85.94%	Center For Hope And Safety (formerly Shelter Our Sisters)	Transitional Housing-Rapid Rehousing - Expansion NEW	Joint TH & PH-RRH	\$44,424	\$320,028	\$242,950	\$13,320	\$1,249	\$55,254	\$ 677,225.00	\$ 677,225.00
n/a	n/a	n/a	Bergen County Community Development	FY 2022 Planning Grant							\$263,034	\$ 263,034.00	\$ 263,034.00
												\$ 7,129,232.00	\$ 7,191,011.00

**New Projects**

DV	20	85.94%	Center For Hope And Safety (formerly Shelter Our Sisters)	Transitional Housing-Rapid Rehousing - Expansion NEW	Joint TH & PH-RRH	\$44,424	\$320,028	\$242,950	\$13,320	\$1,249	\$55,254	\$ 677,225.00	\$ 677,225.00
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Annual Renewal Demand	\$6,250,752.00
Bergen CoC PPRN	\$8,767,795.00
Allowable Planning Grant	\$263,034.00
Anticipated Tier 1	\$5,938,214.40
Total PH Bonus Allowable	\$438,390.00
Total DV Bonus Allowable	\$876,780.00
Anticipated Tier 2	\$1,627,707.60
Total Amount of Project Funding	\$7,565,922.00
Total Amount of Funding	\$7,828,956.00