

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

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

1A-2. Collaborative Applicant Name: Bergen County

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Bergen County

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

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

Other:(limit 50 characters)		
NJ Dept of Veteran's Affairs	Yes	Yes
SSVF Providers	Yes	Yes

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

The CoC hosts full CoC meetings 6 times throughout the year. Meetings are open to the public. Notices for meetings are distributed to various human service and community development list serves in order to provide opportunity for all interested community members to participate to discuss issues relevant to the homeless service system. Each meeting features key system topics as a means of update and community feedback with open discussion for community members to raise issues they identify.

At the recommendation of planning participants, the CoC has a number of task forces that focus on specific populations such as chronically homeless, veterans and youth. These task forces include any agency who works with or has an interest in that population, including both CoC and non- CoC members. The task forces provide feedback to the CoC, including recommendations for funding priorities, system gaps and system improvement strategies. All task force meeting schedules are announced at full CoC meetings.

The chronic/at-risk task force meeting identified barriers in getting people housed as quickly as possible due to the fact that PSH providers were unsure of whether the highest prioritized participants met their program criteria. Delays related to eligibility determination and collection of documentation were identified. In response the CoC updated the housing prioritization list to include information about the type of disabling conditions present in the household to make it easier for providers to identify eligible clients. In addition, the list was updated to include information about the documentation clients have. Providers serving families indicated that based on the assessment tool families with disabled children were not being prioritized despite their variety of needs. The CoC updated the process to include the use of the Family VI-SPDAT tool to better assess the vulnerability of families.

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

Individuals or organizations wishing to become members of the CoC must

submit a request to the CoC lead who then raises the membership request as a vote at the next scheduled full membership CoC meeting. Once approved by a majority of the full membership committee, the nomination is submitted to the CoC Leadership Committee for final approval. Membership nominations must obtain a majority vote from the CoC Leadership in order to pass and are accepted on a rolling basis.

The membership and invitation process is included in the CoC by-laws which are posted on the CoC website. In addition, the CoC Lead agency announces the process for membership annually during the fall CoC meetings. Throughout the year CoC Leadership committee members inform key stakeholders not currently members of the CoC about the membership process and encourage organizations and individuals to consider joining the CoC.

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

On June 18, 2018 the CoC Lead agency issued a request for concept papers for both new and renewal projects seeking funding through the HUD CoC process. The request was sent by email to the CoC mailing list as well as posted on the Bergen County CoC website. A technical assistance webinar was held on Tuesday, June 26, 2018 to review the local funding priorities, eligible activities and local selection process to ensure all potential applicants both previously funded agencies and agencies that have not received CoC funding in the past fully understood the process and could successfully submit a concept paper. All concept papers were to be submitted electronically via email to the CoC lead agency.

All concept papers were evaluated on the same criteria which included: Sponsor Capacity; Project Type; dedicating/prioritizing chronically homeless; use of a housing first model, budget appropriateness and participation in local planning process. Project scoring criteria focused on areas that enable agencies not previously funded through the CoC process to complete at an equal level with agencies currently funded by the CoC. While the CoC did not receive any concept papers from agencies not currently funded through the CoC, the process allows for equal participation and CoC Leadership Committee members encourage all community agencies to consider submitting concept papers through the local selection process.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

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

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

The Bergen County Division of Community Development is the only ESG recipient and Con Plan jurisdiction in the CoC and also serves as the CoC Lead Agency. Due to this structure, there is continued collaboration and strategic planning between the CoC, Con Plan jurisdiction and ESG. Both the CoC &

ESG committees that determine funding are composed of agencies that participate on the full CoC or CoC Leadership Committee. This structure ensures each source is used in the most appropriate way, filling gaps and reducing overlap between the two and any outside sources. The CoC performance standards are applied to both CoC and ESG funded projects and performance outcomes are factored into the funding/project selection process. The CoC leadership committee reviews system performance annually and evaluates outcomes from ESG and CoC funded projects.

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

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

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:

- (1) the CoC’s protocols, including the existence of the CoC’s emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and**
 - (2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.**
- (limit 2,000 characters)**

Center for Hope and Safety (CHS) and Bergen County’s Alternatives to Domestic Violence (ADV) are the primary victim service providers in Bergen County and both are active members of the CoC. The CoC has developed a standard protocol for connecting Victims of DV to appropriate levels of service. When a person identifies an experience with DV they are immediately referred to the ADV hotline or directly to CHS. ADV and CHS assess the safety needs of the household and determine whether DV program placement is the most appropriate fit. If there is not an immediate safety risk, households are referred to other homeless programs. If safety issues are identified arrangements are made to shelter the household in DV programs in neighboring counties. All clients served through CHS programs are provided with targeted services that place client safety at the center of the service plan. DV program locations are undisclosed and staff are trained not only in safety planning but also in trauma informed care and client empowerment.

The CoC housing prioritization list includes de-identified client information for persons served by CHS. This allows victims fleeing DV to have access to the full array of CoC 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 and trauma informed care into their program structure to appropriately serve DV victims. Once a DV victim served through CHS is identified on the list for referral, CHS reviews the housing opportunity with the client and works with them to complete the housing application process. If clients declines housing offered they remain on the list until more appropriate housing is identified.

The Bergen Housing Authority, the primary provider of CoC housing, has an emergency transfer plan in place and the CoC is reviewing protocols that will be applied to all CoC agencies in the future.

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

The CoC hosts an annual training that covers the broad topic of serving victims of domestic violence. The training is mandatory for all emergency shelter and transitional housing providers operating in the region as well as all CoC & ESG funded programs. The Coordinated Assessment structure for Bergen County relies on assessments completed by outreach, emergency shelter and transitional housing staff so there are no additional coordinated entry staff within the region. The DV training typically lasts 1 ½ to 2 hours and is provided by Center for Hope and Safety, one of the designated domestic violence agencies in the county. The last training took place on July 11, 2018 and covered the following topics:

- recognizing signs of domestic violence
- considerations in safety planning
- cultural competency when working with victims
- trauma informed care

All shelter, outreach and PH program operating in the CoC must participate in training on serving victims of domestic violence and must incorporate trauma informed and safety planning service models in their service provision.

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

Center for Hope and Safety, the designated DV agency for Bergen County, submits weekly de-identified data regarding persons served in their emergency shelter and transitional housing programs to be included in the community housing prioritization list. This data submission enables persons served in the DV programs to access housing opportunities through the coordinated assessment process. Data collected through this process enables the CoC to evaluate length of time homeless, destination at program exit, chronicity and severity of need.

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

applying for DV Bonus Projects?

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

SSO Coordinated Entry	<input type="checkbox"/>
RRH	<input type="checkbox"/>
Joint TH/RRH	<input checked="" type="checkbox"/>

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

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

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

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

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

**survivors.
 (limit 4,000 characters)**

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's geographic areas:

- (1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;**
- (2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and**
- (3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Bergen County Housing Authority	27.00%	Yes-HCV	Yes
Englewood Housing Authority	1.00%	Yes-Both	No
Cliffside Park Housing Authority	2.00%	Yes-Both	No
Fort Lee Housing Authority		Yes-HCV	
Garfield Housing Authority		Yes-Public Housing	

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

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

Not applicable, all PHAs in the jurisdiction have a homeless preference in place

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

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

The New Jersey Department of Community Affairs (NJDCA) identified an opportunity to implement a statewide Moving On program within the last year. The Atlantic County CoC took advantage of the program and worked with CoC funded projects to review the status of all clients currently enrolled in CoC

funded PSH. The agency staff reviewed client service history as well as stability in maintaining their lease responsibilities, including monthly payments to landlord for the tenant portion of the rent. Agency staff submitted applications to the CoC for all clients they identified that has limited/no service

needs, long histories of stability in housing, and a demonstrated independence in meeting their financial obligations with regards to rent payments. Those applications were reviewed by the CoC Lead Agency and submitted to NJDCA for inclusion in the Moving On program. Approved applicants were provided with a state rental assistance program voucher and given the option to remain in the housing they currently had or move to another apartment. For those tenants that chose to move, the agency with which they worked assisted them with finding another unit that would meet the DCA housing standards. Once tenants moved on to the state rental assistance program, vacancies were created in the CoC funded projects which were then promptly filled through the coordinated assessment process.

Additionally, the Housing Authority of Bergen County implements a moving on initiative through the Housing Choice Voucher program. Persons served in the CoC permanent supportive housing program are evaluated annually to determine their level of service needs and ability to maintain their housing with limited supports. When program case managers identify a client that no longer needs the level of support provided through the CoC funded permanent supportive housing program they submit an application to the housing choice voucher program and may access a voucher when a vacancy occurs.

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

The CoC held a mandatory training for all CoC and ESG funded agencies as well as the general CoC membership on May 9, 2018. The training covered general information about the LGBT community, understanding gender identity and sexual orientation, understanding barriers and needs of the LGBT community, implementing equal access rules and creating an inclusive and safe space. In addition, the CoC is working with Hudson Pride, the agency conducting the training, to complete a full audit of all emergency shelter and transitional housing programs operating in the region as well as CoC funded permanent housing to ensure all projects are implementing protocols in compliance with the equal access rule and create a welcoming and safe space for members of the LGBT community.

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

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

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

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

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

The coordinated assessment process uses the VI-SPDAT as a tool to assess household vulnerability. All ES and TH programs in the region complete the VI-SPDAT for every household. Outreach teams complete assessments for unsheltered persons and the Bergen County Housing Health and Human Service Center, the County one-stop for homeless services completes assessment for homeless households accessing services. All assessments are entered into HMIS with the exception of those completed by Center for Hope and Safety, the DV agency in the community. The CoC Lead prepares weekly housing prioritization lists with de-identified client information. The DV agency submits weekly de-identified excel spreadsheets with the necessary HPL information which is integrated into the list pulled from HMIS. The complete

HPL is shared as an excel file with approved case managers from sheltering programs, outreach programs and permanent housing programs through a password protected file share system.

The list is organized according to chronic homeless status, current location (streets, emergency shelter, transitional housing), prioritization score, veteran status, and length of time homeless. When a PH program has a vacancy they identify the top prioritized eligible household. The PSH provider reaches out to the contact program to begin the referral process. The contact agency connects with the selected client and begins the process of connecting them to the provider if they are interested in taking the opportunity. If a client refuses housing options provided for any reason, they remain on the list and have the ability to vie for the next available vacancy. PSH providers may not skip names on the list unless the client has refused the opportunity or the person is ineligible. When PSH providers select a name that is not on the top of the list they must identify why and submit a request to the CoC Lead for review before moving forward with the referral.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

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

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

Instructions

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

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:

- (1) objective criteria;**
- (2) at least one factor related to achieving positive housing outcomes;**
- (3) a specific method for evaluating projects submitted by victim services providers; and**
- (4) attach evidence that supports the process selected.**

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

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:

- (1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and**
- (2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.**

(limit 2,000 characters)

The CoC prioritizes funding for programs that serve the chronically homeless population as well as those projects that operate using a housing first model. 3 points are awarded for projects dedicating their beds to the chronically homeless and 3 points are awarded to projects using a housing first model. New projects are evaluated based on information submitted in their concept paper for the local review process where they have the opportunity to describe the target population and housing service model they employ as well as discuss program access and program termination criteria. Renewal projects are evaluated based on program monitoring, which includes a housing first review, as well as HMIS data and concept paper information regarding the target population served.

Additionally, the performance review process for renewal projects includes consideration of the vulnerabilities of the population served when looking at program performance. The performance evaluation includes a review of connection to employment income as well as cash-benefits. Households receiving SSI benefits are not included in the evaluation of connection to

employment income. There are 5 points on the performance review associated with connection of non-SSI/SSDI clients to employment income. If a program has 100% of clients connected to SSI/SSDI, then those 5 points are removed from the baseline performance review.

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

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

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

Reallocation: Yes

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

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
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(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Did not reject or reduce any project
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

2A-1a. Applicants must: MOU, 2-4
(1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and
(2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

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

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

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

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

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	156	36	120	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	212	40	172	100.00%
Rapid Re-Housing (RRH) beds	67	0	67	100.00%
Permanent Supportive Housing (PSH) beds	403	0	328	81.39%
Other Permanent Housing (OPH) beds	0	0	0	

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

The CoC works with all PSH providers to ensure their data is entered into HMIS. Currently the only program not entering data into the HMIS is the HUD-VASH program. For the state of NJ, the HUD VASH program is operated by the NJ Department of Community Affairs and the local VA office. Due to the nature of the grantee and sponsor agency for the program both the NJ DCA and VA offices are unable to enter data directly into the local HMIS. While HUD VASH data is not shared in HMIS, the VA participates in veteran committee meetings and provides data for the by name list as well as access to HUD VASH resources to eligible veterans.

The CoC will continue to meet with the VA to stress the importance and benefits of having them enter information into HMIS. The CoC will also explore the option of having the VA or the State Dept. of Community Affairs, as the administrating agency, to upload their data into the HMIS to avoid multiple data entry efforts.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 12

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

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

Instructions:

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

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

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

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

Instructions:

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

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

The CoC updated the PIT survey to more accurately capture information about homeless history by changing the way data was collected regarding homeless episodes and length of time homeless in each episode. The PIT training was enhance to better support volunteers and agencies participating in the PIT count in understanding the changes and how to accurately capture information about homeless history.

With 73% of the sheltered data captured through HMIS, the CoC held a specialized HMIS data entry training to ensure agency staff completing HMIS data entry understood all the HMIS intake questions utilized in the PIT count.

In the 2018 PIT count there were a number of individuals in emergency shelter placements provided by agencies on an as needed basis that are not traditionally part of the emergency sheltering system in the CoC. These increase placements were in part related to increased community awareness of homeless need as a result of the State of New Jersey issuing legislation requiring all communities to implement Code Blue Warming Centers. The CoC was able to expand outreach and secure participation from agencies that previously were not involved in the PIT process.

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

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

Beds Added:		16
Beds Removed:		0
Total:		16

2C-3. Presidentially Declared Disaster No

Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC’s 2018 sheltered PIT count?

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

Beds Added:	0
Beds Removed:	0
Total:	0

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

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

The CoC updated the PIT survey to more accurately capture information about homeless history by changing the way data was collected regarding homeless episodes and length of time homeless in each episode. The PIT training was enhance to better support volunteers and agencies participating in the PIT count in understanding the changes and how to accurately capture information about homeless history.

In the 2018 PIT count there were a number of individuals in emergency shelter placements provided by agencies on an as needed basis that are not traditionally part of the emergency sheltering system in the CoC. These increase placements were in part related to increased community awareness of homeless need as a result of the State of New Jersey issuing legislation requiring all communities to implement Code Blue Warming Centers. The CoC was able to expand outreach and secure participation from agencies that previously were not involved in the PIT process.

During the 2017 – 2018 winter season the CoC experienced extreme cold temperatures that made it impossible for unsheltered persons to remain outside. With the barrier free shelter availability provided during Code Blue times, the

system was able to engage with persons previously unknown to the system. While the PIT night was not an official code blue night, the CoC shelters and outreach teams were able to leverage their new connections to persons on the street and expand their understanding of locations to target and how to successfully engage persons living on the street.

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

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

Bergen County Family Guidance and Greater Bergen Community Action are the two main youth providers in Bergen County CoC. Both are active members of the CoC and participate in the planning and implementation of the CoC's point in time count. Both agencies ensure that youth they are connected with or serving are being counted in the PIT, and also provide feedback for locations where homeless youth may be accessed and counted. Discussions were also had with the local community college in an effort to refer youth to available homeless services, resources and to be counted in the PIT.

