

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: NJ-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 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

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

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	No	No
Local Jail(s)	No	No
Hospital(s)	No	No
EMT/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	Yes	Yes
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
Other:(limit 50 characters)		

NJ Dept of Veteran's Affairs	Yes	Yes
SSVF Providers	Yes	Yes

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

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

The Bergen CoC hosts full CoC meetings 6 times throughout the year. Notices for meetings are widely distributed & all full CoC meetings are open to anyone interested in attending, allowing for input from a wide variety of agencies & advocates. At the recommendation of its members, the CoC has a number of task forces that have been created to focus on specific populations such as chronically homeless, veterans, as well as youth. These task forces include any agency who works with or has an interest in that population, including both CoC & non-CoC members. These task forces provide feedback to the CoC, including recommendations for where funding should be allocated & where there is gaps in the system. As example, because of the discussions at the CoC meetings around the needs of homeless families, the CoC reallocated funding for a rapid rehousing project for families in the FY2015 competition, and submitted a request for RRH funding in FY2016.

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

The Bergen CoC meets bi-monthly & has an open invitation process for all meetings. Information about the CoC is posted to the Bergen County website allowing for the information to be more widely spread. Emails are dispersed through a number of listservs with all meeting dates. The CoC encourages participation for any agency that receives County funding as well as State homeless funding & will outreach to specific agencies that are providing relevant services, specifically for their participation in task forces. As example, the VA began attending the Veteran committee, but since has become an active member of the full CoC membership. The CoC has also encouraged agencies to obtain feedback from homeless or formerly homeless clients, as well as encouraged their participation in the CoC & specifically the annual Point in Time Count. A number of homeless and formerly homeless clients assist in the annual Point in Time.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals.

(limit 1000 characters)

Bergen CoC accepts proposals from any entity interested in applying. The CoC announces funding availability at open CoC meetings, through email & website postings. An announcement was made at the 5/10 CoC meeting letting the group know the local application would be available. On 5/12 the funding request was posted to the County website & emailed to the full CoC mailing list. Agencies are encouraged to share the funding notice & all agencies have the ability to contact the CoC Lead with questions about the CoC or process, to not put them at any disadvantage when completing their proposal. All proposals are submitted by email to the CoC Lead. A second request for new proposals was sent to the full mailing list on 8/9 & was posted to the County's website. In determining project funding, there are no factors that would specifically put new agencies at a disadvantage. The CoC focuses on the agency's capacity to implement the project rather than experience with HUD or the CoC.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

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

Bergen County Community Development is the only ESG recipient for the CoC, the only Con Plan jurisdiction, & also serves as the CoC Lead. 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, ensuring each source is used in the most appropriate way, filling in gaps & reducing overlap between the two & outside sources. The CoC has performance standards that are used to evaluate both CoC and ESG programs. As the lead for the CoC, the ESG and Con Plan jurisdiction have full access to HMIS, HIC, PIT & CoC information needed for reporting. During the most recent completion of the Con Plan, the Division was able to obtain feedback and testimonies at the CoC meeting as to what they felt was the most prominent issues & needs related to homelessness in the County.

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

Center for Hope & Safety (CHS) & Bergen County's Alternatives to Domestic Violence (ADV) are the primary victim service providers in Bergen County & both are active members of the CoC. It is standard practice for homeless providers to refer a DV client to the ADV hotline or directly to CHS for DV services. To ensure equal access to housing, the CoC has created a Coordinated Assessment system where CHS can, without providing any identifying information, add their clients to the housing prioritization list. This enables continued client confidentiality & safety while still linking the client to possible housing opportunities throughout the CoC. If an appropriate referral is to be made, CHS will review the opportunity with the client & obtain a client consent form for the housing application. All clients have the ability to decline a housing opportunity without being removed from the list, allowing for safety considerations in determining appropriate referrals for DV clients.

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

All emergency shelter and transitional housing providers in Bergen CoC attend at least annual trainings to ensure staff are appropriately serving and addressing the needs and safety concerns for victims of domestic violence. While all providers have attended training related to serving domestic violence clients, it is standard practice for homeless providers to refer a DV client to CHS to ensure the client's safety is handled in the most appropriate way. All ES & TH HMIS data, as well as unidentifiable data from CHS is submitted for the CoC's coordinated entry system, providing the opportunity to evaluate the progress of DV clients, including LOT homeless, destination, chronicity and severity of need, while maintaining confidentiality. All ES, TH & DV providers submit their information individually to the Coordinated Entry system, allowing for proper

training & client confidentiality to be kept for all DV clients while connecting them to available PH opportunities.

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

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Bergen County Housing Authority		Yes-HCV
Englewood Housing Authority	0.00%	Yes-Both
Cliffside Park Housing Authority	1.00%	No
Fort Lee Housing Authority	19.00%	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-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

The Bergen CoC has discussed the benefits of homeless preferences, and the successes the CoC has had, specifically with the Bergen County Housing Authority, with all housing authorities in the CoC, including Cliffside Park. The CoC will do outreach to all housing authorities throughout the year to evaluate the possibility of implementing a preference, including a preference for a specific homeless subpopulation.

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

The Bergen CoC has policies in place requiring all projects funded and

operating through the CoC to be in compliance with HUD's regulations regarding Fair Housing and Equal Access (page 12-13 in Policies and Procedures attached), which were approved in August 2016. The CoC is also in the midst of updating the policies to specifically outline requirements regarding inclusion of LGBT clients. While no CoC-wide trainings have been provided, all CoC providers attend at least annual trainings around best practices for working with LGBT clients and ensuring inclusivity throughout the homeless system. All programs post their anti-discrimination policy and most display symbols of inclusivity where clients are seeking services. The CoC plans to utilize CoC planning funds in the next year to conduct a CoC-wide training to further ensure proper compliance and best practices when working with LGBT clients.

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

Engaged/educated local policymakers:	<input 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"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

Not Applicable

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

Foster Care:	<input checked="" 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 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

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

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

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

1E-2. Severity of Needs and Vulnerabilities

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

Bergen CoC currently has a priority for projects that dedicate & prioritize beds for the chronically homeless & for programs that operate as low barrier using a housing first model. When being scored for ranking in the local application process, projects can receive up to 3 points for dedicating their beds to the CH & up to 3 points for identifying as housing first by not screening out &/or terminating for factors such as active/history of substance abuse, low or no income, criminal histories & domestic violence. Projects also receive up to 2 points for utilizing the CoC's Housing Prioritization List, which prioritizes clients based on their severity of needs. In the performance review the CoC measure's a project's ability to link households with earned income, specifically excluding adults that are enrolled in SSDI/SSI, due to considerations of this population's ability to obtain earned income. All of these factors are scored & contribute to the project's final score & rank.