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

The CoC updated the PIT survey to more accurately capture information about homeless history by changing the way data was collected regarding homeless episodes and length of time homeless in each episode. The PIT training was enhance to better support volunteers and agencies participating in the PIT count in understanding the changes and how to accurately capture information about homeless history. The improvement in data collection for homeless history increased the accuracy of capturing the chronically homeless population. The CoC chronic and at-risk subcommittee maintains a by-name list of all chronically homeless households in the CoC. The PIT count data was compared to the by-name list to ensure all chronically homeless households were captured in the count.

The PIT planning process include agencies serving families with children. Those agencies provide insight on how best to connect with homeless families

and facilitated connections to community agencies serving at-risk families to secure their participation in the PIT process. The CoC also host a Project Homeless Connect event in conjunction with the PIT to encourage homeless households to access services and participate in the count. The PIT event features connection to services and give-aways that support at risk and homeless families.

The SSVF providers are active in the PIT planning process. The training on the PIT survey was enhanced to ensure all volunteers understood how to ask questions regarding veteran status to get accurate information. Additionally the SSVF providers reached out to their network of veteran service organizations to encourage their participation in the PIT count. The CoC veterans subcommittee maintains a by-name list of homeless veterans. The PIT count data was compared with the by-name list to ensure all homeless veterans on the list were captured in the count.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

Number of First Time Homeless as Reported in HDX.	586
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3A-1a. Applicants must:

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

The CoC experienced a 2% decrease in first time homelessness for persons enrolled in ES & TH, and a 6% decrease in first time homelessness for persons enrolled in ES, TH and PH.

The CoC reviewed PIT and HMIS data for persons experiencing homelessness for the first time and determined factors impacting these households include: level of income, employability, connection to family/friends and household size. Each year the CoC re-evaluates HMIS and PIT data to determine changes in risk factors.

Strategies to reduce first time homelessness include:

- 1. improving coordination of prevention resources – the CoC is developing protocols to ensure all prevention funding from local, state and federal sources are implemented in similar fashions and are coordinated
- 2. Expand prevention resources available – the CoC has expanded prevention resources targeting funding through the local County Homeless Trust Fund to households not eligible for ESG funded or state funded prevention resources. This money fills a gap identified in households at risk of homelessness.
- 3. The Bergen County Housing Health and Human Service Center is the Single Point of Entry for the community as well as individual shelter and access point for services. Several prevention programs are administered through the BCHHHC enabling the center to divert households from the sheltering system and reducing the number of persons entering the system for the first time. The CoC Leadership Committee reviews progress in reductions of first time homelessness and the Bergen County Division of Community Development is responsible for oversight and assistance with implementation of strategies.

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

Based on the 2017 System Performance submission, the CoC saw an average length of homelessness for persons in ES, TH and PH of 229 bed nights.

The CoC implements the following strategies to reduce length of time homeless

- 1.The housing prioritization list is organized by chronic homeless status, vulnerability score and length of time homeless. Persons with longest periods of homelessness in ES and on the Street are prioritized for housing.
- 2.The Bergen County Division of Community Development has funded through the Homeless trust fund support services to assist homeless persons in need of limited support in accessing and stabilizing in permanent housing. This funding has been coupled with vouchers provided through the HCV program and HOME TBRA to help move more homeless households to housing quickly
- 3.The CoC is working to expand the rapid re-housing program with new funding through the 2018 CoC program earmarked for expansion of the existing program. The RRH program for individuals and families has enabled the CoC to successfully expand the number of households assisted with moving into permanent housing with the ability to target households with the longest histories of homelessness but minimal service needs.

The CoC utilizes HMIS intake data to evaluate the length of time homeless for persons in the system. The housing prioritization list is updated weekly and incorporates the length of time homeless into the shared information for purposes of organizing the list and identifying households with the longest histories of homelessness.

The Chronic/At-risk committee is responsible for ensuring persons with the longest histories of homelessness are prioritized and connected to permanent housing opportunities. The Bergen County Division of Community Develop is responsible for oversight of strategy implementation.

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

Percentage

Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	51%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	95%

3A-3a. Applicants must:

(1) describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and (2) describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

The CoC works to increase exits to permanent housing through implementation of the following strategies:

1. The Housing Authority (HABC) has implemented a homeless preference for the HCV program. Through the Chronic/At Risk subcommittee meeting the HABC is working with family programs and transitional programs to target households from the Housing Prioritization (HPL) list to fill vacancies
2. The CoC is working to connect prevention programs that provide security deposits and first month rent to the coordinated assessment process so households with minimal financial assistance needs on the HPL can quickly access stable housing.
3. 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 in the community. The household connected to this program receive rental assistance through the HABC and are provided with support services to obtain housing and maintain stability.

Strategies for maintaining high levels of stability in housing include:

1. The HABC notifies agency services providers 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.
2. 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. Through this process the BCHHHC is able to maintain contact with former residents and assist with connecting formerly homeless persons with community services when housing stability is threatened.
3. The Division of Community Development has put additional resources into funding support services to assist households in accessing the level of support needed to maintain housing stability.

The Division of Community Development is responsible for oversight of strategy implementation.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must

report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	1%

3A-4a. Applicants must:

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

The CoC lead agency reviews system performance measure data provided through HMIS to evaluate the rate of returns to homelessness for persons who have exited to permanent housing. Detailed HMIS reports are run to identify which programs those households come from, demographic information, household size, disabling condition, reason for discharge and income information. This data is reviewed to identify trends.

Reasons for returns to homelessness including premature program exit due to clash with program regulations and insufficient support services after housing placement. Strategies to address these concerns include the following:

1. The CoC prioritizes projects that operate using a Housing First methodology. All programs are monitored for adherence to housing first principles and the CoC provides training opportunities to ensure all programs operating in the community understand housing first principles and their implementation.
2. All persons in shelter and transitional housing programs as well as those encountered on the street are evaluated using the VI-SPDAT tool. Vulnerability scores generated from the tool are used to identify the appropriate type of housing suitable for the household to maximize stability. Program case managers work with clients to connect them to the appropriate type of housing based on their household need.
3. Bergen County has invested local funding into supporting the provision of supportive services. This funding enables supportive service agencies to increase the level of support provided in CoC funded rental assistance programs as well as provide medium term case management services to household exiting to permanent housing provided by sources outside of the CoC funding. Through this process community agencies help support stability in permanent housing to reduce returns to homelessness.

The Bergen County Division of Community Development is responsible for oversight of strategy implementation.

3A-5. Job and Income Growth. Applicants must:

- (1) describe the CoC’s strategy to increase access to employment and non-employment cash sources;**
- (2) describe how the CoC works with mainstream employment**

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

The Bergen County Board of Social Services is an active member of the CoC. The Board of Social Services (BSS) is responsible for implementation of mainstream benefits programs such as TANF, GA and Food Stamps as well as filing applications for SSI/SSDI.

The CoC protocols require all agencies to refer clients to the Board of Social Services to determine what mainstream benefits they are eligible for. Agencies providing case management services are encouraged to ensure case managers assist clients in need of additional support with the benefit access process by providing transportation to BSS offices, accompanying clients to BSS appointments, assisting clients with gathering the required documentation and helping clients with follow-up on applications submitted.

The BSS has developed an arrangement with the Bergen Housing Health and Human Services Center (BCHHHC), the County one-stop for access to homeless services, to co-locate BSS staff at the BCHHHC facility once a week in an effort to facilitate client enrollment in mainstream benefits.

Legal services is an active partner in the homeless planning process and participates in the case conferencing meetings held by the chronic/at-risk committee. Through this process legal services is able to provide additional support to clients that have been denied benefits in filing appeals and/or extending the tenure of benefits.

Bergen County Community College and Teach4Life, a training and staffing agency that guides individuals in professional development, partner with BCHHHC providing services at the center on a regular basis to help persons experiencing homelessness or at risk of homelessness with developing the professional skills necessary for securing employment.

The Bergen County Division of Community Development, as the CoC Lead, is responsible for oversight of strategy implementation related to helping households access mainstream benefits and increase income.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy) 05/11/2018

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

Instructions

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

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

Total number of beds dedicated as DedicatedPLUS	134
Total number of beds dedicated to individuals and families experiencing chronic homelessness	77
Total	211

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

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

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

3B-2.2. Applicants must:

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

The CoC ensures all families with children are assessed through the agency providing shelter using the VI-SPDAT family tool. All families are placed on the housing prioritization list (HPL) and households with high levels of vulnerability are considered for CoC funded permanent supportive housing and rapid rehousing programs with vacancies. In addition to the CoC funded programs, the Bergen County Housing Authority (HABC) targets households on the HPL to fill vacancies in the Housing Choice Voucher program. HABC targets those households on the HPL that are connected to supportive services or have minimal vulnerability levels the help ensure stability in permanent housing. Community providers assisting households in accessing permanent housing work to connect households to legal services and credit services to assist with issues related to credit and eviction histories which impact their ability to successfully move into stable housing. In addition community providers are working to develop a list of family friendly landlords in the community that are open to working with families experiencing homelessness and can accommodate a variety of family sizes.

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

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

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

Human trafficking and other forms of exploitation	Yes
LGBT youth homelessness	Yes
Exits from foster care into homelessness	Yes

Family reunification and community engagement	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

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

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

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

Bergen County recently established the Young Adult Homelessness Task Force. The task force will work to address homelessness among youth age 18 - 24 and includes representation from youth service programs, local government, shelters, mental health and addiction service providers, McKinney-Vento Local Education Agencies and other stakeholders with input from youth who have experienced homelessness.

Through the newly developed youth task force the CoC will seek to replicate the success of strategies implemented to end chronic homelessness and veterans homelessness. The CoC has reached functional zero in both chronic homelessness and veteran homelessness through the implementation of the following strategies which will be replicated for youth:

1. Targeting of new resources for homeless youth. The CoC will explore local state and federal resources to create rapid re-housing opportunities for youth experiencing homelessness
2. Case conferencing - The CoC has found success in the process of developing a by-name list of those experiencing homelessness and collaborating with a variety of providers to solve individual barriers to success in a methodical way until the community reaches functional zero. Youth Task Force provides an opportunity to begin that process by pulling together a variety of providers interacting with youth experiencing homelessness including the McKinney Vento Local Education Agency, Youth service providers offering shelter, permanent housing and outreach, behavioral health providers,

substance abuse providers, child welfare services, PHAs and others that may have unique services to offer to youth experiencing homelessness.

3. Use of an effective vulnerability tool - currently youth experiencing homeless are including in the community prioritization list but are not specifically identified as youth through the process. The CoC is working with the HMIS provider to integrate a youth specific vulnerability tool into HMIS for use by all agencies engaging homeless youth. The youth specific tool will better measure the vulnerability index for youth. Additionally the housing prioritization list will be adjusted to specifically identify youth households to facilitate the generation of a youth specific by-name list.

The CoC understands that the voice of youth are critical in the development of strategies to address youth homelessness and intends to provide for active participation in all planning work from formerly or currently homeless youth.

3B-2.6a. Applicants must:

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

The CoC expects to accomplish not only an end to youth homelessness through the implementation of new strategies, but also an increase in resources targeting youth experiencing homelessness.

Strategy success will be measured through the increase in services and resources to provide permanent housing to homeless youth as well as a better targeting of existing resources.

The CoC will review HMIS data to identify the number of homeless youth in the system and determine their connection to housing and income resources. The HMIS Lead Agency will prepare Quarterly reports to review trends in youth homelessness for the CoC as a means of evaluating the effectiveness of existing programs in achieving positive outcomes of connecting youth to income and housing.

In addition to measurable changes in resources available to youth and improvement in program targeting and positive outcomes, the CoC will access the youth task force and youth advisory committee to understand first hand how the changes are working at the client level from the perspective of the youth. The CoC seeks not only to have quantitative changes but also qualitative changes and will work through the task force to better understand how the strategies implemented are received in the community and the perceived impact they have.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:

- (1) youth education providers;**

**(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
 (3) school districts; and
 (4) the formal partnerships with (1) through (3) above.
 (limit 2,000 characters)**

The McKinney-Vento Local Education Agency 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. 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 in an effort to identify barriers to service and address the needs of children requiring specialized supports, including children experiencing homelessness.

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

All programs serving households with school aged children are required to address the educational needs of children in the program through in-house services or by connecting those households with outside service providers specializing in addressing the educational needs of school aged children. 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 may 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 provide assistance in connecting households to early childhood education resources as necessary.

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

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

Birth to 3 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

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

The Bergen County CoC has been certified as reaching functional zero for veterans homelessness. This was made possible through a close partnership with the VA and SSVF providers coupled with an individualized case conferencing process. The veterans committee meets monthly and includes representatives from the VA, SSVF providers, the grant per diem transitional housing program, County VSO staff, the Bergen Housing Health and Human Service Center (the County One-stop for services and shelter for homeless persons) and other community members. All veterans experiencing homelessness in the region complete the VI-SPDAT vulnerability assessment through the shelter or service provider they work with and their information is entered on the housing prioritization list. The list is organized according to vulnerability, chronic homeless status, veteran status and length of time homeless. For the vet committee meetings, the HPL is adjusted to reflect only the veterans on the list and the committee conducts case conferencing for each name on the list. At an individual level, the committee identifies the service needs of the veterans on the list and discuss a proposed housing and placement plan that would work for the veteran. The committee has successfully accessed SSVF, VA and rental assistance resources to house veterans as they are identified.

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

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

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

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

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

People of different races or ethnicities are more or less likely to receive homeless assistance.	<input type="checkbox"/>
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
There are no racial disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>

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

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

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

Instructions:

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

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

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

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

The Bergen County Board of Social Services is an active member of the CoC and participates in full membership bi-monthly meetings. Social Services provides updates on changes in mainstream benefits and program implementation, and helps community agencies address barriers to access that clients identify.

All programs serving homeless persons in the region work to connect clients to mainstream benefits at program entry. Program staff assist clients in the process through providing transportation, assisting clients with gathering the required documentation for benefit enrollment, attending enrollment meetings with clients and assisting clients in following up on application status. The

Board of Social Services works with the Bergen Housing Health and Human Service Center to facilitate mainstream program enrollment by sending staff to the Center once a week to complete applications with clients at the Center.

4A-2.Housing First: Applicants must report:

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

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	19
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.	19
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

4A-3. Street Outreach. Applicants must:

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

The Bergen County PATH team conducts weekly street outreach covering the full CoC area. The PATH team focuses on known locations but also connects with local jails, libraries, churches, police, community membership, welfare offices and hospitals to identify unsheltered persons in the community. In addition to connecting with community providers, the PATH outreach teams actively engage homeless and formerly homeless clients to assist them in identify locations where unsheltered persons stay and to engage the hardest to serve unsheltered persons. The CoC hosts monthly case conferencing meetings through the Chronic/At-Risk committee which includes representation from local hospitals, legal services, outreach teams, service providers and sheltering programs. Through the case conferencing meetings partner agencies identify clients that may not currently be connected to the housing prioritization list and coordinate outreach and engagement strategies to ensure they are connected to the system. The Bergen County Housing Health and Human Service Center 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 in order 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 and housing.

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

CoC policies require all programs serving the homeless to adhere to fair housing regulations and work to ensure programs do not discriminate against clients for any reason including race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status or disability. The review committee monitors all programs to ensure adherence with fair housing. All sheltering, housing and service programs have fair housing information posted where clients seek services and many post signage and symbols promoting inclusivity. The CoC offers training on equal access and fair housing requirements to ensure all providers continue to adhere to these regulations. Many CoC programs have bilingual staff and provide written materials in multiple languages to accommodate persons with limited English proficiency. The CoC works to expand connections to community organizations that are connected to specific communities in the region that may experience difficulty in accessing services including persons from various cultural backgrounds such as the Polish and Korean community in the region, persons identifying as LGBT, youth, and other groups that may traditionally have trouble accessing services.