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

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

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

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

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

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

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

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

Reallocation: Option 1

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

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 08/10/2017

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

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 09/12/2017

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

Reallocation Supporting Documentation

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

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No	Reallocation Supp...	09/22/2017

Attachment Details

Document Description: Reallocation Supporting Documentation

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

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

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. MOU, 2-4

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

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

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

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

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	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	56	0	56	100.00%
Permanent Supportive Housing (PSH) beds	401	0	328	81.80%
Other Permanent Housing (OPH) beds	0	0	0	

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

(limit 1000 characters)

The only Permanent Supportive Housing beds that are not in HMIS in the Bergen CoC are the HUD VASH beds. The local VA is currently attending the CoC's veteran's task force, and through that has become as active member of the CoC full membership. Over the next 12 months, the CoC will 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. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 12

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/27/2017

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

Instructions:

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

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

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 04/27/2017

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

Instructions:

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

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

While there were no methodological changes in the CoC's sheltered PIT count, the CoC did improve its Point in Time training and data quality efforts throughout the year, specifically around chronic homelessness. Point in Time survey questions were updated to obtain more detailed information about client's episodes and length of time clients remained homeless, to ensure chronic homelessness was captured as accurately as possible. Training also included a specific review of HMIS data elements that impact chronic homelessness to encourage better data quality. This, as well as the chronic homeless task force confirmed the number of chronically homeless clients counted in point in time to make sure the number was accurate.

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

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

Beds Added:	0
Beds Removed:	0
Total:	0

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

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

Beds Added:	0
Beds Removed:	0
Total:	0

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

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

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

Similar to the sheltered count, there were no methodological changes in the unsheltered PIT implementation. As mentioned, the chronic homeless questions on the PIT survey were refined to try to better capture a client's homeless history and determine their chronicity. This change did improve the data quality around chronic homelessness. In addition, because of the work of the chronic homeless task force, all chronic numbers were confirmed with clients that were identified on the CoC's by-name list.

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

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

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. Describe any actions the CoC implemented in its 2017 PIT count to

**better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness.
(limit 1000 characters)**

For the 2017 PIT, Bergen CoC obtained input from homeless and formerly homeless clients on locations to do specific street outreach, in efforts to maximize the coverage and ensure all unsheltered and chronically homeless clients were counted. Engagement and outreach were also conducted through local SSVF providers to capture all homeless veterans. The CoC conducts a project homeless connect event, which provides incentives for homeless clients to attend and be counted, by connecting clients to services as well as food, clothing, etc. This outreach is specifically effective for connecting with families with children. The Bergen CoC has implemented both a chronic & veteran task force. Both groups manage by-name lists to move household's quickly into PH. Through this work the CoC has functionally ended both chronic homelessness & veteran homelessness. Because of these task forces, the CoC was able to confirm the accuracy of the CH & veteran information collected through the PIT count.

3A. Continuum of Care (CoC) System Performance

Instructions

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

**3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.
(limit 1000 characters)**

The 2015-2016 SPM show there was a 14 person increase in the number of persons who entered ES or TH & no change in those who entered ES, TH or PH that did not have entries in the previous 24 months. Bergen County Division of Community Development (the Division), as the entity responsible for overseeing the CoC's strategies, obtained feedback from CoC agencies & HMIS data identifying risk factors & prevention needs. Risk factors that were identified include level of income, employability, connection to family/friends & size of household. To reduce first-time homelessness, a larger portion of State & County funds have been dedicated to prevention, with the trust fund specifically targeting clients that do not qualify for federal & state programs. The Bergen County Center has also started doing outreach to the local wellness center to work with clients who display risk factors to connect them to mainstream benefits & services before they enter homelessness.

**3A-2. Performance Measure: Length-of-Time Homeless. CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.
(limit 1000 characters)**

Based on the 15-16 SPM, the CoC reduced the avg LOT homeless by 5 nights for ES, but saw an increase of 2 nights for ES & TH. The CoC reduced the median LOT homeless for ES by 10 nights & 20 nights for ES & TH. The Division, as the entity responsible for LOT oversight, manages the CoC's housing prioritization list, which is used to case conference & move top

prioritized clients quickly to PH. The CoC has functionally ended CH & has moved to ensure no clients age into chronicity by providing case management at homeless system entry. The Bergen Center works with the Board of Social Services to better assist clients in obtaining services such as temp. rental assistance. The Division is also working to identify nontraditional funding sources for housing search assistance, preventing longer shelter stays due to a lack of housing market knowledge. The CoC is always seeking new PH resources, seeking 7 new CoC RRH voucher & obtaining 10 new State RA vouchers in 2017.

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

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

The 2015-2016 SPM show a 5% increase in exits to PH from ES, TH & RRH, & a 1% increase in PH retention. The Division, as the entity responsible for oversight, has placed a prioritization on programs that provide low barrier housing that follows a housing first approach, improving access to PSH as well as decreasing discharges to homelessness. The CoC has a close relationship with the Bergen County Housing Authority, who set aside a large number of HCVs for homeless clients coming directly from ES, increasing clients access to PH. The CoC uses their housing prioritization list to obtain referrals for program vacancies and available vouchers, leading to more households obtaining PSH directly from the streets & ES. The CoC is constantly seeking new RRH & PSH resources as well, in 2016 funds were reallocated to create a new RRH program, and in 2017 the CoC received 10 state rental assistance vouchers for stable CoC clients, opening up 10 CoC vouchers for new high priority clients.

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

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

The 2015-2016 SPM show a decrease in returns to homelessness, from 12% between 14-15 to 9% in 15-16. The Division, as the entity responsible for oversight, manages the CoC's housing prioritization list which is used to case conference the top prioritized clients, providing for more appropriate referrals to PSH & RRH programs, leading to a decrease in recidivism. The HPL prioritizes based on severity of need, LOT homeless & episodes of homelessness. There is also a prioritization for clients that have entered the system before that have not been successful in the PH placements. The CoC prioritizes projects that are following a true housing first method & monitors the reasons why programs are discharging clients, to avoid discharges based on non-mandated project

restrictions. The CoC is working to identify additional funding sources for PH case management which has been key in keeping many of the most vulnerable housed, as well as case management for non-CoC funded PSH, such as HCVs.

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

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

The 15-16 SPM show 40% of adult stayers increased their total income, while 62% of adult leavers increased their total income, an increase in both, from 14-15. The Division, as the entity responsible for oversight, ensures active CoC participation from the County's Board of Social Services, providing for updates & collaboration between CoC providers & the Board. The Bergen County Center, has recently increased their coordination with the Board, allowing for direct information sharing between the two regarding what services & benefits clients may be eligible for, improving access for shelter clients. All CoC providers regularly connect clients with the Bergen County Workforce Investment Board (WIB) who provides assistance with resume writing, interview skills & career search. The CoC monitors all CoC funded projects on their ability to assist clients in obtaining & increasing their earned & unearned income & benefits.

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

**3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count?
(limit 1000 characters)**

Not Applicable

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016. 05/11/2017

(mm/dd/yyyy)

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

Instructions

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

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	108	104	-4

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

Total number of beds dedicated as Dedicated Plus	133
Total number of beds dedicated to individuals and families experiencing chronic homelessness	77
Total	210

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

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

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

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

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

The Bergen CoC engaged & connects all families with children to the Housing Prioritization list as soon as they enter the homeless system, determining possible PH opportunities as quickly as possible. The Division, as the entity responsible for oversight, has reallocated CoC funding to provide RRH for families as well as using additional ESG funding for RRH programs. The County has allocated funding to also provide additional prevention & short term emergency assistance to families to keep them out of homelessness, or to rapidly rehouse them if they do become homeless. The CoC saw a 10% decrease in homeless families with children & no unsheltered families with children in the 2017 PIT Count. Because the main resource for families is a large TH program, the average LOT families are in program is currently 136 days. The CoC is using the strategies identified to decrease this timeframe, which has decreased by 13 days since 2016.

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	7	12	5

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

All CoC funded PSH and RRH programs are required to take all referrals from the Housing Prioritization list in which households are accepted into housing based on their vulnerability rather than age, sex, gender, marital status, etc, requiring programs to adhere to anti-discrimination policies. The CoC does have policies in place (pages 12-13 in attached policies and procedures) requiring

compliance with HUD's Fair Housing and Equal Access rules and anti-discrimination policies. All CoC providers also have and adhere to individual program anti-discrimination policies and ensure these policies are posted. While there has not been a CoC-wide training and monitoring regarding program admissions & anti-discrimination, the CoC has plans to utilize CoC planning funding to implement an annual CoC-wide training to ensure compliance.

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

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

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

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

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

After functionally ending chronic and veteran homelessness, the CoC is turning more of its attention towards homeless youth and families. The CoC worked with the Bergen County Division of Family Guidance to put together a new project application for FY2017 to obtain 7 units of rapid rehousing dedicated to youth. While the CoC currently tracks youth through the CoC's Housing Prioritization List, evaluating their LOT homeless, discharge destination, chronicity and severity of need, the CoC is implementing a by-name list for youth. This strategy has been extremely successful with the chronic and

veteran populations and the CoC feels it will assist in the implementation of the new Rapid Rehousing project the CoC is requesting. Creating a by-name list will not only allow the CoC to more closely track the needs and housing outcomes of homeless youth in the community, but it will allow for more detailed case conferencing and strategy creation around the specific barriers and needs of youth, especially youth attending school. The CoC has also connected with the local County College who has expressed interest in working to ensure all homeless youth at the County college are connected to homeless services and resources, including possible rapid rehousing options. The CoC will continue this partnership with the Community College and McKinney Vento Liaison in the implementation of the CoC's Youth Task Force, by-name list, and the tracking of outcomes for homeless youth in the community.

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

The local McKinney-Vento education liaison for Bergen County is a member of both the CoC full membership and Leadership committee, and participates in all aspects of homeless planning at those levels. In April 2017, the education liaison provided a training to the full CoC membership regarding the regulations for services available for homeless families with children, providing programs the information needed to appropriately connect their clients to all eligible education services. CoC members are also active participants of the Children's Interagency Coordinating Council (CIACC), which meets monthly and is a partnership between schools, local leaders, state officials, service providers and families to address the needs of children who require specialized support, including the homeless. The Head Start Agency for the County is also a CoC funded agency, and an active participant of the CoC, allowing for local coordination with Head Start efforts.

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

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	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	No	No
Tribal Home Visiting Program	No	No
Other: (limit 50 characters)		

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

Through the Zero:2016 initiative, the Bergen CoC created a close relationship with both the VA and SSVF providers for the community. All SSVF providers dedicate staff on a weekly basis to be present at the Bergen County Center to work with persons in the shelter, those engaged through other providers, and those that are unsheltered, to identify whether they are eligible for SSVF or VA services. The Bergen Coordinated Entry system also evaluates veteran status, to ensure all veterans are connected to a SSVF provider and are included on the County's by-name veteran list. Through these efforts, the CoC effectively ended veteran's homelessness in August of 2016.

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

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

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

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

Instructions:

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

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

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

4A-1a. Mainstream Benefits

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

All CoC funded projects work to connect clients immediately upon engagement to mainstream resources & benefits they are eligible for. Based on the performance review conducted for the FY2017 local CoC process by the Division, the responsible entity, 91% of clients in CoC funded programs were connected to some form of income, including GA, SSI/SSDI, TANF & 91% of clients were connected to non cash benefits including Food Stamps, Medicaid, etc. The Bergen County Board of Social Services is an active members of the CoC & provides updates on mainstream resources available to clients. In addition, NJ is a Medicaid expansion state, which will allow a number of the PSH providers in the CoC to bill Medicaid for certain PSH supportive services, further leveraging mainstream resources for housing.

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

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	18.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	18.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

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

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	18.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	18.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

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

The Bergen County PATH team conducts weekly street outreach covering the full CoC area. PATH will focus on known locations, but will connect with local jails, libraries, churches, police, community members, welfare offices & hospitals to identify clients. PATH also works out of the Bergen County Center, which acts as a One Stop for clients accessing services throughout the County. PATH completes the VI-SPDAT & enters all client information in HMIS for inclusion in the CoC's Housing Prioritization List. PATH will utilize translation technology or will work with local agencies if there is a client with limited English proficiency or needs a sign language interpreter. In addition to the PATH team, the CoC has active homeless & formerly homeless clients that will assist in outreach to clients that are hardest to engage. Bergen CoC has seen a large success in this word of mouth outreach style to engage new clients in shelter & PSH.

4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.

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

As part of the CoC's Housing Prioritization list, all referrals for PSH & RRH are based strictly on vulnerability & program regulation eligibility, ensuring housing & services are provided to clients regardless of race, color, national origin, religion, sex, gender identity, etc. All shelters have fair housing information posted where clients seek services & many post symbols & signage promoting inclusivity. Most CoC programs have bilingual staff & provide written materials in both English & Spanish to accommodate clients with limited English proficiency. Programs will coordinate with local churches or use translation programs for clients where in program translation isn't possible, this is specifically effective for the large Polish & Korean populations. CoC programs will also partner with local agencies to provide sign interpreters or other technological services for clients who may be hearing impaired or blind.