Sheltering programs adhere to ADA regulations and are accessible. Housing programs work with clients regardless of the type of disability and identify accommodations meet the physical needs of clients including wheelchair accessible apartments. When necessary, programs will connect clients with additional service providers and technologies to meet their needs such as sign language interpretation services, or technological services for persons who are hearing impaired or blind. CoC providers coordinate with local churches or use translation programs to communicate with clients when in-house bilingual services are not available, which has proven effective in working with the Polish and Korean population in the region.

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

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	56	67	11

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

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

4B. Attachments

Instructions:

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

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

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

Attachment Details

Document Description: PHA Admin Plans - Homeless Preference

Attachment Details

Document Description: PHA Admin Plan - Moving On

Attachment Details

Document Description:

Attachment Details

Document Description: Objective Criteria

Attachment Details

Document Description:

Attachment Details

Document Description: Posting of Local selection criteria

Attachment Details

Document Description:

Attachment Details

Document Description: Notification to accepted projects

Attachment Details

Document Description: Notification to rejected projects

Attachment Details

Document Description: Posting of local selection deadline

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: HDX Competition Report

Attachment Details

Document Description:

Attachment Details

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Submission Summary

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

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

FY2018 CoC Application	Page 47	09/14/2018
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Submission Summary

No Input Required

1C-5. PHA Administration Plan – 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: May 2017
Approved by the HA Board of Commissioners: TBD
Submitted to HUD: TBD

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
- Non-Elderly Disabled (formerly Mainstream)
- Family Self Sufficiency
- Housing Opportunities for Persons With AIDS/HIV (HOPWA)
- Choice mobility under Project Based Vouchers (PBV)

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
- 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.

This additional criterion requires 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.

- 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 Preference: for families currently receiving rental assistance from a targeted program

- Residency Preference: Bergen County communities, excluding those communities that provide its own Housing Choice Voucher program (e.g. Lodi, Englewood, Fort Lee, Cliffside Park, Edgewater). For families who live, work, or have been hired to work or are participating in a job training and/or vocation program; or sole member is elderly or disabled in a qualifying Bergen County community.
- Working 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 and 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 follow be assisted in the same chronologic manner, with the first household terminated being the first to be re-instated, except that NED, MS5, 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

**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

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
Substandard Living Conditions (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'Neil

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

3. The PHA shall publicize preferences by posting copies in each office where applications are received, and by furnishing copies to applicants or residents upon request;

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	Graduates or Participants of job training programs that have prepared the head of household, spouse or other adult member(s) to enter the job market. Documentation of the completion of the job training program will be required	3
2	Those enrolled currently in educational, training or upward mobility program	3
3	Families that include a person with disabilities, but not for persons with a specific disability	3
4	Single persons who are elderly, displaced, homeless, or persons with disabilities over other single persons	3
5	Households that contribute to meeting income requirements (targeting)	3
6	Veterans and veterans' families	2
7	Victims of domestic violence (spousal/child abuse)	1
8	Local residency preference for those living in the jurisdiction of the PHA at the time of application, subject to the following:	1

	<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>	
9	Homelessness	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-5. PHA Administration Plan –
Move-on Multifamily Assistance Housing
Owner's Preference

1. New Jersey DCA Moving On
Plan
2. Bergen County Housing
Authority

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



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

Presented to the HABC Board of Commissioners: May 2017
Approved by the HA Board of Commissioners: TBD
Submitted to HUD: TBD

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
- Non-Elderly Disabled (formerly Mainstream)
- Family Self Sufficiency
- Housing Opportunities for Persons With AIDS/HIV (HOPWA)
- Choice mobility under Project Based Vouchers (PBV)

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
- 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.

This additional criterion requires 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.

- 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 Preference: for families currently receiving rental assistance from a targeted program

- Residency Preference: Bergen County communities, excluding those communities that provide its own Housing Choice Voucher program (e.g. Lodi, Englewood, Fort Lee, Cliffside Park, Edgewater). For families who live, work, or have been hired to work or are participating in a job training and/or vocation program; or sole member is elderly or disabled in a qualifying Bergen County community.
- Working 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 and 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 follow be assisted in the same chronologic manner, with the first household terminated being the first to be re-instated, except that NED, MS5, HUD-VASH and FUP families must be issued vouchers first until the PHA is assisting its required number of special purpose vouchers.

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

- a. Local Selection Policy, Monitoring Policy & Performance Review Policy
- b. 2018 Funding Announcement & Concept Paper
- c. Concept Paper Scoring Criteria
- d. Renewal Project Monitoring Tool
- e. Renewal Project Performance Review
- f. Renewal Project Scoring Tool

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

- a. Local Selection Policy, Monitoring Policy, & Performance Review Policy

Bergen County Continuum of Care Local CoC Funding Selection Process

The Performance and Evaluation Committee is responsible for selecting projects that will be eligible to apply for funding through the annual Continuum of Care (CoC) Application released by the Department of Housing and Urban Development (HUD). This committee will determine which projects will be supported for funding and the funding level each project will be able to apply for based on the selection process outlined below.

Performance and Evaluation Committee Membership

The Performance and Evaluation Committee membership will be composed of any interested member of the CoC Leadership Committee that would not be applying for funding through the Continuum of Care Process. All members must declare there is no conflict of interest in participating in this committee. The Chair of this committee will be the CoC Lead Agency, the Bergen County Division of Community Development.

Overview of Selection Process

Each year, the Performance and Evaluation Committee will collect information about new and renewal projects seeking funding through the Continuum of Care. The Committee will collect information about each project through the Local Concept Paper, Monitoring Process, and Performance Review. Each project will receive a score for each of the three areas, which will then be combined by the Performance and Evaluation Committee. Once these final, combined scores are calculated, the Review Committee will use these scores to rank each project and determine final funding levels based on the NOFA released by HUD. The Committee will then notify each agency as to its rank and level of funding, and will provide feedback as to how the decision was made.

Local Selection Process

Local Concept Paper

Renewal Projects:

- Upon release of the Final Grant Inventory Worksheet (GIW) the Performance and Evaluation Committee will release the Continuum of Care Concept Paper and Scoring Criteria for completion.
- Any agency interested in applying for renewal funding through the CoC will be required to submit a concept paper by the date specified on the announcement.
- Concept papers will be used to collect information focused on the agency's ability to implement the requested project, the project's target population and the willingness of the agency to coordinate with local planning efforts.
- Once all submissions have been received, the Performance and Evaluation Committee will review and score each submission based on the Scoring Criteria that was released with the Concept Paper.
- The Performance and Evaluation Committee has the ability to ask any agency to come in and present if they feel there was not enough information provided or if there were any questions related to the Concept Paper, Monitoring Report or Performance Review that was completed
- Any renewal project that does not submit the concept paper on time will lose an automatic 5 points from their Concept Paper Score.

- Any renewal project that does not submit a concept paper for their project, after a late notice reminder, will not be considered for funding.

New Projects:

- After the release of the HUD NOFA, the Performance and Evaluation Committee will release the Continuum of Care Concept Paper and Scoring Criteria for new project applicants. The release will include any local or HUD specified funding priorities and an estimate on the amount available for new projects.
- Any agency interested in applying for new funding through the CoC will be required to submit a concept paper by the date specified on the announcement.
- All agencies submitting new project applications will be required to do a brief presentation for the Performance and Evaluation Committee to provide any additional information about the new project application and to answer any questions the Committee may have.
- After all presentations are complete, the Performance and Evaluation Committee will review and score each submission based on the Scoring Criteria that was released with the Concept Paper.

A mandatory Technical Assistance Training will be provided to all agencies that have an intent to apply for new or renewal funding. This training will review the concept paper and what the Performance and Evaluation Committee is looking for when reviewing the submissions. Any agency that will be submitting a concept paper is required to attend, and those that do not attend the training will not be considered for funding.

Monitoring and Performance Evaluation

Prior to final funding decisions and ranking, all renewal projects will have a monitoring and performance evaluation complete, that will follow the process outlined in the Performance and Monitoring Procedures document.

Final Project Selection and Announcements

- After all new and renewal project concept papers have been scored and the scores are collected from the monitoring and performance evaluation for each project, the Performance and Evaluation Committee will combine all three to create the Final Project Score.
- This final project score will be used to rank the projects for final funding determination
- Based on the ranking and any funding restrictions outlined in the HUD NOFA, the Performance and Evaluation Committee will make a final determination on the level of funding each project will be able to apply for
- Decisions will be made based on majority vote
- After final funding levels have been determined, the CoC Lead will notify each agency individually, specifying the rank and level of funding for each new and renewal project that was applied for. The notification will also provide an explanation of how the Performance and Evaluation Committee came to its determination and the action the agency can take if interested in trying to appeal the decision of the Committee
 - The CoC Lead will notify all agencies no later than 10 days after the final deadline for all new and renewal Concept Papers has passed

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.

Bergen County Continuum of Care Monitoring Policies and Procedures

The following policies and procedures outline the way the Bergen County Continuum of Care will establish, conduct, and use information from, the monitoring process for the community.

Purpose

The Bergen County Continuum of Care monitoring process was created to enable the CoC to monitor the compliance and effectiveness of all projects that receive Continuum of Care funding throughout the County. The monitoring process will allow for a more comprehensive review of the project's receiving funding and will enable the Performance and Evaluation Committee to make not only more informed, but also more objective decisions when reviewing funding levels during the local Continuum of Care process. While this monitoring will be part of the information that impacts local funding decisions, all funding decisions will follow the policies and procedures outlined in the Local CoC Funding Selection Process policies of the Bergen County Continuum of Care.

Monitoring Team

The Monitoring Team will consist of members of the Performance and Evaluation Committee as well as staff members of the Bergen County Division of Community Development. Members of this team must state that they have no conflict of interest in participating in this committee, as outlined in the Local CoC Funding Selection Process.

Monitoring Process

Depending on the year, the monitoring team will perform one of two types of monitoring for all Continuum of Care projects.

Site Monitoring

Every other year, the Monitoring Team will perform a site monitoring for all Continuum of Care projects. Doing a site monitoring allows the Monitoring Team to review first hand, not only how the CoC projects are actually functioning, but also their compliance with federal and local regulations. All site monitoring's for CoC projects will take place within the first 6 months of the calendar year. All agencies will be made aware of their site monitoring at least 2 weeks in advance and will be provided a list of what the monitoring team will be required to look at. The monitoring team may request documents to be sent to the team prior to the site monitoring for team review.

During the site monitoring, the monitoring team will use the Site Monitoring Tool, created by the Performance and Evaluation Committee to review the agencies ability to execute the grant and abide by both HUD and local regulations.

After the site monitoring is complete, the Monitoring Team will send the agency their final, complete Site Monitoring Tool. The agencies will have one week to provide feedback about the monitoring or to provide further information to improve their monitoring results.

Desk Monitoring

For the in between years when a site monitoring is not taking place, the Monitoring Team will conduct a Desk Monitoring on all CoC projects. The desk monitoring will request that all CoC

projects submit a number of documents that will allow the monitoring team to complete the Desk Monitoring Tool. Similar to the Site Monitoring Tool, the Desk Monitoring Tool allows the monitoring team to evaluate the ability of the project receiving the CoC funding to utilize the funding in an effective way and in compliance with both HUD and local regulations.

After the desk monitoring is complete, the Monitoring Team will send the agency their final, complete Desk Monitoring Tool. The agencies will have one week to provide feedback about the monitoring or to provide further information to improve their monitoring results.

Monitoring Tools

Depending on the type of monitoring the team is completing, the Monitoring Team will utilize either the Site Monitoring or Desk Monitoring Tool to evaluate and score each Continuum of Care project. The tools look at the following areas for each project:

- Client Eligibility
- HMIS Compliance
- Client Feedback
- Project Coordination
- Financial Review
- Agency Staff
- Project Administration

Each tool has a number of points associated with each of the above sections and criteria needed for projects to obtain the highest level of points. Both monitoring tools will be reviewed annually to ensure it is comprehensive and includes important areas of consideration for both HUD and local compliance.

Monitoring Score

The Monitoring Team will be responsible for completing either the Site Monitoring or Desk Monitoring Tool for each CoC project. Once the tool is complete the Monitoring Team will add up the points awarded for each section and will calculate the Initial Monitoring Score. Once this initial score is calculated, the Monitoring Team will send each agency the completed monitoring tool and the projects will have one week to provide additional information or documentation in attempts to improve their score, if deemed necessary. If the Monitoring Team deems the information acceptable, they have the ability to adjust the score and create the project's Final Monitoring Score. If the team does not receive any feedback from the agency in the one week timeframe, the initial score that was calculated will be used as the project's Final Monitoring Score. It is this Final Monitoring Score that will be used as part of the project's overall score for the Continuum, as outlined in the Local CoC Funding Selection Process policies and procedures.

Bergen County Continuum of Care Performance Standards Policies and Procedures

The following policies and procedures outline the way the Bergen County Continuum of Care will establish, evaluation, and report on the performance standards that have been created for the community.

Purpose

The Bergen County Continuum of Care performance standards were created to enable the Continuum to monitor the performance of not only the projects that create the Continuum, but also to evaluate the performance of the community as a whole. Because the overall goal of the Continuum is to end homelessness among all families and individuals in the community, it is essential for Bergen County to be able to evaluate their progress towards this goal. Upon evaluation of these standards, the Continuum will be able to better allocate funding and assistance to ensure all projects and the community, are performance to the level expected. These performance standards were also created in compliance with the Department of Housing and Urban Development's regulations for Continuum of Care Performance Standards.

Performance Standards Creation

The Performance Standards that are set for the Bergen County Continuum of Care represent standards that have been released by the Department of Housing and Urban Development through program regulations and funding notifications, as well as standards the community has deemed important to the functioning of the continuum. The standards will be evaluated, and if necessary, updated annually based on new information released by HUD and finding in the community. While the standards will be reviewed annually, the Continuum has the ability to review and update the Performance Standards for the community at any point if it is deemed necessary.

Performance Standard Evaluation

The Performance Standards that have been established for the Bergen County Continuum of Care will be used for performance evaluation at two levels.

1. Community Evaluation – The full standards will be used to evaluate the performance of Bergen County as a Continuum. This evaluation will evaluate each standard from the community perspective and will include all appropriate programs in the evaluation, regardless of agency. This evaluation will allow the community to see where they stand in progressing towards a more efficient system for serving the homeless individuals and families within the community. This level of evaluation will also provide the community with information that can be used for funding applications, specifically for the Continuum of Care application and its planning requirements.
2. Project Evaluation – In addition to using the standards to evaluate the progress of the community as a whole, the performance standards will be used to assist in the local funding decisions of the community, including but not limited to, Continuum of Care funding. When using the standards for project evaluation, only the standards that are applicable for the specific project types will be used.

All performance evaluations will be completed by the Performance and Evaluation Committee of the Continuum of Care. The evaluation period will be based on a yearlong time frame established

at the time of evaluation. Unless otherwise specified in the standard, all data for the evaluation of the performance standards will be pulled from the local Homeless Management Information System (HMIS).

Because Domestic Violence projects are prohibited from entering information into the HMIS, all Domestic Violence projects will be required to submit the information being evaluated from their comparable database to be included in the review. This stands true for both the community level and project level evaluation.

Poor Performance

Since it the goal of the community to ensure the performance throughout the community is demonstrating progress towards ending homelessness, the community will work on any area that is identified as a performance standard that has not been met. It is not the intention of the Continuum to judge projects based on performance evaluations alone.