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

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	40	56	16

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

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Evidence of CoC's...	09/21/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	03 CoC Rating and...	09/01/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	04 CoC's Rating a...	09/01/2017
05. CoCs Process for Reallocating	Yes	05 CoCs Process f...	09/01/2017
06. CoC's Governance Charter	Yes	06 CoC's Governan...	09/01/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	08/18/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administratio...	09/21/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	CoC-HMIS MOU	08/18/2017
11. CoC Written Standards for Order of Priority	No	11 CoC Written St...	09/01/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	FY 2017 CoC Compe...	08/18/2017
14. Other	No	14 Other - Letter...	09/01/2017
15. Other	No		

Attachment Details

Document Description: Evidence of CoC's Communication

Attachment Details

Document Description:

Attachment Details

Document Description: 03 CoC Rating and Review Procedure

Attachment Details

Document Description: 04 CoC's Rating and Review Procedure: Public Posting Evidence

Attachment Details

Document Description: 05 CoCs Process for Reallocating

Attachment Details

Document Description: 06 CoC's Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administration Plans

Attachment Details

Document Description: CoC-HMIS MOU

Attachment Details

Document Description: 11 CoC Written Standards for Order of Priority

Attachment Details

Document Description:

Attachment Details

Document Description: FY 2017 CoC Competition Report

Attachment Details

Document Description: 14 Other - Letters Confirms Functional Zero

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/01/2017
1B. Engagement	09/22/2017
1C. Coordination	09/22/2017
1D. Discharge Planning	09/01/2017
1E. Project Review	09/22/2017
1F. Reallocation Supporting Documentation	09/22/2017
2A. HMIS Implementation	09/22/2017
2B. PIT Count	09/01/2017
2C. Sheltered Data - Methods	09/22/2017
3A. System Performance	09/22/2017
3B. Performance and Strategic Planning	09/22/2017

4A. Mainstream Benefits and Additional Policies	09/22/2017
4B. Attachments	Please Complete
Submission Summary	No Input Required

Reallocation Supporting Documentation

The Bergen CoC has the ability to reallocate outlined in their Local Selection Process, as shown in the attached highlighted section. Attached is also the request the Bergen CoC released in May 2017, for new and renewal projects for FY2017 CoC funding. The CoC did not limit project applications to only those eligible activities under the PH Bonus, demonstrating their willingness to reallocate if it was determined appropriate based on the applications submitted. The CoC has reallocated funding in the past, but due to the project applications and performance for the FY2017 competition, reallocation did not seem appropriate.

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
FY2017 Continuum of Care Concept Paper**

FY2017 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 FY2017 NOFA.
- Completed Concept Papers should be submitted by **June 2, 2017** via email to Angela Drakes at cdapp@co.bergen.nj.us and Katelyn Cunningham at kcunningham@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 FY2017 NOFA. The Committee, which will be made up of entities not applying for FY2017 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.

FY2017 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 \$250,000. The final amount of new funding available will be shared upon release of the FY2017 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 FY2017 NOFA and will depend on the availability of funds.

FY2017 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 2016 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.

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

a. Rejected Project Notification

Attached is the notification that was provided for the one new project application that was not approved for inclusion in the FY2017 CoC competition.

Subject: FW: AAH COC Funding Notifications
Date: Thursday, August 10, 2017 at 12:37:48 PM Eastern Daylight Time
From: Drakes, Angela
To: dlmoore@aahbergen.org
CC: Cunningham, Katelyn, Drakes, Angela
Priority: High
Attachments: AAH New PSH Notice.pdf, AAH Supportive Housing Notice.pdf

Dear Mr. Moore:

Please find attached your COC project, Supportive Housing monitoring scores and ranking information for the FY2017 COC application process. In addition, the new project concept paper was ineligible for funding since it did not meet the HUD's Permanent Housing bonus criteria for FY2017.

If you should have any questions please feel free to contact me and copy Katelyn Cunningham via email.

Sincerely,

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



**COUNTY OF BERGEN
COMMUNITY DEVELOPMENT**

One Bergen County Plaza ■ 4th Floor ■ Hackensack, NJ 07601-7076
(201) 336-7200 ■ Fax (201) 336-7247

James J. Tedesco III
County Executive

Robert G. Esposito
Director

August 4, 2017

David Moore, Executive Director
AAH, Inc.
267R Pascack Road
Township of Washington, New Jersey 07601

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

Dear Mr. Moore:

This letter serves as notification that your new project application, AAH Permanent Supportive Housing has not been approved for inclusion in the FY2017 Continuum of Care Application by the Bergen CoC Performance and Evaluation Committee. Unfortunately, based on the application that was submitted, your project is not proposing to serve a population that is eligible under the Permanent Housing Bonus Project available in FY2017. Based on the CoC FY2017 NOFA, the eligible populations that can be served include:

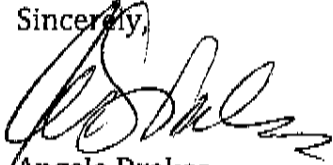
- Chronically homeless families or individuals
- Families or individuals that fall in the category of DedicatedPLUS which is defined as a permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied youth, that at intake are:
 - Experiencing chronic homelessness
 - Residing in a place not meant for human habitation, emergency shelter, or safe haven, but were chronically homeless and admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement
 - Residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions

In addition, the Performance and Evaluation Committee was concerned that no additional funding source had yet been secured to move this project forward, if Continuum of Care funding was awarded.

As stated, for these reasons, your project has not been approved for Continuum of Care funding for FY2017.

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/CoC Lead

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

b. Approved Project Notifications

Attached are the notifications that were provided to the agencies that were approved for new and renewal funding in FY2017.



**COUNTY OF BERGEN
COMMUNITY DEVELOPMENT**

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(201) 336-7200 ■ Fax (201) 336-7247

James J. Tedesco III
County Executive

Robert G. Esposito
Director

August 4, 2017

David Moore, Executive Director
AAH, Inc.
267R Pascack Road
Township of Washington, New Jersey 07601

**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 FY2017 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>16.5</u>	<u>20</u>	
Monitoring	<u>23.32</u>	<u>37</u>	
Performance Review	<u>27</u>	<u>37</u>	Final Percentage Used for Ranking
Final Score	<u>66.82</u>	<u>94</u>	

Based on this percentage, your project was ranked: 18

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

Supportive Services: \$169,076

Operating: \$77,579

Admin: \$5,261

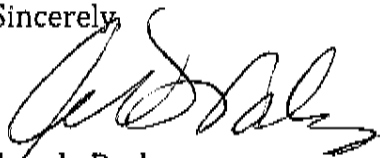
Total Funding: \$251,916

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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/CoC 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 4, 2017

Carolyn Jaime, Executive Director
Advance Housing Inc.
100 Hollister Road
Teterboro, NJ 07608

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

Dear Ms. Jaime:

This letter is serving as notification that your project, Fairview McKinney, has been approved for inclusion in the FY2017 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>17</u>	<u>20</u>	
Monitoring	<u>34.43</u>	<u>35</u>	
Performance Review	<u>40</u>	<u>40</u>	Final Percentage Used for Ranking
Final Score	<u>91.43</u>	<u>95</u>	<u>96.24%</u>

Based on this percentage, your project was ranked: 2

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

Supportive Services: \$84,347

Operating: \$76,495
Admin: \$7,987
Total Funding: \$168,829

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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,



Angela Drakes
Deputy Director/CoC 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 4, 2017

Carolyn Jaime, Executive Director
Advance Housing Inc.
100 Hollister Road
Teterboro, NJ 07608

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

Dear Ms. Jaime:

This letter is serving as notification that your project, Advance Supportive Living Program (aka HoST), has been approved for inclusion in the FY2017 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>20</u>	<u>20</u>	
Monitoring	<u>37.86</u>	<u>38</u>	
Performance Review	<u>27</u>	<u>37</u>	Final Percentage Used for Ranking
Final Score	<u>84.86</u>	<u>95</u>	<u>89.33%</u>

Based on this percentage, your project was ranked: 5

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

Leasing: \$216,976

Supportive Services: \$131,460

Admin: \$16,677

Total Funding: \$365,113

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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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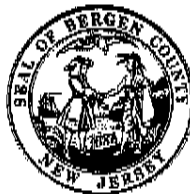
Thank you for your continued work serving the homeless of Bergen County.

Sincerely,



Angela Drakes

Deputy Director/CoC 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 4, 2017

Jane Linter, Director
Bergen County Department of Human Services
One Bergen County Plaza, 2nd Floor
Hackensack, NJ 07601

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

Dear Ms. Linter:

This letter is serving as notification that your project, Alfred J. Thomas Home for Veterans, has been approved for inclusion in the FY2017 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>12</u>	<u>17</u>	
Monitoring	<u>28.86</u>	<u>31</u>	
Performance Review	<u>34</u>	<u>40</u>	Final Percentage Used for Ranking
Final Score	<u>74.86</u>	<u>88</u>	<u>85.07%</u>

Based on this percentage, your project was ranked: 9

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

Supportive Services: \$73,835

Operating: \$14,580
Total Funding: \$88,415

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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,



Angela Drakes
Deputy Director/CoC Lead



**COUNTY OF BERGEN
COMMUNITY DEVELOPMENT**

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(201) 336-7200 ■ Fax (201) 336-7247

James J. Tedesco III
County Executive

Robert G. Esposito
Director

August 4, 2017

Jane Linter, Director
Bergen County Department of Human Services
One Bergen County Plaza, 2nd Floor
Hackensack, NJ 07601

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

Dear Ms. Linter:

This letter is serving as notification that your project, Homeless Management Information System (HMIS), has been approved for inclusion in the FY2017 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>12</u>	<u>14</u>	
Monitoring	<u>19</u>	<u>19</u>	
Performance Review	<u>N/A</u>	<u>N/A</u>	Final Percentage Used for Ranking
Final Score	<u>31</u>	<u>33</u>	<u>93.94%</u>

Based on this percentage, your project was ranked: 3

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

HMIS: \$82,893

Total Funding: \$82,893

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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,



Angela Drakes
Deputy Director/CoC 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 4, 2017

Kris Pendy, Senior Vice President
Care Plus Inc.
610 Valley Health Plaza
Paramus, NJ 07652

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

Dear Ms. Pendy:

This letter is serving as notification that your project, Rapid Re-Housing for Families, has been approved for inclusion in the FY2017 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>16.5</u>	<u>17</u>	
Monitoring	<u>18.13</u>	<u>31</u>	
Performance Review	<u>29</u>	<u>37</u>	Final Percentage Used for Ranking
Final Score	<u>63.63</u>	<u>85</u>	<u>74.86%</u>

Based on this percentage, your project was ranked: 16

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

Rental Assistance: \$195,048

Supportive Services: \$59,280

Admin: \$17,149

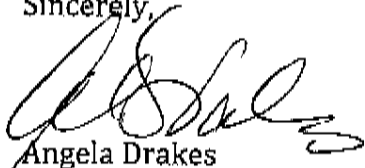
Total Funding: \$271,477

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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/CoC Lead



**COUNTY OF BERGEN
COMMUNITY DEVELOPMENT**

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(201) 336-7200 ■ Fax (201) 336-7247

James J. Tedesco III
County Executive

Robert G. Esposito
Director

August 4, 2017

Kris Pendy, Senior Vice President
Care Plus Inc.
610 Valley Health Plaza
Paramus, NJ 07652

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

Dear Ms. Pendy:

This letter is serving as notification that your project, Care Plus RRH for Individuals, has been approved for inclusion in the FY2017 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>17</u>	<u>17</u>	
Monitoring	<u>N/A</u>	<u>N/A</u>	
Performance Review	<u>N/A</u>	<u>N/A</u>	Final Percentage Used for Ranking
Final Score	<u>17</u>	<u>17</u>	<u>100%</u>

Based on this percentage, your project was ranked: 1

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

Rental Assistance: \$162,096

Supportive Services: \$68,560

Admin: \$16,142

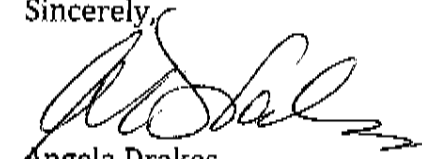
Total Funding: \$246,798

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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/CoC Lead



**COUNTY OF BERGEN
COMMUNITY DEVELOPMENT**

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(201) 336-7200 ■ Fax (201) 336-7247

James J. Tedesco III
County Executive

Robert G. Esposito
Director

August 4, 2017

Julye Myner, Executive Director
Center For Hope & Safety
12 Overlook Drive
Rochelle Park, NJ 07662

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

Dear Ms. Myner:

This letter is serving as notification that your project, B2-T Transitional Housing for Victims of Domestic Violence, has been approved for inclusion in the FY2017 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>13</u>	<u>17</u>	
Monitoring	<u>28</u>	<u>38</u>	
Performance Review	<u>29</u>	<u>29</u>	Final Percentage Used for Ranking
Final Score	<u>70</u>	<u>84</u>	<u>83.33%</u>

Based on this percentage, your project was ranked: 10

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

Leasing: \$16,140

Supportive Services: \$4,148

Operating: \$1,226

Admin: \$1,506

Total Funding: \$23,020

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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/CoC 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 4, 2017

Julye Myner, Executive Director
Center For Hope & Safety
12 Overlook Drive
Rochelle Park, NJ 07662

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

Dear Ms. Myner:

This letter is serving as notification that your project, E-1 Transitional Housing for Victims of Domestic Violence, has been approved for inclusion in the FY2017 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>13</u>	<u>17</u>	
Monitoring	<u>23</u>	<u>40</u>	
Performance Review	<u>27</u>	<u>29</u>	Final Percentage Used for Ranking
Final Score	<u>63</u>	<u>86</u>	<u>73.26%</u>