If, while evaluating either the performance of the community, or a specific project, there is a standard that is not met, the following actions will take place:

Specific Project Performance Issues:

- If during the community evaluation or project specific evaluation, it is determined that a specific project is under performing in any of the set performance standards the Performance and Evaluation Committee will first speak to the project to see if there is an acceptable explanation for the performance level. If there is, the explanation will be accepted and performance standard adjustment will be taken into consideration.
- If an acceptable explanation is not provided, the Committee will work with the agency to identify the issue that is leading to the negative performance, with the expectation that the agency will improve their performance by the next evaluation.
- If performance is still under the set standard during the next project evaluation, the Performance and Evaluation Committee will work with the project to create an action plan to improve performance. The Committee will then evaluation the project's performance 6 months after the action plan is created to provide updates if necessary.
- If after the above steps have been taken, the project's performance has not improved, the Performance and Evaluation Committee will discuss the possible restricting of project issues that are continuing to inhibit the project from achieving an acceptable performance level, or if necessary, determine funding reductions or reallocation.

Community Wide Performance Issues:

- If the measure that is being evaluated is determined to be under the performance standard throughout the community and no in one specific project, the Performance and Evaluation Committee will meet with the applicable project members to determine the specific issues resulting in a decreased level of performance. This collaborative will then create an action plan to improve the functioning and performance of the community as a whole.

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

b. 2018 Funding Announcement &
Concept Paper

**Bergen County Continuum of Care
FY2018 Continuum of Care Concept Paper**

FY2018 Concept Paper general specifications:

- The Bergen County Continuum of Care is accepting Concept Papers for agencies seeking new or renewal 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 FY2018 NOFA.
- Completed Concept Papers should be submitted by **July 13, 2018** via email to Angela Drakes at cdapp@co.bergen.nj.us and Taiisa Kelly at tkelly@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 FY2018 NOFA. The Committee, which will be made up of entities not applying for FY2018 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.

FY2018 New Funding Concept Paper specifications:

- While the Bergen County Continuum of Care does not know at this time, if or how much new funding will be available for CoC projects, the CoC is accepting new project applications up to \$350,000. The final amount of new funding available will be shared upon release of the FY2018 NOFA.
- 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 FY2017 Registration Notice for further details on project types that can be applied for. A copy of the registration notice can be found here: <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Registration-Notice.pdf>
- Please note, this information is based solely on the information release through the FY2017 Registration Notice. Further restrictions or details will be made available upon release of the FY2018 NOFA and will depend on the availability of funds.

FY2018 CoC Concept Paper should include:

1. **Project Budget Worksheet**
2. **Concept Paper Narrative**

Concept Paper Instructions:

1. 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. 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. 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 3 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. Provide a description of the new or renewal project including the impact the project will have/has on the homeless population in Bergen County and whether this project does, or will, follow a Housing First Model
3. Describe the organization’s capacity to continue or begin the implementation of the project
4. 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 2017 CoC Project Application submission).
5. 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).
6. 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	

7. 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.

2018 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:

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

Leasing Units Budget

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

*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 2016 below).

Rental Assistance Budget

Unit Size	# Units	2016 FMR	Rental Assistance Requested	Months	Total CoC Request
SRO		\$ 883.00		12	\$ -
0 bedroom		\$ 1,178.00		12	\$ -
1 bedroom		\$ 1,328.00		12	\$ -
2 bedroom		\$ 1,557.00		12	\$ -
3 bedroom		\$ 2,001.00		12	\$ -
4 bedroom		\$ 2,362.00		12	\$ -
				Total	\$ -

*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 2016 FMRs listed.

Supportive Services Budget	
Eligible Costs	CoC Funds Requesting
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	
Total	\$ -

Operating Budget	
Eligible Costs	CoC Funds Requested
1. Maintenance/Repair	
2. Property Taxes and Insurance	
3. Replacement Reserve	
4. Building Security	
5. Electricity, Gas, and Water	
6. Furniture	
7. Equipment (lease/buy)	
Total	\$ -

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

Summary Budget	
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

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

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

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

c. Concept Paper Scoring Criteria

Continuum of Care FY2018

Project Evaluation Criteria Concept Paper Scoring Criteria

Maximum points available – 20 points

1. Sponsor Capacity/Project Value (5 points)

A maximum of 5 points will be awarded if:

- The agency has been effectively implementing the project under review or has implemented similar projects in a timely fashion
- The project under review provides a valuable service/housing opportunity to the homeless in Bergen County
- The agency has attended at least 6 of the Continuum of Care meetings held in the last year

2. Project Type (5 points)

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

3. HUD Priority (Permanent Housing Providers Only) – Chronic Homelessness (3 points)

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 points will be awarded to any project that has dedicated or prioritized at least 50% of their beds to the chronically homeless

4. Housing First Model (3 points)

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 both:

- Demonstrate that they are a low barrier program by showing 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

5. Budget Appropriateness (2 points)

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).

6. Participation in Local Priorities (2 points)

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.

Continuum of Care FY2018

**Project Evaluation Criteria
Concept Paper Score Sheet**

Name of Agency: _____

Project Name: _____

1. Sponsor Capacity/Project Value (5 points) _____

2. Project Type (5 points) _____

3. HUD Priority - (PH Only) Chronic Homelessness (3 points) _____

4. Housing First Model (3 points) _____

5. Budget Appropriateness (2 points) _____

6. Participation in Local Priorities (2 points) _____

Total Score _____

Total Possible _____

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

**Bergen County Continuum of Care
Site Monitoring Questionnaire**

Agency Name: _____

Project Name: _____

CLIENT REVIEW (10 possible points)	Yes	No	N/A	Score
1. Are clients eligible based on homeless status?				
2. Are clients eligible based on disabling conditions?				
3. Do the clients served in the project match the subpopulations the project has applied for?				
4. Is the agency collecting information on household's income at least annually?				
5. Does the agency have appropriate lease documentation for all tenants in permanent housing projects?				
Notes:				

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

Service Provision (3 possible points)	Yes	No	N/A	Score
1. Are service plans created with all clients?				
2. Are services provided to all clients based on service plans?				
3. Are the services that are being provide to the clients tracked and recorded?				
Notes:				

CLIENT FEEDBACK (4 possible points)	Yes	No	N/A	Score
1. Does the agency administer a client satisfaction survey for this project?				
2. Does the agency provide clients with the rules and regulations for the project?				

3. Does the agency provide clients with a means of expressing and resolving a complaint or appeal?				
4. Is there a grievance procedure for the project?				
Notes:				

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

FINANCIAL REVIEW (8 possible points)	Yes	No	N/A	Score
1. Is the project sufficiently utilizing the funds awarded?				
2. Is the project drawing down funds from LOCCS on at least a quarterly basis?				
3. Is the project ensuring rent reasonableness for all permanent housing units?				
4. Is the project basing rent payments on the HUD approved rent calculation worksheet?				
5. If tenants are responsible for utilities, are there utility allowance worksheets in client files?				
6. If project is requesting service, operating or administrative funds, does it have the appropriate back up, including time sheets, required for the drawdown?				
7. Is the adequate match being provided by the project for all funds requested?				
8. Does the agencies accounting system match the drawdowns being requested from HUD?				
Notes:				

AGENCY STAFF (3 possible points)	Yes	No	N/A	Score
1. Does project staff have appropriate training for the level of services required of the grant?				
2. Do staff feel they are adequately trained to provide the level of services for the target population?				
3. Do staff feel they receive adequate supervision?				
Notes:				

PROJECT ADMINISTRATION (4 points)	Yes	No	N/A	Score
1. Did the project submit the most recent Annual Performance Report to HUD within the 90 day window?				
2. Does the agency have a copy of the most recently signed grant agreement with HUD for this project?				
3. Does the project have any outstanding audit/monitoring findings with HUD?				
4. Is the agency completing inspections on all units being paid for through permanent housing?				
Notes:				

PARTICIPATION IN COORDINATED ASSESSMENT (7 points)	Yes	No	N/A	Score
1. Do the tenant selection policies reflect integration with Coordinated Assessment?				
2. Have 85% of the vacancies in the last year been filled through the coordinated assessment process?				
3. Do program staff participate in the At-Risk/Chronic meeting or the Housing meeting monthly?				

Total Score: _____

Total Possible: _____

Additional Notes/Comments:

Date Completed: _____

Completed by: _____

Housing First Assessment Addendum to the Monitoring Tool

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

Additional Resources on Housing First:

HUD Exchange – Housing First in Permanent Supportive Housing Brief

<https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>

United States Interagency Council on Homelessness – Housing First Checklist

https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf

HUD Exchange – Housing First Assessment Tool

<https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/>

Housing First in Project Access

Standard	Definition/Evidence	
Projects are low-barrier	Admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, “housing readiness”, history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor or other unnecessary condition unless required by law or funding source	
Access regardless of sexual orientation, gender identity, or marital status	Equal access is provided in accordance with the 2012 and 2016 Equal Access Rules, meaning that any project funded by HUD must ensure equal access for person regardless of one’s sexual orientation or marital status, and in accordance with one’s gender identify. Adult only households, regardless of marital status, should	

	have equal access to projects (if these projects types are not available within a CoC, the CoC should conduct an assessment to determine if these project types are needed and work with providers to accommodate the need.)	
Admission process is expedited with speed and efficiency	Projects have expedited admission process, to the greatest extent possible, including helping participants obtain documentation required by funding sources, as well as process to admit participants regardless of the status of their eligibility documentation whenever applicable	
The Provider/project accepts and makes referrals directly through coordinated entry	Projects actively participate in the CoC-designated Coordinated Entry processes as part of streamlined community-wide system access and triage. Referrals from Coordinated Entry are rarely rejected, and only if there is a history of violence, the participant does not want to be in the project, there are legally valid grounds (such as restrictions regarding sex offenders) or some other exceptional circumstance that is well documented.	

Housing First in Project Input

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

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

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

<p>motivational interviewing, trauma-informed approaches, strength-based)</p>	<p>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>	
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Housing First in Housing Provision

<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 recover housing model focused on people who are in early recover from drugs or alcohol (as outlined in HUD's Recover housing brief), different standards related to use and subsequent offer of treatment may apply.</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 or nightly in and out shelter) and accommodation is made for pets</p>	

1E-1. Objective Criteria –
Rate, Rank, Review and Selection Criteria
e. Renewal Project Performance Review

Agency:

Project:

Total Households Served:

of Leavers:

Goals	Total	# Applicable	%
Project maintains an appropriate utilization rate for the year			#DIV/0!
Households receive some form of earned or unearned income			#DIV/0!
Adults that are not enrolled in SSDI/SSI process will have some level of earned income			#DIV/0!
Households have increased their level of income from project entry to exit (or update)			#DIV/0!
Households are connected to mainstream non-cash benefits			#DIV/0!
Households obtained mainstream non-cash benefits from project entry to exit (or update)			#DIV/0!
Households remain in or move on to a permanent destination			#DIV/0!
Households being discharged from projects due to noncompliance or a disagreement with the project rules or persons			#DIV/0!
Households being discharged are not discharged to another transitional housing project, emergency shelter or place not meant for habitation			#DIV/0!

Agency:

Project:

Year Performance was based on: 5/1/17-4/30/18

Permanent Housing Program Performance				
Goals	Required Performance Standards		%	Points Awarded
Project maintains an appropriate utilization rate for the year	At least an 85% utilization average for the year	≥85%=5	#DIV/0!	#DIV/0!
		70%-84%= 3		
		50%-69%= 1		
Households receive some form of earned or unearned income	54% of households have some form of income	≥54%= 5	#DIV/0!	#DIV/0!
		40%-53%= 3		
		25%-39%= 1		
Adults that are not enrolled in SSDI/SSI process will have some level of earned income	20% of adults not enrolled will have earned income	≥20%= 5	#DIV/0!	#DIV/0!
		15%-19%= 3		
		10%-14%= 1		
Households have increased their level of income from project entry to exit (or update)	54% of households have increased their income	≥54%= 3	#DIV/0!	#DIV/0!
		40%-53%= 2		
		25%-39%= 1		
Households are connected to mainstream non-cash benefits	56% of households are connected to noncash benefits	≥56%= 5	#DIV/0!	#DIV/0!
		45%-55%= 3		
		35%-44%= 1		
Households obtained mainstream non-cash benefits from project entry to exit (or update)	56% of households obtained noncash benefits	≥56%= 3	#DIV/0!	#DIV/0!
		45%-55%= 2		
		35%-44%= 1		
Households remain in or are being discharged to a permanent destination	80% of households remain/discharged to permanent housing	≥80%= 5	#DIV/0!	#DIV/0!
		75%-79%= 3		
		70%-74%= 1		
Households being discharged from projects due to noncompliance or a disagreement with the project rules or persons	Less than 10% of households are discharged due to negative causes	<10%= 4	#DIV/0!	#DIV/0!
		10%-15%= 2		
Households being discharged are not discharged to another transitional housing project, emergency shelter or place not meant for habitation	Less than 10% of households are discharged to identified locations	<10%= 5	#DIV/0!	#DIV/0!
		10%-15%= 3		
		15%-20%= 1		
			Total Score	#DIV/0!
			Total Possible	40

Agency:

Project:

Total Households Served:

of Leavers:

Goals	Total	# Applicable	%
Project maintains an appropriate utilization rate for the year			#DIV/0!
Project has successfully reduced the average length of project stay			#DIV/0!
Households receive some form of earned or unearned income			#DIV/0!
Adults that are not enrolled in SSDI/SSI process will have some level of earned income			#DIV/0!
Households have increased their level of income from project entry to exit (or update)			#DIV/0!
Households are connected to mainstream non-cash benefits			#DIV/0!
Households obtained mainstream non-cash benefits from project entry to exit (or update)			#DIV/0!
Households being discharged move on to a permanent destination			#DIV/0!
Households being discharged from projects due to noncompliance or a disagreement with the project rules or persons			#DIV/0!
Households being discharged are not discharged to another transitional housing project, emergency shelter or place not meant for habitation			#DIV/0!

Agency:

Project:

Year Performance was based on: 5/1/17 - 4/30/18

Transitional Housing Program Performance				
Goals	Required Performance Standards		%	Points Awarded
Project maintains an appropriate utilization rate for the year	At least an 85% utilization average for the year	≥85%=5	#DIV/0!	#DIV/0!
		70%-84%= 3		
		50%-69%= 1		
Project has successfully reduced the average length of project stay	Average length of stay has been reduced by 10% from the previous year	≥10%= 5	#DIV/0!	#DIV/0!
		7%-9%= 4		
		4%-6%= 3		
		1%-3%= 1		
Households receive some form of earned or unearned income	54% of households have some form of income	≥54%= 5	#DIV/0!	#DIV/0!
		40%-53%= 3		
		25%-39%= 1		
Adults that are not enrolled in SSDI/SSI process will have some level of earned income	20% of adults not enrolled will have earned income	≥20%= 3	#DIV/0!	#DIV/0!
		15%-19%= 2		
		10%-14%= 1		
Households have increased their level of income from project entry to exit (or update)	54% of households have increased their income	≥54%= 3	#DIV/0!	#DIV/0!
		40%-53%= 2		
		25%-39%= 1		
Households are connected to mainstream non-cash benefits	56% of households are connected to noncash benefits	≥56%= 5	#DIV/0!	#DIV/0!
		45%-55%= 3		
		35%-44%= 1		
Households obtained mainstream non-cash benefits from project entry to exit (or update)	56% of households obtained noncash benefits	≥56%= 2	#DIV/0!	#DIV/0!
		40%-55%= 1		
Households being discharged move on to a permanent destination	65% of households are discharged to permanent housing	≥65%= 5	#DIV/0!	#DIV/0!
		55%-64%= 3		
		50%-54%= 1		
Households being discharged from projects due to noncompliance or a disagreement with the project rules or persons	Less than 10% of households are discharged due to negative causes	<10%= 2	#DIV/0!	#DIV/0!
		10%-15%= 1		
Households being discharged are not discharged to another transitional housing project, emergency shelter or place not meant for habitation	Less than 10% of households are discharged to identified locations	<10%= 5	#DIV/0!	#DIV/0!
		10%-15%= 3		
		15%-20%= 1		
			Total Score	#DIV/0!

Total Possible

40

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

f. Renewal Project Scoring Tool

Continuum of Care FY2018

**Project Evaluation Criteria
Concept Paper Score Sheet
Renewal Projects**

Name of Agency: _____

Project Name: _____

1. Sponsor Capacity/Project Value (5 points) _____

2. Project Type (5 points) _____

3. HUD Priority - (PH Only) Chronic Homelessness (3 points) _____

4. Housing First Model (3 points) _____

5. Budget Appropriateness (2 points) _____

6. Participation in Local Priorities (2 points) _____

Total Score _____

Total Possible _____

Monitoring Score _____

Total Possible Monitoring Score _____

Performance Score _____

Total Possible Performance Score _____

Total Score (Concept Paper + Monitoring + Performance) _____

Total Possible Score _____

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

E-mail of Criteria

Subject: RE: BC COC Concept paper Due date JULY 13, 2018
Date: Monday, June 18, 2018 at 4:34:07 PM Eastern Daylight Time
From: Drakes, Angela <ADrakes@co.bergen.nj.us>
To: diader@bergen.org <diader@bergen.org>, JSimon@communityhope-NJ.org <JSimon@communityhope-NJ.org>, Grace Gawryluk <ggawryluk@advancehousing.org>, tgiglio@bergenfamilypromise.org <tgiglio@bergenfamilypromise.org>, info@shelterourpets.org <info@shelterourpets.org>, rejan@bergen.org <rejan@bergen.org>, kimakopp@gmail.com <kimakopp@gmail.com>, meldlutz@yahoo.com <meldlutz@yahoo.com>, Mazza, Rocco <RMazza@co.bergen.nj.us>, dlmoore@aahbergen.org <dlmoore@aahbergen.org>, Nottingham, Susan <SNottingham@co.bergen.nj.us>, Orlando, Julia <JOrlando@co.bergen.nj.us>, Pendency, Kristine (KPendency@bergenregional.com) <KPendency@bergenregional.com>, cphipp4@hotmail.com <cphipp4@hotmail.com>, verylefty@aol.com <verylefty@aol.com>, arizzo@ccannj.org <arizzo@ccannj.org>, CCCDCexdir@gmail.com <CCDCexdir@gmail.com>, mwelsh@lsnj.org <mwelsh@lsnj.org>, Zellars, John <JZellars@co.bergen.nj.us>, lori@zimmymail.com <lori@zimmymail.com>, harchontou@ywcabergen.org <harchontou@ywcabergen.org>, Loughlin, Michele <MLoughlin@co.bergen.nj.us>, kkreitz@communityhope-nj.org <kkreitz@communityhope-nj.org>, sopkristine@gmail.com <sopkristine@gmail.com>, mschaber@ccannj.org <mschaber@ccannj.org>, beatriz@shelteroursisters.org <beatriz@shelteroursisters.org>, vilma@shelteroursisters.org <vilma@shelteroursisters.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>, Kate Duggan (kduggan@bergenfamilypromise.org) <kduggan@bergenfamilypromise.org>, Julye Myner (julye@hopeandsafetynj.org) <julye@hopeandsafetynj.org>, Bridget McLaughlin (bmclaughlin@bergen.edu) <bmclaughlin@bergen.edu>, Christian, Anita <Anita.Christian@va.gov>, Lisa Shaber (lisas@hopeandsafetynj.org) <lisas@hopeandsafetynj.org>, Judy Banes (jbanes@cspnj.org) <jbanes@cspnj.org>, Cynthia.Edmond@dhs.state.nj.us <Cynthia.Edmond@dhs.state.nj.us>, mwingo@ccannj.org <mwingo@ccannj.org>, agoldenkranz@ccannj.org <agoldenkranz@ccannj.org>, lhernandez@nhcac.org <lhernandez@nhcac.org>, Kate Duggan (kduggan@bergenfamilypromise.org) <kduggan@bergenfamilypromise.org>, Natalie Ramey (ramey@habcnj.org) <ramey@habcnj.org>, Carl Phipps (cphipp_hope@yahoo.com) <cphipp_hope@yahoo.com>, udaniels@bergen.edu <udaniels@bergen.edu>, rmcknight@bergen.edu <rmcknight@bergen.edu>, lcorcoran@womensrights.org <lcorcoran@womensrights.org>, Domingo Senande (DSenande@ehahousing.org) <DSenande@ehahousing.org>, kkezengwa@wesoldieron.org <kkezengwa@wesoldieron.org>, terri.quinn@va.gov <terri.quinn@va.gov>, John Browne (jbrowne@chccnj.org) <jbrowne@chccnj.org>, terri.quinn@va.gov <terri.quinn@va.gov>, Candida Wiltshire (cwiltshire@cbhcare.com) <cwiltshire@cbhcare.com>, Vicki Sidrow <vsidrow@vantagenj.org>, marisolr@nhcac.org <marisolr@nhcac.org>, Gineen Brady (brady@habcnj.org) <brady@habcnj.org>, cjaime@advancehousing.org <cjaime@advancehousing.org>, Kate Duggan (kduggan@bergenfamilypromise.org) <kduggan@bergenfamilypromise.org>, James Nono (JamesN@careplusnj.org) <JamesN@careplusnj.org>, cjaime@advancehousing.org <cjaime@advancehousing.org>, Alison.DuBois@greaterbergen.org <Alison.DuBois@greaterbergen.org>, debbie@njbuddies.org <debbie@njbuddies.org>, Olivares, Eva <eolivares@co.bergen.nj.us>, Epstein, Ilana <IEpstein@co.bergen.nj.us>, elawrence@njleg.org <elawrence@njleg.org>, udaniels@bergen.edu <udaniels@bergen.edu>, tmcMahon@vantagenj.org

<tmcmahon@vantagenj.org>, SiobhanO@careplusnj.org <SiobhanO@careplusnj.org>
CC: Kelly, Taiisa <tkelly@monarchhousing.org>, Drakes, Angela <ADrakes@co.bergen.nj.us>
Priority: High
Attachments: CoC FY2018 Budget Worksheet.xlsx, Bergen CoC Concept Paper FY2018.docx, Bergen CoC Project Evaluation Criteria Scoresheet.docx

TO: BERGEN COUNTY COC GENERAL COMMITTEE MEMBERS

FROM: ANGELA DRAKES, COC LEAD

RE: FY2018 CONCEPT PAPER FOR RENEWALS AND NEW PROJECTS- DUE DATE JULY 13, 2018

Attached please find all the documents for the FY2018 concept papers. We are having a TA session for the FY2018 Concept paper on **Tuesday June 26, 2018 at 10am**. We will also be conducting site monitoring and performance review this year on all COC projects. All agencies will have the ability to review their monitoring and performance reports, provide feedback or update information, before their final score is determined.

The monitoring letters will be email by the end of this week, so look for the information.

If you should have any questions, please feel free to contact myself or Taiisa Kelly of Monarch Housing Associates. You may also save your questions for the TA session next Tuesday.

adrakes@co.bergen.nj.us
tkelly@monarchhousing.org

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

We are currently undergoing maintenance and you may experience operating difficulties while using the website. We apologize for any inconvenience.



BERGEN COUNTY

NEW JERSEY

A County of **Vision** • A Region of **History**

What are you looking for ...



ABOUT BERGEN COUNTY COUNTY OFFICIALS DEPARTMENTS AND SERVICES WORK WITH BERGEN COUNTY HOW DO I...

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Purchasing +

Treasury +

Risk Management

Central Municipal Court

Community Development -

- About
- Community Development Block Grant (CDBG)
- Home Investment Partnership Grant (HOME)
- Emergency Solutions Grant (ESG)
- Continuum of Care Grant (COC)
- American Dream Program
- Home Improvement Program (HIP)
- Events

Economic Development

Budget & Capital Planning +

Information Technology

Personnel +

Continuum of Care

Description of Continuum of Care (CoC)

The Continuum of Care (CoC) system is an array of homeless and homeless prevention programs that serves people from their immediate needs for services (food, clothing, shelter, financial assistance and supportive services) through permanent affordable housing.

The Bergen County Division of Community Development is the Lead in the Continuum of Care system within the jurisdiction and is also responsible for the coordination of the CoC annual application on behalf of the Bergen County CoC Committee. Prior to June 2014, the CoC Planning Committee and the Housing & Emergency Assistance Committee (H&EAC) a sub-committee of the HSAC, met monthly as joint committees. This process began in 1994, when HUD developed the Homeless Continuum of Care section of the Bergen County Five Year Consolidated Plan and the Division was charged with the responsibility for the development of a plan, for the delivery of shelter and support services for the County's homeless population.

This coordinated effort has enabled the County to maximize benefits from collective problem solving and coordinated activities. The Division is also responsible for coordinating the CoC committee meetings, which are held alternating months of the year, with the CoC Leadership and General committees. All recommendations and strategies for the annual Continuum of Care and Emergency Solutions Grant applications are derived from 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 CoC FY2017

- [FY2017 Completed CoC Application](#)
- [FY2017 Final Project Priority Listing](#)
- [FY2017 Continuum of Care Concept Paper and Scoring Criteria](#)
- [FY2017 Budget Worksheet for New Project](#)
- [Bergen CoC New Funding Concept Paper FY2017](#)

Bergen County Continuum of Care FY2018

- [FY2018 Continuum of Care Project Priority Listing.pdf](#)
- [FY2018 Continuum of Care Concept Paper.pdf](#)

Bergen County CoC FY2016 McKinney Vento Homeless Program

- [Bergen CoC FY2016 Concept paper Instructions](#)
- [FY2016 Concept paper Scoring Criteria](#)
- [Local Application Policies](#)
- [FY2016 Bergen County CoC Priority List](#)



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

a. Local Selection Policy, Monitoring
Policy, & Performance Review Policy

Bergen County Continuum of Care Local CoC Funding Selection Process

The Performance and Evaluation Committee is responsible for selecting projects that will be eligible to apply for funding through the annual Continuum of Care (CoC) Application released by the Department of Housing and Urban Development (HUD). This committee will determine which projects will be supported for funding and the funding level each project will be able to apply for based on the selection process outlined below.

Performance and Evaluation Committee Membership

The Performance and Evaluation Committee membership will be composed of any interested member of the CoC Leadership Committee that would not be applying for funding through the Continuum of Care Process. All members must declare there is no conflict of interest in participating in this committee. The Chair of this committee will be the CoC Lead Agency, the Bergen County Division of Community Development.

Overview of Selection Process

Each year, the Performance and Evaluation Committee will collect information about new and renewal projects seeking funding through the Continuum of Care. The Committee will collect information about each project through the Local Concept Paper, Monitoring Process, and Performance Review. Each project will receive a score for each of the three areas, which will then be combined by the Performance and Evaluation Committee. Once these final, combined scores are calculated, the Review Committee will use these scores to rank each project and determine final funding levels based on the NOFA released by HUD. The Committee will then notify each agency as to its rank and level of funding, and will provide feedback as to how the decision was made.

Local Selection Process

Local Concept Paper

Renewal Projects:

- Upon release of the Final Grant Inventory Worksheet (GIW) the Performance and Evaluation Committee will release the Continuum of Care Concept Paper and Scoring Criteria for completion.
- Any agency interested in applying for renewal funding through the CoC will be required to submit a concept paper by the date specified on the announcement.
- Concept papers will be used to collect information focused on the agency's ability to implement the requested project, the project's target population and the willingness of the agency to coordinate with local planning efforts.
- Once all submissions have been received, the Performance and Evaluation Committee will review and score each submission based on the Scoring Criteria that was released with the Concept Paper.
- The Performance and Evaluation Committee has the ability to ask any agency to come in and present if they feel there was not enough information provided or if there were any questions related to the Concept Paper, Monitoring Report or Performance Review that was completed
- Any renewal project that does not submit the concept paper on time will lose an automatic 5 points from their Concept Paper Score.

- Any renewal project that does not submit a concept paper for their project, after a late notice reminder, will not be considered for funding.

New Projects:

- After the release of the HUD NOFA, the Performance and Evaluation Committee will release the Continuum of Care Concept Paper and Scoring Criteria for new project applicants. The release will include any local or HUD specified funding priorities and an estimate on the amount available for new projects.
- Any agency interested in applying for new funding through the CoC will be required to submit a concept paper by the date specified on the announcement.
- All agencies submitting new project applications will be required to do a brief presentation for the Performance and Evaluation Committee to provide any additional information about the new project application and to answer any questions the Committee may have.
- After all presentations are complete, the Performance and Evaluation Committee will review and score each submission based on the Scoring Criteria that was released with the Concept Paper.

A mandatory Technical Assistance Training will be provided to all agencies that have an intent to apply for new or renewal funding. This training will review the concept paper and what the Performance and Evaluation Committee is looking for when reviewing the submissions. Any agency that will be submitting a concept paper is required to attend, and those that do not attend the training will not be considered for funding.

Monitoring and Performance Evaluation

Prior to final funding decisions and ranking, all renewal projects will have a monitoring and performance evaluation complete, that will follow the process outlined in the Performance and Monitoring Procedures document.

Final Project Selection and Announcements

- After all new and renewal project concept papers have been scored and the scores are collected from the monitoring and performance evaluation for each project, the Performance and Evaluation Committee will combine all three to create the Final Project Score.
- This final project score will be used to rank the projects for final funding determination
- Based on the ranking and any funding restrictions outlined in the HUD NOFA, the Performance and Evaluation Committee will make a final determination on the level of funding each project will be able to apply for
- Decisions will be made based on majority vote
- After final funding levels have been determined, the CoC Lead will notify each agency individually, specifying the rank and level of funding for each new and renewal project that was applied for. The notification will also provide an explanation of how the Performance and Evaluation Committee came to its determination and the action the agency can take if interested in trying to appeal the decision of the Committee
 - The CoC Lead will notify all agencies no later than 10 days after the final deadline for all new and renewal Concept Papers has passed

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.

Bergen County Continuum of Care Monitoring Policies and Procedures

The following policies and procedures outline the way the Bergen County Continuum of Care will establish, conduct, and use information from, the monitoring process for the community.

Purpose

The Bergen County Continuum of Care monitoring process was created to enable the CoC to monitor the compliance and effectiveness of all projects that receive Continuum of Care funding throughout the County. The monitoring process will allow for a more comprehensive review of the project's receiving funding and will enable the Performance and Evaluation Committee to make not only more informed, but also more objective decisions when reviewing funding levels during the local Continuum of Care process. While this monitoring will be part of the information that impacts local funding decisions, all funding decisions will follow the policies and procedures outlined in the Local CoC Funding Selection Process policies of the Bergen County Continuum of Care.

Monitoring Team

The Monitoring Team will consist of members of the Performance and Evaluation Committee as well as staff members of the Bergen County Division of Community Development. Members of this team must state that they have no conflict of interest in participating in this committee, as outlined in the Local CoC Funding Selection Process.

Monitoring Process

Depending on the year, the monitoring team will perform one of two types of monitoring for all Continuum of Care projects.