Based on this percentage, your project was ranked: 17

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

Supportive Services: \$8,955
Operating: \$5,812

Admin: \$1,034

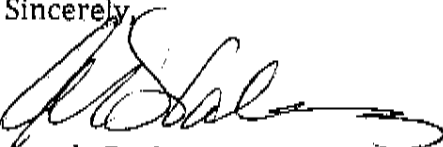
Total Funding: \$15,801

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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,



Angela Drakes

Deputy Director/CoC 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 4, 2017

Robert Halsch Jr., President
Greater Bergen Community Action, Inc.
99 Passaic Street
Garfield, NJ 07026

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

Dear Mr. Halsch:

This letter is serving as notification that your project, Ladder, has been approved for inclusion in the FY2017 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>11</u>	<u>17</u>	
Monitoring	<u>28.4</u>	<u>31</u>	
Performance Review	<u>32</u>	<u>40</u>	Final Percentage Used for Ranking
Final Score	<u>71.4</u>	<u>88</u>	<u>81.14%</u>

Based on this percentage, your project was ranked: 13

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

Supportive Services: \$83,915

Admin: \$4,195

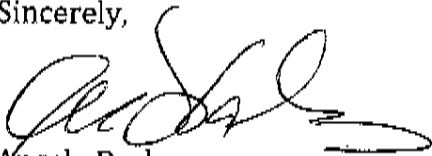
Total Funding: \$88,110

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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/CoC 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 4, 2017

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

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

Dear Ms. Bartlett:

This letter is serving as notification that your project, Family Guidance, has been approved for inclusion in the FY2017 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>17</u>	<u>20</u>	
Monitoring	<u>25.27</u>	<u>37</u>	
Performance Review	<u>34</u>	<u>40</u>	Final Percentage Used for Ranking
Final Score	<u>76.27</u>	<u>97</u>	<u>78.63%</u>

Based on this percentage, your project was ranked: 15

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

Rental Assistance: \$97,440

Admin: \$6,122

Total Funding: \$103,562

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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/CoC 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 4, 2017

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

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

Dear Ms. Bartlett:

This letter is serving as notification that your project, Housing Works 2, has been approved for inclusion in the FY2017 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>20</u>	<u>20</u>	
Monitoring	<u>33.14</u>	<u>40</u>	
Performance Review	<u>20</u>	<u>28</u>	Final Percentage Used for Ranking
Final Score	<u>73.14</u>	<u>88</u>	<u>83.11%</u>

Based on this percentage, your project was ranked: 11

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

Rental Assistance: \$117,888
Admin: \$7,943

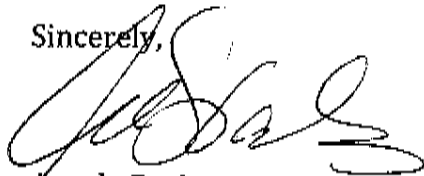
Total Funding: \$125,831

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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/CoC 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 4, 2017

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

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

Dear Ms. Bartlett:

This letter is serving as notification that your project, Housing Works 4 Grant Consolidation, has been approved for inclusion in the FY2017 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>18</u>	<u>20</u>	
Monitoring	<u>29.55</u>	<u>40</u>	
Performance Review	<u>40</u>	<u>40</u>	Final Percentage Used for Ranking
Final Score	<u>87.55</u>	<u>100</u>	<u>87.55%</u>

Based on this percentage, your project was ranked: 6

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

Rental Assistance: \$1,134,852
Admin: \$76,176

Total Funding: \$1,211,028

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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,



Angela Drakes

Deputy Director/CoC 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 4, 2017

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

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

Dear Ms. Bartlett:

This letter is serving as notification that your project, Links 2, has been approved for inclusion in the FY2017 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>19</u>	<u>20</u>	
Monitoring	<u>32</u>	<u>38</u>	
Performance Review	<u>23</u>	<u>23</u>	Final Percentage Used for Ranking
Final Score	<u>74</u>	<u>81</u>	<u>91.36%</u>

Based on this percentage, your project was ranked: 4

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

Rental Assistance: \$58,944

Admin: \$3,972


Total Funding: \$62,916

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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,



Angela Drakes
Deputy Director/CoC 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 4, 2017

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

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

Dear Ms. Bartlett:

This letter is serving as notification that your project, Van Sciver has been approved for inclusion in the FY2017 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>19</u>	<u>20</u>	
Monitoring	<u>25.75</u>	<u>38</u>	
Performance Review	<u>28</u>	<u>31</u>	Final Percentage Used for Ranking
Final Score	<u>72.75</u>	<u>89</u>	<u>81.74%</u>

Based on this percentage, your project was ranked: 12

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

Rental Assistance: \$101,856
Admin: \$6,333

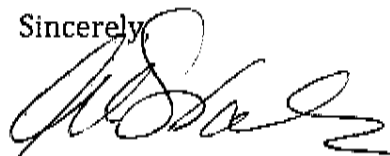
Total Funding: \$108,189

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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,



Angela Drakes
Deputy Director/CoC 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 4, 2017

Vicki Sidrow, President & CEO
Vantage Health System Inc.
2 Park Ave
Dumont, NJ 07628

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

Dear Ms. Sidrow:

This letter is serving as notification that your project, Knickerbocker Residence, has been approved for inclusion in the FY2017 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>15</u>	<u>20</u>	
Monitoring	<u>30.6</u>	<u>34</u>	
Performance Review	<u>32</u>	<u>37</u>	Final Percentage Used for Ranking
Final Score	<u>77.6</u>	<u>91</u>	<u>85.27%</u>

Based on this percentage, your project was ranked: 8

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

Supportive Services: \$123,315

Operating: \$80,133
Admin: \$13,769
Total Funding: \$217,217

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. If there are questions on completing the application, the link to the detailed instructions released by HUD are in the link below:

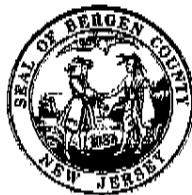
<https://www.hudexchange.info/resource/2910/coc-project-application-instructions-for-renewal-projects/>

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

Sincerely,



Angela Drakes
Deputy Director/CoC 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 4, 2017

Vicki Sidrow, President & CEO
Vantage Health System Inc.
2 Park Ave
Dumont, NJ 07628

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

Dear Ms. Sidrow:

This letter is serving as notification that your project, Links, has been approved for inclusion in the FY2017 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>15</u>	<u>20</u>	
Monitoring	<u>28.4</u>	<u>34</u>	
Performance Review	<u>32</u>	<u>40</u>	Final Percentage Used for Ranking
Final Score	<u>75.4</u>	<u>94</u>	<u>80.21%</u>

Based on this percentage, your project was ranked: 14

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

Operating: \$42,989
Admin: \$649


Total Funding: \$43,638

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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/CoC 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 4, 2017

Vicki Sidrow, President & CEO
Vantage Health System Inc.
2 Park Ave
Dumont, NJ 07628

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

Dear Ms. Sidrow:

This letter is serving as notification that your project, Opening Doors 1, has been approved for inclusion in the FY2017 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>15</u>	<u>20</u>	
Monitoring	<u>27.67</u>	<u>34</u>	
Performance Review	<u>39</u>	<u>40</u>	Final Percentage Used for Ranking
Final Score	<u>81.67</u>	<u>94</u>	<u>86.88%</u>

Based on this percentage, your project was ranked: 7

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

Leasing: \$816,858

Supportive Services: \$205,256

Operating: \$41,533

Admin: \$71,593

Total Funding: \$1,135,240

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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/CoC 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

September 12, 2017

Nicholas Montello, Ph.D., Director
Department of Human Services
Division of Family Guidance
One Bergen County Plaza, 2nd Fl.
Hackensack, NJ 07601

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

Dear Dr. Montello:

This letter is serving as notification that Bergen County Division of Family Guidance, has been approved to apply for the Bergen County CoC FY2017 Bonus funding for a Rapid Rehousing project for youth.

The total amount of funding your project may apply for is **\$365,977**, and it will be the 19th ranked project in the CoC submission to HUD. When completing your budget for this project, please keep in mind that administrative funding should not exceed **7%** of the budget and service funding should also not exceed **30%** of the budget. Please feel free to reach out to me, if you should need any assistance determining a final budget for the project.

At this point, you could begin working on your Project Application in esnaps. We are asking that before you submit your project application in esnaps, you must submit a draft of your completed project application to me and Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org **no later than Friday, September 22nd**. This submission must be a pdf copy of your application from esnaps.


Once the application has been emailed it will be reviewed for accuracy and consistency. We will contact you if any updates are needed or if it's ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received approval confirmation from me or Katelyn.

If there are any questions on completing the application, the link to the detailed instructions released by HUD are below:

<https://www.hudexchange.info/resources/documents/FY-2017-New-Project-Application-Instructional-Guide.pdf>

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Angela Drakes', with a long horizontal flourish extending to the right.

Angela Drakes
Deputy Director/CoC Lead

03. CoC Rating and Review Procedure (e.g. RFP)

The CoC Rating and Review procedure includes a monitoring, performance review and concept paper submission. Documents for all three are included.

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.

Subject: RE: BC COC FY2017 Concept Paper for Renewals and New Projects! Due date JUNE 2, 2017
Date: Friday, May 12, 2017 at 3:53:35 PM Eastern Daylight Time
From: Drakes, Angela
To: diader@bergen.org, JSimon@communityhope-NJ.org, Grace Gawryluk, tgiglio@bergenfamilypromise.org, info@shelterourpets.org, rejan@bergen.org, kimakopp@gmail.com, meldlutz@yahoo.com, Mazza, Rocco, dlmoore@aahbergen.org, Nottingham, Susan, Orlando, Julia, krisp@careplusnj.org, cphipp4@hotmail.com, vyleft@comcast.net, arizzo@ccannj.org, CCCDCexdir@gmail.com, mwelsh@lsnj.org, Zellars, John, lori@zimmymail.com, Alison.DuBois@greaterbergen.org, harchontou@ywcabergencounty.org, Loughlin, Michele, mwingo@ccannj.org, Eckert, Joanne, kkreitz@communityhope-nj.org, sopkristine@gmail.com, mschaber@ccannj.org, beatriz@shelteroursisters.org, vilma@shelteroursisters.org, linda.dandridge@Greaterbergen.org, Camisha.Burchett@DHS.State.nj.us, agoldenkranz@ccannj.org, mwingo@ccannj.org, Gema Diaz (GDiaz@communityhope-nj.org), Kate Duggan (kduggan@bergenfamilypromise.org), Julye Myner (julye@hopeandsafetynj.org), Christian, Anita, Lisa Shaber (lisas@hopeandsafetynj.org), Judy Banes (jbanes@cspnj.org), Cynthia.Edmond@dhs.state.nj.us, mwingo@ccannj.org, agoldenkranz@ccannj.org, lhernandez@nhcac.org, Kate Duggan (kduggan@bergenfamilypromise.org), Natalie Ramey (ramey@habcnj.org), Carl Phipps (cphipp_hope@yahoo.com) (cphipp_hope@yahoo.com), udaniels@bergen.edu, rmcknight@bergen.edu, lcorcoran@womensrights.org, Domingo Senande (DSenande@ehahousing.org), kkezengwa@wesoldieron.org, terri.quinn@va.gov, Lori Morris (lori@bergencasa.org), John Browne (jbrowne@chccnj.org), terri.quinn@va.gov, Candida Wiltshire (cwiltshire@cbhcare.com), Vicki Sidrow, marisolr@nhcac.org, Gineen Brady (brady@habcnj.org), 'mrossettini@advancehousing.org' (mrossettini@advancehousing.org), cjaime@advancehousing.org, Kate Duggan (kduggan@bergenfamilypromise.org)
CC: Cunningham, Katelyn, Drakes, Angela
Priority: High
Attachments: Bergen CoC Concept Paper FY2017.pdf

TO: BERGEN COUNTY COC GENERAL COMMITTEE MEMBERS

FROM: ANGELA DRAKES, COC LEAD

RE: FY2017 CONCEPT PAPER FOR RENEWALS AND NEW PROJECTS

We are not planning on having a TA session for the FY2017 Concept paper since everything is similar to FY2016 including the concept paper scoring. We will also be conducting a desk monitoring and performance review. All renewals will receive a separate, individual email related for the documents needed to complete the desk monitoring and similar to the past, all agencies will have the ability to review their monitoring and performance reports, provide feedback or update information, before their final score is determined.

Lastly, any agency that has been approved for a consolidation of their grants, they

should be submitting one concept paper for the grants that are being consolidated instead of separate applications. All monitoring and performance reviews will be done in the same fashion.

If you should have any questions please contact me at adrakes@co.bergen.nj.us or Katelyn Cunningham at kcunningham@monarchhousing.org

**Bergen County Continuum of Care
FY2017 Continuum of Care Concept Paper**

FY2017 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 FY2017 NOFA.
- Completed Concept Papers should be submitted by **June 2, 2017** via email to Angela Drakes at cdapp@co.bergen.nj.us and Katelyn Cunningham at kcunningham@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 FY2017 NOFA. The Committee, which will be made up of entities not applying for FY2017 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.

FY2017 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 \$250,000. The final amount of new funding available will be shared upon release of the FY2017 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 FY2017 NOFA and will depend on the availability of funds.

FY2017 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 2016 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.