Site Monitoring

Every other year, the Monitoring Team will perform a site monitoring for all Continuum of Care projects. Doing a site monitoring allows the Monitoring Team to review first hand, not only how the CoC projects are actually functioning, but also their compliance with federal and local regulations. All site monitoring's for CoC projects will take place within the first 6 months of the calendar year. All agencies will be made aware of their site monitoring at least 2 weeks in advance and will be provided a list of what the monitoring team will be required to look at. The monitoring team may request documents to be sent to the team prior to the site monitoring for team review.

During the site monitoring, the monitoring team will use the Site Monitoring Tool, created by the Performance and Evaluation Committee to review the agencies ability to execute the grant and abide by both HUD and local regulations.

After the site monitoring is complete, the Monitoring Team will send the agency their final, complete Site Monitoring Tool. The agencies will have one week to provide feedback about the monitoring or to provide further information to improve their monitoring results.

Desk Monitoring

For the in between years when a site monitoring is not taking place, the Monitoring Team will conduct a Desk Monitoring on all CoC projects. The desk monitoring will request that all CoC

projects submit a number of documents that will allow the monitoring team to complete the Desk Monitoring Tool. Similar to the Site Monitoring Tool, the Desk Monitoring Tool allows the monitoring team to evaluate the ability of the project receiving the CoC funding to utilize the funding in an effective way and in compliance with both HUD and local regulations.

After the desk monitoring is complete, the Monitoring Team will send the agency their final, complete Desk Monitoring Tool. The agencies will have one week to provide feedback about the monitoring or to provide further information to improve their monitoring results.

Monitoring Tools

Depending on the type of monitoring the team is completing, the Monitoring Team will utilize either the Site Monitoring or Desk Monitoring Tool to evaluate and score each Continuum of Care project. The tools look at the following areas for each project:

- Client Eligibility
- HMIS Compliance
- Client Feedback
- Project Coordination
- Financial Review
- Agency Staff
- Project Administration

Each tool has a number of points associated with each of the above sections and criteria needed for projects to obtain the highest level of points. Both monitoring tools will be reviewed annually to ensure it is comprehensive and includes important areas of consideration for both HUD and local compliance.

Monitoring Score

The Monitoring Team will be responsible for completing either the Site Monitoring or Desk Monitoring Tool for each CoC project. Once the tool is complete the Monitoring Team will add up the points awarded for each section and will calculate the Initial Monitoring Score. Once this initial score is calculated, the Monitoring Team will send each agency the completed monitoring tool and the projects will have one week to provide additional information or documentation in attempts to improve their score, if deemed necessary. If the Monitoring Team deems the information acceptable, they have the ability to adjust the score and create the project's Final Monitoring Score. If the team does not receive any feedback from the agency in the one week timeframe, the initial score that was calculated will be used as the project's Final Monitoring Score. It is this Final Monitoring Score that will be used as part of the project's overall score for the Continuum, as outlined in the Local CoC Funding Selection Process policies and procedures.

Bergen County Continuum of Care Performance Standards Policies and Procedures

The following policies and procedures outline the way the Bergen County Continuum of Care will establish, evaluation, and report on the performance standards that have been created for the community.

Purpose

The Bergen County Continuum of Care performance standards were created to enable the Continuum to monitor the performance of not only the projects that create the Continuum, but also to evaluate the performance of the community as a whole. Because the overall goal of the Continuum is to end homelessness among all families and individuals in the community, it is essential for Bergen County to be able to evaluate their progress towards this goal. Upon evaluation of these standards, the Continuum will be able to better allocate funding and assistance to ensure all projects and the community, are performance to the level expected. These performance standards were also created in compliance with the Department of Housing and Urban Development's regulations for Continuum of Care Performance Standards.

Performance Standards Creation

The Performance Standards that are set for the Bergen County Continuum of Care represent standards that have been released by the Department of Housing and Urban Development through program regulations and funding notifications, as well as standards the community has deemed important to the functioning of the continuum. The standards will be evaluated, and if necessary, updated annually based on new information released by HUD and finding in the community. While the standards will be reviewed annually, the Continuum has the ability to review and update the Performance Standards for the community at any point if it is deemed necessary.

Performance Standard Evaluation

The Performance Standards that have been established for the Bergen County Continuum of Care will be used for performance evaluation at two levels.

1. Community Evaluation – The full standards will be used to evaluate the performance of Bergen County as a Continuum. This evaluation will evaluate each standard from the community perspective and will include all appropriate programs in the evaluation, regardless of agency. This evaluation will allow the community to see where they stand in progressing towards a more efficient system for serving the homeless individuals and families within the community. This level of evaluation will also provide the community with information that can be used for funding applications, specifically for the Continuum of Care application and its planning requirements.
2. Project Evaluation – In addition to using the standards to evaluate the progress of the community as a whole, the performance standards will be used to assist in the local funding decisions of the community, including but not limited to, Continuum of Care funding. When using the standards for project evaluation, only the standards that are applicable for the specific project types will be used.

All performance evaluations will be completed by the Performance and Evaluation Committee of the Continuum of Care. The evaluation period will be based on a yearlong time frame established

at the time of evaluation. Unless otherwise specified in the standard, all data for the evaluation of the performance standards will be pulled from the local Homeless Management Information System (HMIS).

Because Domestic Violence projects are prohibited from entering information into the HMIS, all Domestic Violence projects will be required to submit the information being evaluated from their comparable database to be included in the review. This stands true for both the community level and project level evaluation.

Poor Performance

Since it the goal of the community to ensure the performance throughout the community is demonstrating progress towards ending homelessness, the community will work on any area that is identified as a performance standard that has not been met. It is not the intention of the Continuum to judge projects based on performance evaluations alone.

If, while evaluating either the performance of the community, or a specific project, there is a standard that is not met, the following actions will take place:

Specific Project Performance Issues:

- If during the community evaluation or project specific evaluation, it is determined that a specific project is under performing in any of the set performance standards the Performance and Evaluation Committee will first speak to the project to see if there is an acceptable explanation for the performance level. If there is, the explanation will be accepted and performance standard adjustment will be taken into consideration.
- If an acceptable explanation is not provided, the Committee will work with the agency to identify the issue that is leading to the negative performance, with the expectation that the agency will improve their performance by the next evaluation.
- If performance is still under the set standard during the next project evaluation, the Performance and Evaluation Committee will work with the project to create an action plan to improve performance. The Committee will then evaluation the project's performance 6 months after the action plan is created to provide updates if necessary.
- If after the above steps have been taken, the project's performance has not improved, the Performance and Evaluation Committee will discuss the possible restricting of project issues that are continuing to inhibit the project from achieving an acceptable performance level, or if necessary, determine funding reductions or reallocation.

Community Wide Performance Issues:

- If the measure that is being evaluated is determined to be under the performance standard throughout the community and no in one specific project, the Performance and Evaluation Committee will meet with the applicable project members to determine the specific issues resulting in a decreased level of performance. This collaborative will then create an action plan to improve the functioning and performance of the community as a whole.

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

b. 2018 Funding Announcement &
Concept Paper

**Bergen County Continuum of Care
FY2018 Continuum of Care Concept Paper**

FY2018 Concept Paper general specifications:

- The Bergen County Continuum of Care is accepting Concept Papers for agencies seeking new or renewal 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 FY2018 NOFA.
- Completed Concept Papers should be submitted by **July 13, 2018** via email to Angela Drakes at cdapp@co.bergen.nj.us and Taiisa Kelly at tkelly@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 FY2018 NOFA. The Committee, which will be made up of entities not applying for FY2018 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.

FY2018 New Funding Concept Paper specifications:

- While the Bergen County Continuum of Care does not know at this time, if or how much new funding will be available for CoC projects, the CoC is accepting new project applications up to \$350,000. The final amount of new funding available will be shared upon release of the FY2018 NOFA.
- 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 FY2017 Registration Notice for further details on project types that can be applied for. A copy of the registration notice can be found here: <https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Registration-Notice.pdf>
- Please note, this information is based solely on the information release through the FY2017 Registration Notice. Further restrictions or details will be made available upon release of the FY2018 NOFA and will depend on the availability of funds.

FY2018 CoC Concept Paper should include:

1. **Project Budget Worksheet**
2. **Concept Paper Narrative**

Concept Paper Instructions:

1. 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. 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. 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 3 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. Provide a description of the new or renewal project including the impact the project will have/has on the homeless population in Bergen County and whether this project does, or will, follow a Housing First Model
3. Describe the organization’s capacity to continue or begin the implementation of the project
4. 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 2017 CoC Project Application submission).
5. 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).
6. 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	

7. 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.

2018 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:

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

Leasing Units Budget

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

*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 2016 below).

Rental Assistance Budget

Unit Size	# Units	2016 FMR	Rental Assistance Requested	Months	Total CoC Request
SRO		\$ 883.00		12	\$ -
0 bedroom		\$ 1,178.00		12	\$ -
1 bedroom		\$ 1,328.00		12	\$ -
2 bedroom		\$ 1,557.00		12	\$ -
3 bedroom		\$ 2,001.00		12	\$ -
4 bedroom		\$ 2,362.00		12	\$ -
Total					\$ -

*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 2016 FMRs listed.

Supportive Services Budget	
Eligible Costs	CoC Funds Requesting
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	
Total	\$ -

Operating Budget	
Eligible Costs	CoC Funds Requested
1. Maintenance/Repair	
2. Property Taxes and Insurance	
3. Replacement Reserve	
4. Building Security	
5. Electricity, Gas, and Water	
6. Furniture	
7. Equipment (lease/buy)	
Total	\$ -

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

Summary Budget	
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

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

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

1E-3. Public Posting – Local Competition Rate,
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c. Concept Paper Scoring Criteria

Continuum of Care FY2018

Project Evaluation Criteria Concept Paper Scoring Criteria

Maximum points available – 20 points

1. Sponsor Capacity/Project Value (5 points)

A maximum of 5 points will be awarded if:

- The agency has been effectively implementing the project under review or has implemented similar projects in a timely fashion
- The project under review provides a valuable service/housing opportunity to the homeless in Bergen County
- The agency has attended at least 6 of the Continuum of Care meetings held in the last year

2. Project Type (5 points)

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

3. HUD Priority (Permanent Housing Providers Only) – Chronic Homelessness (3 points)

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 points will be awarded to any project that has dedicated or prioritized at least 50% of their beds to the chronically homeless

4. Housing First Model (3 points)

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 both:

- Demonstrate that they are a low barrier program by showing 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

5. Budget Appropriateness (2 points)

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).

6. Participation in Local Priorities (2 points)

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.

Continuum of Care FY2018

**Project Evaluation Criteria
Concept Paper Score Sheet**

Name of Agency: _____

Project Name: _____

1. Sponsor Capacity/Project Value (5 points) _____

2. Project Type (5 points) _____

3. HUD Priority - (PH Only) Chronic Homelessness (3 points) _____

4. Housing First Model (3 points) _____

5. Budget Appropriateness (2 points) _____

6. Participation in Local Priorities (2 points) _____

Total Score _____

Total Possible _____

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

d. Renewal Project Monitoring Tool

**Bergen County Continuum of Care
Site Monitoring Questionnaire**

Agency Name: _____

Project Name: _____

CLIENT REVIEW (10 possible points)	Yes	No	N/A	Score
1. Are clients eligible based on homeless status?				
2. Are clients eligible based on disabling conditions?				
3. Do the clients served in the project match the subpopulations the project has applied for?				
4. Is the agency collecting information on household's income at least annually?				
5. Does the agency have appropriate lease documentation for all tenants in permanent housing projects?				
Notes:				

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

Service Provision (3 possible points)	Yes	No	N/A	Score
1. Are service plans created with all clients?				
2. Are services provided to all clients based on service plans?				
3. Are the services that are being provide to the clients tracked and recorded?				
Notes:				

CLIENT FEEDBACK (4 possible points)	Yes	No	N/A	Score
1. Does the agency administer a client satisfaction survey for this project?				
2. Does the agency provide clients with the rules and regulations for the project?				

3. Does the agency provide clients with a means of expressing and resolving a complaint or appeal?				
4. Is there a grievance procedure for the project?				
Notes:				

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

FINANCIAL REVIEW (8 possible points)	Yes	No	N/A	Score
1. Is the project sufficiently utilizing the funds awarded?				
2. Is the project drawing down funds from LOCCS on at least a quarterly basis?				
3. Is the project ensuring rent reasonableness for all permanent housing units?				
4. Is the project basing rent payments on the HUD approved rent calculation worksheet?				
5. If tenants are responsible for utilities, are there utility allowance worksheets in client files?				
6. If project is requesting service, operating or administrative funds, does it have the appropriate back up, including time sheets, required for the drawdown?				
7. Is the adequate match being provided by the project for all funds requested?				
8. Does the agencies accounting system match the drawdowns being requested from HUD?				
Notes:				

AGENCY STAFF (3 possible points)	Yes	No	N/A	Score
1. Does project staff have appropriate training for the level of services required of the grant?				
2. Do staff feel they are adequately trained to provide the level of services for the target population?				
3. Do staff feel they receive adequate supervision?				
Notes:				

PROJECT ADMINISTRATION (4 points)	Yes	No	N/A	Score
1. Did the project submit the most recent Annual Performance Report to HUD within the 90 day window?				
2. Does the agency have a copy of the most recently signed grant agreement with HUD for this project?				
3. Does the project have any outstanding audit/monitoring findings with HUD?				
4. Is the agency completing inspections on all units being paid for through permanent housing?				
Notes:				

PARTICIPATION IN COORDINATED ASSESSMENT (7 points)	Yes	No	N/A	Score
1. Do the tenant selection policies reflect integration with Coordinated Assessment?				
2. Have 85% of the vacancies in the last year been filled through the coordinated assessment process?				
3. Do program staff participate in the At-Risk/Chronic meeting or the Housing meeting monthly?				

Total Score: _____

Total Possible: _____

Additional Notes/Comments:

Date Completed: _____

Completed by: _____

Housing First Assessment Addendum to the Monitoring Tool

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

Additional Resources on Housing First:

HUD Exchange – Housing First in Permanent Supportive Housing Brief

<https://www.hudexchange.info/resources/documents/Housing-First-Permanent-Supportive-Housing-Brief.pdf>

United States Interagency Council on Homelessness – Housing First Checklist

https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf

HUD Exchange – Housing First Assessment Tool

<https://www.hudexchange.info/resource/5294/housing-first-assessment-tool/>

Housing First in Project Access

Standard	Definition/Evidence	
Projects are low-barrier	Admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, “housing readiness”, history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor or other unnecessary condition unless required by law or funding source	
Access regardless of sexual orientation, gender identity, or marital status	Equal access is provided in accordance with the 2012 and 2016 Equal Access Rules, meaning that any project funded by HUD must ensure equal access for person regardless of one’s sexual orientation or marital status, and in accordance with one’s gender identify. Adult only households, regardless of marital status, should	

	have equal access to projects (if these projects types are not available within a CoC, the CoC should conduct an assessment to determine if these project types are needed and work with providers to accommodate the need.)	
Admission process is expedited with speed and efficiency	Projects have expedited admission process, to the greatest extent possible, including helping participants obtain documentation required by funding sources, as well as process to admit participants regardless of the status of their eligibility documentation whenever applicable	
The Provider/project accepts and makes referrals directly through coordinated entry	Projects actively participate in the CoC-designated Coordinated Entry processes as part of streamlined community-wide system access and triage. Referrals from Coordinated Entry are rarely rejected, and only if there is a history of violence, the participant does not want to be in the project, there are legally valid grounds (such as restrictions regarding sex offenders) or some other exceptional circumstance that is well documented.	

Housing First in Project Input

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

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

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

<p>motivational interviewing, trauma-informed approaches, strength-based)</p>	<p>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>	
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Housing First in Housing Provision

<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 recover housing model focused on people who are in early recover from drugs or alcohol (as outlined in HUD's Recover housing brief), different standards related to use and subsequent offer of treatment may apply.</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 or nightly in and out shelter) and accommodation is made for pets</p>	

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

e. Renewal Project Performance Review

Agency:

Project:

Total Households Served:

of Leavers:

Goals	Total	# Applicable	%
Project maintains an appropriate utilization rate for the year			#DIV/0!
Households receive some form of earned or unearned income			#DIV/0!
Adults that are not enrolled in SSDI/SSI process will have some level of earned income			#DIV/0!
Households have increased their level of income from project entry to exit (or update)			#DIV/0!
Households are connected to mainstream non-cash benefits			#DIV/0!
Households obtained mainstream non-cash benefits from project entry to exit (or update)			#DIV/0!
Households remain in or move on to a permanent destination			#DIV/0!
Households being discharged from projects due to noncompliance or a disagreement with the project rules or persons			#DIV/0!
Households being discharged are not discharged to another transitional housing project, emergency shelter or place not meant for habitation			#DIV/0!

Agency:

Project:

Year Performance was based on: 5/1/17-4/30/18

Permanent Housing Program Performance				
Goals	Required Performance Standards		%	Points Awarded
Project maintains an appropriate utilization rate for the year	At least an 85% utilization average for the year	≥85%=5	#DIV/0!	#DIV/0!
		70%-84%= 3		
		50%-69%= 1		
Households receive some form of earned or unearned income	54% of households have some form of income	≥54%= 5	#DIV/0!	#DIV/0!
		40%-53%= 3		
		25%-39%= 1		
Adults that are not enrolled in SSDI/SSI process will have some level of earned income	20% of adults not enrolled will have earned income	≥20%= 5	#DIV/0!	#DIV/0!
		15%-19%= 3		
		10%-14%= 1		
Households have increased their level of income from project entry to exit (or update)	54% of households have increased their income	≥54%= 3	#DIV/0!	#DIV/0!
		40%-53%= 2		
		25%-39%= 1		
Households are connected to mainstream non-cash benefits	56% of households are connected to noncash benefits	≥56%= 5	#DIV/0!	#DIV/0!
		45%-55%= 3		
		35%-44%= 1		
Households obtained mainstream non-cash benefits from project entry to exit (or update)	56% of households obtained noncash benefits	≥56%= 3	#DIV/0!	#DIV/0!
		45%-55%= 2		
		35%-44%= 1		
Households remain in or are being discharged to a permanent destination	80% of households remain/discharged to permanent housing	≥80%= 5	#DIV/0!	#DIV/0!
		75%-79%= 3		
		70%-74%= 1		
Households being discharged from projects due to noncompliance or a disagreement with the project rules or persons	Less than 10% of households are discharged due to negative causes	<10%= 4	#DIV/0!	#DIV/0!
		10%-15%= 2		
Households being discharged are not discharged to another transitional housing project, emergency shelter or place not meant for habitation	Less than 10% of households are discharged to identified locations	<10%= 5	#DIV/0!	#DIV/0!
		10%-15%= 3		
		15%-20%= 1		
			Total Score	#DIV/0!
			Total Possible	40

Agency:

Project:

Total Households Served:

of Leavers:

Goals	Total	# Applicable	%
Project maintains an appropriate utilization rate for the year			#DIV/0!
Project has successfully reduced the average length of project stay			#DIV/0!
Households receive some form of earned or unearned income			#DIV/0!
Adults that are not enrolled in SSDI/SSI process will have some level of earned income			#DIV/0!
Households have increased their level of income from project entry to exit (or update)			#DIV/0!
Households are connected to mainstream non-cash benefits			#DIV/0!
Households obtained mainstream non-cash benefits from project entry to exit (or update)			#DIV/0!
Households being discharged move on to a permanent destination			#DIV/0!
Households being discharged from projects due to noncompliance or a disagreement with the project rules or persons			#DIV/0!
Households being discharged are not discharged to another transitional housing project, emergency shelter or place not meant for habitation			#DIV/0!

Agency:

Project:

Year Performance was based on: 5/1/17 - 4/30/18

Transitional Housing Program Performance				
Goals	Required Performance Standards		%	Points Awarded
Project maintains an appropriate utilization rate for the year	At least an 85% utilization average for the year	≥85%=5	#DIV/0!	#DIV/0!
		70%-84%= 3		
		50%-69%= 1		
Project has successfully reduced the average length of project stay	Average length of stay has been reduced by 10% from the previous year	≥10%= 5	#DIV/0!	#DIV/0!
		7%-9%= 4		
		4%-6%= 3		
		1%-3%= 1		
Households receive some form of earned or unearned income	54% of households have some form of income	≥54%= 5	#DIV/0!	#DIV/0!
		40%-53%= 3		
		25%-39%= 1		
Adults that are not enrolled in SSDI/SSI process will have some level of earned income	20% of adults not enrolled will have earned income	≥20%= 3	#DIV/0!	#DIV/0!
		15%-19%= 2		
		10%-14%= 1		
Households have increased their level of income from project entry to exit (or update)	54% of households have increased their income	≥54%= 3	#DIV/0!	#DIV/0!
		40%-53%= 2		
		25%-39%= 1		
Households are connected to mainstream non-cash benefits	56% of households are connected to noncash benefits	≥56%= 5	#DIV/0!	#DIV/0!
		45%-55%= 3		
		35%-44%= 1		
Households obtained mainstream non-cash benefits from project entry to exit (or update)	56% of households obtained noncash benefits	≥56%= 2	#DIV/0!	#DIV/0!
		40%-55%= 1		
Households being discharged move on to a permanent destination	65% of households are discharged to permanent housing	≥65%= 5	#DIV/0!	#DIV/0!
		55%-64%= 3		
		50%-54%= 1		
Households being discharged from projects due to noncompliance or a disagreement with the project rules or persons	Less than 10% of households are discharged due to negative causes	<10%= 2	#DIV/0!	#DIV/0!
		10%-15%= 1		
Households being discharged are not discharged to another transitional housing project, emergency shelter or place not meant for habitation	Less than 10% of households are discharged to identified locations	<10%= 5	#DIV/0!	#DIV/0!
		10%-15%= 3		
		15%-20%= 1		
			Total Score	#DIV/0!

Total Possible

40

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



**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

August 21, 2018

David Moore, Executive Director
AAH, Inc.
267R Pascack Road
Township of Washington, NJ 07676

**RE: Bergen County Continuum of Care
Final Scoring/Ranking Notification**

Dear Mr. Moore:

This letter is serving as notification that your project, AAH Bergen Supportive Housing, has been approved for inclusion in the FY2018 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 project.

	Project Scoring		
	Total Scored	Total Possible	
Concept Paper	<u>16</u>	<u>20</u>	
Monitoring	<u>40.5</u>	<u>46</u>	Final Percentage Used for Ranking
Performance Review	<u>36</u>	<u>40</u>	
Final Score	<u>92.5</u>	<u>106</u>	

Based on this percentage, your project was ranked: 7

The final budget that has been approved for your project is as follows:

Supportive Services	Operating Costs	Admin	Total
\$169,076	\$83,785	\$5,261	258,122.00

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 Taiisa Kelly at adrakes@co.bergen.nj.us and tkelly@monarchhousing.org no later than Friday, August 31st. 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 Taiisa or me. If there are questions on completing the application, the link to the detailed instructions released by HUD are in the link below:

<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
Deputy Director/Bergen County Continuum of Care Lead



**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

August 21, 2018

Carolyn Jaime, President & CEO
Advance Housing Inc.
100 Hollister Road
Teterboro, NJ 07608

**RE: Bergen County Continuum of Care
Final Scoring/Ranking Notification**

Dear Ms. Jaime:

This letter is serving as notification that your projects have been approved for inclusion in the FY2018 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	Advance Supportive Living	18.9	20	42	46	27	37	85.34%
Advance Housing	Fairview McKinney	15.9	20	42	46	31	31	91.65%

The final budget that has been approved for your project is as follows:

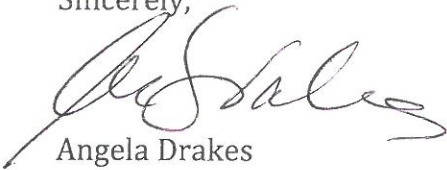
Rank	Project Name	Leasing	Supportive Services	Operating Costs	Admin	Total
10	Advance Supportive Living Program (HoST)	\$234,334	\$131,460	\$0	\$16,677	\$ 382,471.00
6	Fairview McKinney	\$0	\$84,347	\$82,615	\$7,987	\$ 174,949.00

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 Taiisa Kelly at adrakes@co.bergen.nj.us and tkelly@monarchhousing.org no later than Friday, August 31st. 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 Taiisa or me. If there are questions on completing the application, the link to the detailed instructions released by HUD are in the link below:

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Thank you for your continued work serving the homeless of Bergen County.

Sincerely,

A handwritten signature in black ink, appearing to read 'Angela Drakes', written in a cursive style.

Angela Drakes

Deputy Director/Bergen County Continuum of Care Lead



**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

August 21, 2018

Sarah Onello, Planning Officer
Bergen County Department of Human Services
One Bergen County Plaza, 2nd Floor
Hackensack, NJ 07601

**RE: Bergen County Continuum of Care
Final Scoring/Ranking Notification**

Dear Ms. Onello:

This letter is serving as notification that your projects have been approved for inclusion in the FY2018 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.

Project	Concept Paper		Monitoring		Performance		Final Percentage
	Scored	Possible	Scored	Possible	Scored	Possible	
Alfred J Home for Vets	8	20	29.6	38	34	40	73.06%
Bergen HMIS	12	14	19	19	N/A	N/A	93.94%

The final budget that has been approved for your project is as follows:

Rank	Project Name	Supportive Services	Operating Costs	HMIS	Total
4	Bergen County Homeless Management Information System (HMIS)	\$0	\$0	\$82,893	\$ 82,893.00
17	Alfred J Thomas Home For Veterans	\$73,835	\$14,580	\$0	\$ 88,415.00

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 Taiisa Kelly at adrakes@co.bergen.nj.us and tkelly@monarchhousing.org no later than Friday, August 31st. 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 Taiisa or me. If there are questions on completing the application, the link to the detailed instructions released by HUD are in the link below:

<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
Deputy Director/Bergen County Continuum of Care Lead



**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

August 21, 2018

James Nono, Director of Transition and Community Services
Care Plus, Inc.
610 Valley Health Plaza
Paramus, NJ 07652

**RE: Bergen County Continuum of Care
Final Scoring/Ranking Notification**

Dear Mr. Nono:

This letter is serving as notification that your projects have been approved for inclusion in the FY2018 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.

Project	Concept Paper		Monitoring		Performance		Final Percentage
	Scored	Possible	Scored	Possible	Scored	Possible	
Care Plus RRH for Families	16.9	20	41.5	44	37	37	94.46%
Care Plus RRH for Individuals	16.9	20	40.9	43	21	40	76.50%
Care Plus RRH Expansion (new)	16.9	20	n/a	n/a	n/a	n/a	85%

The final budget that has been approved for your project is as follows:

Rank	Project Name	Rental Assistance	Supportive Services	Admin	Total
2	Rapid Rehousing for Families	\$210,684	\$59,280	\$17,149	287,113.00
14	Rapid Rehousing for Individuals	\$175,296	\$68,560	\$16,142	259,998.00
19	Care Plus RRH Expansion (new)	\$ 276,624	\$ 89,060	\$ 25,584	\$ 391,268.00

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 Taiisa Kelly at adrakes@co.bergen.nj.us and tkelly@monarchhousing.org no later than Friday, August 31st. 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 Taiisa or me. If there are questions on completing the application, the link to the detailed instructions released by HUD are in the link below:

<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

Deputy Director/Bergen County Continuum of Care Lead



**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

August 21, 2018

Julye Myner, Executive Director
Center for Hope and Safety
12 Overlook Avenue
Rochelle Park, NJ 07662

**RE: Bergen County Continuum of Care
Final Scoring/Ranking Notification**

Dear Ms. Myner:

This letter is serving as notification that your projects have been approved for inclusion in the FY2018 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.

Project	Concept Paper		Monitoring		Performance		Final Percentage
	Scored	Possible	Scored	Possible	Scored	Possible	
B2 Transitional	12.6	20	33.5	42			74.35%
E1 Transitional	12.6	20	33.5	42			74.35%
TH/RRH DV Bonus	13.6	20	n/a	n/a	n/a	n/a	68%

The final budget that has been approved for your project is as follows:

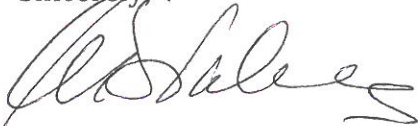
Rank	Project Name	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Admin	Total
15	B2T Renewal 2017 for FY2019	\$16,140	\$0	\$4,148	\$1,226	\$0	\$1,506	\$23,020.00
16	E1 Renewal 2017 for FY2019	\$0	\$0	\$8,955	\$5,812	\$0	\$1,034	\$15,801.00
20	TH/RRH DV Bonus	The amount awarded is higher than requested based on total amount of fund available in DV Bonus. Please contact us to update the project budget						\$652,113

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 Taiisa Kelly at adrakes@co.bergen.nj.us and tkelly@monarchhousing.org no later than Friday, August 31st. 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 Taiisa or me. If there are questions on completing the application, the link to the detailed instructions released by HUD are in the link below:

<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,

A handwritten signature in black ink, appearing to read 'A. Drakes', written over a light blue horizontal line.

Angela Drakes

Deputy Director/Bergen County Continuum of Care Lead



**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

August 21, 2018

Robert Halsch, Executive Director
GBCA
241 Moore Street
Hackensack, NJ 07601

**RE: Bergen County Continuum of Care
Final Scoring/Ranking Notification**

Dear Mr. Halsch:

This letter is serving as notification that your projects have been approved for inclusion in the FY2018 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.

Project	Concept Paper		Monitoring		Performance		Final Percentage
	Scored	Possible	Scored	Possible	Scored	Possible	
Ladder	8.9	20	32.8	41	29	40	70%

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

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 Taiisa Kelly at adrakes@co.bergen.nj.us and tkelly@monarchhousing.org no later than Friday, August 31st. 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 Taiisa or me. If there are questions on completing the application, the link to the detailed instructions released by HUD are in the link below:

<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,

A handwritten signature in black ink, appearing to read 'Angela Drakes', written over the word 'Sincerely,'.

Angela Drakes

Deputy Director/Bergen County Continuum of Care Lead



**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

August 21, 2018

Lynn Bartlett, Executive Director
HABC
One Bergen County Plaza, 2nd Floor
Hackensack, NJ 07601

**RE: Bergen County Continuum of Care
Final Scoring/Ranking Notification**

Dear Ms. Bartlett:

This letter is serving as notification that your projects have been approved for inclusion in the FY2018 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.

Project	Concept Paper		Monitoring		Performance		Final Percentage
	Scored	Possible	Scored	Possible	Scored	Possible	
Family Guidance	13.6	20	36.925	46	26	31	78.89%
Links 2	19.6	20	42.6	46	23	23	95.73%
Housing Works II	19.6	20	42.75	46	34	37	93.54%
Housing Works IV Consolidation	17.6	20	42.5	46	40	40	94.54%
Van Sciver	19.6	20	41.875	46	28	37	86.87%

The final budget that has been approved for your project is as follows:

Rank	Project Name	Rental Assistance	Admin	Total
1	Links 2 2017-18 Renewal	\$63,744	\$3,972	\$ 67,716.00
3	Housing Works 4 Grant Consolidation 2017-18	\$1,226,808	\$76,176	\$ 1,302,984.00
5	Housing Works 2 2017-18 Renewal	\$127,488	\$7,943	\$ 135,431.00

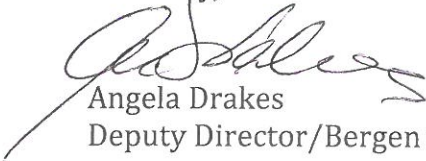
8	Vantage Van Sciver 2017-18 Renewal	\$110,016	\$6,333	\$ 116,349.00
13	Family Guidance 2017-18 Renewal	\$105,252	\$6,122	\$ 111,374.00

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 Taiisa Kelly at adrakes@co.bergen.nj.us and tkelly@monarchhousing.org no later than Friday, August 31st. 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 Taiisa or me. If there are questions on completing the application, the link to the detailed instructions released by HUD are in the link below:

<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

Deputy Director/Bergen County Continuum of Care Lead



**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

August 21, 2018

Vicki Sidrow, Executive Director
Vantage Health Systems Inc.
2 Park Avenue
Dumont, NJ 07628

**RE: Bergen County Continuum of Care
Final Scoring/Ranking Notification**

Dear Ms. Sidrow:

This letter is serving as notification that your projects have been approved for inclusion in the FY2018 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.

Project	Concept Paper		Monitoring		Performance		Final Percentage
	Scored	Possible	Scored	Possible	Scored	Possible	
Knickerbocker	16.9	20	38.9	45	28	32	86.39%
Links	16.9	20	39.93	45	25	35	81.83%
Opening Doors	16.9	20	36.8	45	30	40	79.71%

The final budget that has been approved for your project is as follows:

Rank	Project Name	Leasing	Supportive Services	Operating Costs	Admin	Total
11	Links 2017	\$0	\$0	\$46,428	\$649	\$ 47,077
12	Opening Doors 2017	\$882,207	\$205,256	\$44,856	\$71,593	\$ 1,203,912
9	Knickerbocker Residence 2017	\$0	\$123,315	\$86,544	\$13,769	\$ 223,628

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 Taiisa Kelly at adrakes@co.bergen.nj.us and tkelly@monarchhousing.org no later than Friday, August 31st. 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 Taiisa or me. If there are questions on completing the application, the link to the detailed instructions released by HUD are in the link below:

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Thank you for your continued work serving the homeless of Bergen County.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Drakes', with a small red mark at the end.

Angela Drakes

Deputy Director/Bergen County Continuum of Care Lead

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

Not Applicable

1E.5 Public Posting – Local Competition Deadline

Subject: RE: BC COC Concept paper Due date JULY 13, 2018

Date: Monday, June 18, 2018 at 4:34:07 PM Eastern Daylight Time

From: Drakes, Angela <ADrakes@co.bergen.nj.us>

To: diader@bergen.org <diader@bergen.org>, JSimon@communityhope-NJ.org <JSimon@communityhope-NJ.org>, Grace Gawryluk <ggawryluk@advancehousing.org>, tgiglio@bergenfamilypromise.org <tgiglio@bergenfamilypromise.org>, info@shelterourpets.org <info@shelterourpets.org>, rejan@bergen.org <rejan@bergen.org>, kimakopp@gmail.com <kimakopp@gmail.com>, meldlutz@yahoo.com <meldlutz@yahoo.com>, Mazza, Rocco <RMazza@co.bergen.nj.us>, dlmoore@aahbergen.org <dlmoore@aahbergen.org>, Nottingham, Susan <SNottingham@co.bergen.nj.us>, Orlando, Julia <JOrlando@co.bergen.nj.us>, Pendency, Kristine (KPendency@bergenregional.com) <KPendency@bergenregional.com>, cphipp4@hotmail.com <cphipp4@hotmail.com>, verylefty@aol.com <verylefty@aol.com>, arizzo@ccannj.org <arizzo@ccannj.org>, CCCDCexdir@gmail.com <CCDCexdir@gmail.com>, mwelsh@lsnj.org <mwelsh@lsnj.org>, Zellars, John <JZellars@co.bergen.nj.us>, lori@zimmymail.com <lori@zimmymail.com>, harchontou@ywcabergen.org <harchontou@ywcabergen.org>, Loughlin, Michele <MLoughlin@co.bergen.nj.us>, kkreitz@communityhope-nj.org <kkreitz@communityhope-nj.org>, sokkristine@gmail.com <sokkristine@gmail.com>, mschaber@ccannj.org <mschaber@ccannj.org>, beatriz@shelteroursisters.org <beatriz@shelteroursisters.org>, vilma@shelteroursisters.org <vilma@shelteroursisters.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>, Kate Duggan (kduggan@bergenfamilypromise.org) <kduggan@bergenfamilypromise.org>, Julye Myner (julye@hopeandsafetynj.org) <julye@hopeandsafetynj.org>, Bridget McLaughlin (bmclaughlin@bergen.edu) <bmclaughlin@bergen.edu>, Christian, Anita <Anita.Christian@va.gov>, Lisa Shaber (lisas@hopeandsafetynj.org) <lisas@hopeandsafetynj.org>, Judy Banes (jbanes@cspnj.org) <jbanes@cspnj.org>, Cynthia.Edmond@dhs.state.nj.us <Cynthia.Edmond@dhs.state.nj.us>, mwingo@ccannj.org <mwingo@ccannj.org>, agoldenkranz@ccannj.org <agoldenkranz@ccannj.org>, lhernandez@nhcac.org <lhernandez@nhcac.org>, Kate Duggan (kduggan@bergenfamilypromise.org) <kduggan@bergenfamilypromise.org>, Natalie Ramey (ramey@habcnj.org) <ramey@habcnj.org>, Carl Phipps (cphipp_hope@yahoo.com) <cphipp_hope@yahoo.com>, udaniels@bergen.edu <udaniels@bergen.edu>, rmcknight@bergen.edu <rmcknight@bergen.edu>, lcorcoran@womensrights.org <lcorcoran@womensrights.org>, Domingo Senande (DSenande@ehahousing.org) <DSenande@ehahousing.org>, kkezengwa@wesoldieron.org <kkezengwa@wesoldieron.org>, terri.quinn@va.gov <terri.quinn@va.gov>, John Browne (jbrowne@chccnj.org) <jbrowne@chccnj.org>, terri.quinn@va.gov <terri.quinn@va.gov>, Candida Wiltshire (cwiltshire@cbhcare.com) <cwiltshire@cbhcare.com>, Vicki Sidrow <vsidrow@vantagenj.org>, marisolr@nhcac.org <marisolr@nhcac.org>, Gineen Brady (brady@habcnj.org) <brady@habcnj.org>, cjaime@advancehousing.org <cjaime@advancehousing.org>, Kate Duggan (kduggan@bergenfamilypromise.org) <kduggan@bergenfamilypromise.org>, James Nono (JamesN@careplusnj.org) <JamesN@careplusnj.org>, cjaime@advancehousing.org <cjaime@advancehousing.org>, Alison.DuBois@greaterbergen.org <Alison.DuBois@greaterbergen.org>, debbie@njbuddies.org <debbie@njbuddies.org>, Olivares, Eva <eolivares@co.bergen.nj.us>, Epstein, Ilana <IEpstein@co.bergen.nj.us>, elawrence@njleg.org <elawrence@njleg.org>, udaniels@bergen.edu <udaniels@bergen.edu>, tmcMahon@vantagenj.org

<tmcmahon@vantagenj.org>, SiobhanO@careplusnj.org <SiobhanO@careplusnj.org>
CC: Kelly, Taiisa <tkelly@monarchhousing.org>, Drakes, Angela <ADrakes@co.bergen.nj.us>
Priority: High
Attachments: CoC FY2018 Budget Worksheet.xlsx, Bergen CoC Concept Paper FY2018.docx, Bergen CoC Project Evaluation Criteria Scoresheet.docx

TO: BERGEN COUNTY COC GENERAL COMMITTEE MEMBERS

FROM: ANGELA DRAKES, COC LEAD

RE: FY2018 CONCEPT PAPER FOR RENEWALS AND NEW PROJECTS- DUE DATE JULY 13, 2018

Attached please find all the documents for the FY2018 concept papers. We are having a TA session for the FY2018 Concept paper on **Tuesday June 26, 2018 at 10am**. We will also be conducting site monitoring and performance review this year on all COC projects. All agencies will have the ability to review their monitoring and performance reports, provide feedback or update information, before their final score is determined.

The monitoring letters will be email by the end of this week, so look for the information.

If you should have any questions, please feel free to contact myself or Taiisa Kelly of Monarch Housing Associates. You may also save your questions for the TA session next Tuesday.

adrakes@co.bergen.nj.us
tkelly@monarchhousing.org

We are currently undergoing maintenance and you may experience operating difficulties while using the website. We apologize for any inconvenience.



BERGEN COUNTY

NEW JERSEY

A County of **Vision** • A Region of **History**

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- About
- Community Development Block Grant (CDBG)
- Home Investment Partnership Grant (HOME)
- Emergency Solutions Grant (ESG)
- Continuum of Care Grant (COC)
- American Dream Program
- Home Improvement Program (HIP)
- Events

Economic Development

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Continuum of Care

Description of Continuum of Care (CoC)

The Continuum of Care (CoC) system is an array of homeless and homeless prevention programs that serves people from their immediate needs for services (food, clothing, shelter, financial assistance and supportive services) through permanent affordable housing.

The Bergen County Division of Community Development is the Lead in the Continuum of Care system within the jurisdiction and is also responsible for the coordination of the CoC annual application on behalf of the Bergen County CoC Committee. Prior to June 2014, the CoC Planning Committee and the Housing & Emergency Assistance Committee (H&EAC) a sub-committee of the HSAC, met monthly as joint committees. This process began in 1994, when HUD developed the Homeless Continuum of Care section of the Bergen County Five Year Consolidated Plan and the Division was charged with the responsibility for the development of a plan, for the delivery of shelter and support services for the County's homeless population.

This coordinated effort has enabled the County to maximize benefits from collective problem solving and coordinated activities. The Division is also responsible for coordinating the CoC committee meetings, which are held alternating months of the year, with the CoC Leadership and General committees. All recommendations and strategies for the annual Continuum of Care and Emergency Solutions Grant applications are derived from 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 CoC FY2017

- [FY2017 Completed CoC Application](#)
- [FY2017 Final Project Priority Listing](#)
- [FY2017 Continuum of Care Concept Paper and Scoring Criteria](#)
- [FY2017 Budget Worksheet for New Project](#)
- [Bergen CoC New Funding Concept Paper FY2017](#)

Bergen County Continuum of Care FY2018

- [FY2018 Continuum of Care Project Priority Listing.pdf](#)
- [FY2018 Continuum of Care Concept Paper.pdf](#)

Bergen County CoC FY2016 McKinney Vento Homeless Program

- [Bergen CoC FY2016 Concept paper Instructions](#)
- [FY2016 Concept paper Scoring Criteria](#)
- [Local Application Policies](#)
- [FY2016 Bergen County CoC Priority List](#)



3A-6. HDX – 2018 Competition Report

2018 HDX Competition Report

PIT Count Data for NJ-501 - Bergen County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	296	302	354
Emergency Shelter Total	148	118	143
Safe Haven Total	0	0	0
Transitional Housing Total	137	179	188
Total Sheltered Count	285	297	331
Total Unsheltered Count	11	5	23

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	10	3	11
Sheltered Count of Chronically Homeless Persons	5	1	8
Unsheltered Count of Chronically Homeless Persons	5	2	3

2018 HDX Competition Report

PIT Count Data for NJ-501 - Bergen County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	39	35	45
Sheltered Count of Homeless Households with Children	39	35	45
Unsheltered Count of Homeless Households with Children	0	0	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	27	10	16	19
Sheltered Count of Homeless Veterans	23	10	15	18
Unsheltered Count of Homeless Veterans	4	0	1	1

2018 HDX Competition Report
HIC Data for NJ-501 - Bergen County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	156	36	120	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	212	40	172	100.00%
Rapid Re-Housing (RRH) Beds	67	0	67	100.00%
Permanent Supportive Housing (PSH) Beds	403	0	328	81.39%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	838	76	687	90.16%

2018 HDX Competition Report

HIC Data for NJ-501 - Bergen County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	108	104	172

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

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	7	12	15

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	40	56	67

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for NJ-501 - Bergen County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	608	584	70	72	2	37	38	1
1.2 Persons in ES, SH, and TH	866	876	140	158	18	78	79	1

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

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

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	608	597	121	165	44	59	70	11
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	866	889	184	229	45	101	120	19

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	210	21	10%	3	1%	13	6%	37	18%
Exit was from TH	170	3	2%	2	1%	1	1%	6	4%
Exit was from SH	0	0		0		0		0	
Exit was from PH	33	0	0%	0	0%	1	3%	1	3%
TOTAL Returns to Homelessness	413	24	6%	5	1%	15	4%	44	11%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	296	302	6
Emergency Shelter Total	148	118	-30
Safe Haven Total	0	0	0
Transitional Housing Total	137	179	42
Total Sheltered Count	285	297	12
Unsheltered Count	11	5	-6

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	874	879	5
Emergency Shelter Total	616	587	-29
Safe Haven Total	0	0	0
Transitional Housing Total	310	325	15

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	178	188	10
Number of adults with increased earned income	19	19	0
Percentage of adults who increased earned income	11%	10%	-1%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	178	188	10
Number of adults with increased non-employment cash income	58	80	22
Percentage of adults who increased non-employment cash income	33%	43%	10%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	178	188	10
Number of adults with increased total income	71	94	23
Percentage of adults who increased total income	40%	50%	10%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	78	85	7
Number of adults who exited with increased earned income	38	49	11
Percentage of adults who increased earned income	49%	58%	9%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	78	85	7
Number of adults who exited with increased non-employment cash income	10	11	1
Percentage of adults who increased non-employment cash income	13%	13%	0%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	78	85	7
Number of adults who exited with increased total income	48	58	10
Percentage of adults who increased total income	62%	68%	6%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	686	665	-21
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	89	79	-10
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	597	586	-11

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	769	715	-54
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	113	98	-15
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	656	617	-39

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0
% Successful exits			

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

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	724	605	-119
Of the persons above, those who exited to permanent housing destinations	487	311	-176
% Successful exits	67%	51%	-16%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	342	346	4
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	324	329	5
% Successful exits/retention	95%	95%	0%

2018 HDX Competition Report

FY2017 - SysPM Data Quality

NJ-501 - Bergen County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2018 HDX Competition Report

FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	120	120	120	120	174	172	172	172	496	599	436	401	44	34	40	56				
2. Number of HMIS Beds	120	120	120	120	174	172	172	172	415	532	360	328	44	34	34	56				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	83.67	88.81	82.57	81.80	100.00	100.00	85.00	100.00				
4. Unduplicated Persons Served (HMIS)	629	647	680	617	353	347	314	325	316	383	386	455	0	0	45	37	174	175	97	79
5. Total Leavers (HMIS)	522	551	587	509	192	226	168	184	30	32	40	57	0	0	11	5	105	87	17	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	83	86	109	121	6	8	5	12	4	2	5	4	0	0	0	0	38	0	0	0
7. Destination Error Rate (%)	15.90	15.61	18.57	23.77	3.13	3.54	2.98	6.52	13.33	6.25	12.50	7.02			0.00	0.00	36.19	0.00	0.00	

2018 HDX Competition Report

Submission and Count Dates for NJ-501 - Bergen County CoC

Date of PIT Count

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

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/30/2018	No
2018 HIC Count Submittal Date	4/30/2018	No
2017 System PM Submittal Date	5/11/2018	Yes