2017 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		\$ 816.00		12	\$ -
0 bedroom		\$ 1,088.00		12	\$ -
1 bedroom		\$ 1,228.00		12	\$ -
2 bedroom		\$ 1,440.00		12	\$ -
3 bedroom		\$ 1,859.00		12	\$ -
4 bedroom		\$ 2,209.00		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		\$ -

Continuum of Care FY2017

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 FY2017

**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 _____

Agency Name: A

Project: A

Year Performance was based on: 5/1/16-4/30/17

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		5
		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		5
		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		5
		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		3
		40%-53%= 2		
		25%-39%= 1		
Households are connected to mainstream non-cash benefits	56% of households are connected to noncash benefits	≥56%= 5		5
		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		3
		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		5
		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		4
		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		5
		10%-15%= 3		
		15%-20%= 1		
			Total Score	40
			Total Possible	40

Agency Name:

Project

Year Performance was based on: 5/1/16 - 4/30/17

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		5
		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		5
		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		5
		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		3
		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		3
		40%-53%= 2		
		25%-39%= 1		
Households are connected to mainstream non-cash benefits	56% of households are connected to noncash benefits	≥56%= 5		5
		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		2
		40%-55%= 1		
Households being discharged move on to a permanent destination	65% of households are discharged to permanent housing	≥65%= 5		5
		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		2
		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		5
		10%-15%= 3		
		15%-20%= 1		
			Total Score	40

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

Agency Name: _____

Project Name: _____

CLIENT REVIEW (9 possible points)	Yes	No	N/A	Score
1. Are clients eligible based on homeless status?				
2. Are clients eligible based on disabling conditions?				
3. Do the clients served in the project match the subpopulations the project has applied for?				
Notes:				

HMIS COMPLIANCE (8 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 clients within the required 48 hour window?				
4. Does the project input the required annual updates within the 60 day window?				
Notes:				

CLIENT FEEDBACK/STAFF TRAINING (5 possible points) - Documentation only requested if not present during 2016 monitoring	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?				
5. Does project staff have appropriate training for the level of services required for the grant?				
Notes:				

FINANCIAL REVIEW (12 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. Does the agency have current/signed MOUs with any agency that is providing any service or administrative activity for the project?				
4. Is the adequate match being provided by the project for all funds requested?				
Notes:				

PROJECT ADMINISTRATION (6 points)	Yes	No	N/A	Score
1. Did the project submit the most recent Annual Performance Report to HUD within the 90 day window?				
2. Does the agency have a copy of the most recently signed grant agreement with HUD for this project?				
3. Does the project have any outstanding audit/monitoring findings with HUD?				
Notes:				

Total Score: _____

Additional Notes/Comments:

Completed by: _____

Date completed: _____

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

DATE

Mr./Mrs. NAME;

This letter is serving as notification that your project, PROJECT NAME, has been approved for inclusion in the FY2017 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>X</u>	<u>20</u>	
Monitoring	<u>X</u>	<u>40</u>	
Performance Review	<u>X</u>	<u>40</u>	Final Percentage Used for Ranking
Final Score	<u>X</u>	<u>100</u>	<u>XX%</u>

Based on this percentage, your project was ranked: X

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

Supportive Services: \$X

Operating: \$X

Admin: \$X

Total Funding: \$X

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 Katelyn Cunningham at adrakes@co.bergen.nj.us and kcunningham@monarchhousing.org no later than Friday, August 25th. 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. Once the application has been emailed it will be reviewed for accuracy and consistency and we will get back to you if there are any updates that need to be made or if it is ready to be submitted in esnaps. Please do not submit your application in esnaps until you have received this confirmation from Katelyn or myself. 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
Bergen County Continuum of Care Lead

04. CoC Rating and Review Procedure: Public Posting Evidence

The Bergen County CoC made the FY2017 rating and review procedure and all accompanying documentation available through the CoC listserv and the Bergen County website, as attached.

Subject: RE: BC COC FY2017 Concept Paper for Renewals and New Projects! Due date JUNE 2, 2017
Date: Friday, May 12, 2017 at 3:53:35 PM Eastern Daylight Time
From: Drakes, Angela
To: diader@bergen.org, JSimon@communityhope-NJ.org, Grace Gawryluk, tgiglio@bergenfamilypromise.org, info@shelterourpets.org, rejan@bergen.org, kimakopp@gmail.com, meldlutz@yahoo.com, Mazza, Rocco, dlmoore@aahbergen.org, Nottingham, Susan, Orlando, Julia, krisp@careplusnj.org, cphipps4@hotmail.com, vylefty@aol.com, arizzo@ccannj.org, CCCDCexdir@gmail.com, mwelsh@lsnj.org, Zellars, John, lori@zimmymail.com, Alison.DuBois@greaterbergen.org, harchontou@ywcabergencounty.org, Loughlin, Michele, mwingo@ccannj.org, Eckert, Joanne, kkreitz@communityhope-nj.org, sopkristine@gmail.com, mschaber@ccannj.org, beatriz@shelteroursisters.org, vilma@shelteroursisters.org, linda.dandridge@Greaterbergen.org, Camisha.Burchett@DHS.State.nj.us, agoldenkranz@ccannj.org, mwingo@ccannj.org, Gema Diaz (GDiaz@communityhope-nj.org), Kate Duggan (kduggan@bergenfamilypromise.org), Julye Myner (julye@hopeandsafetynj.org), Christian, Anita, Lisa Shaber (lisas@hopeandsafetynj.org), Judy Banes (jbanes@cspnj.org), Cynthia.Edmond@dhs.state.nj.us, mwingo@ccannj.org, agoldenkranz@ccannj.org, lhernandez@nhcac.org, Kate Duggan (kduggan@bergenfamilypromise.org), Natalie Ramey (ramey@habcnj.org), Carl Phipps (cphipps_hope@yahoo.com) (cphipps_hope@yahoo.com), udaniels@bergen.edu, rmcknight@bergen.edu, lcorcoran@womensrights.org, Domingo Senande (DSenande@ehahousing.org), kkezengwa@wesoldieron.org, terri.quinn@va.gov, Lori Morris (lori@bergencasa.org), John Browne (jbrowne@chccnj.org), terri.quinn@va.gov, Candida Wiltshire (cwiltshire@cbhcare.com), Vicki Sidrow, marisolr@nhcac.org, Gineen Brady (brady@habcnj.org), 'mrossettini@advancehousing.org' (mrossettini@advancehousing.org), cjaime@advancehousing.org, Kate Duggan (kduggan@bergenfamilypromise.org)
CC: Cunningham, Katelyn, Drakes, Angela
Priority: High
Attachments: Bergen CoC Concept Paper FY2017.pdf

TO: BERGEN COUNTY COC GENERAL COMMITTEE MEMBERS

FROM: ANGELA DRAKES, COC LEAD

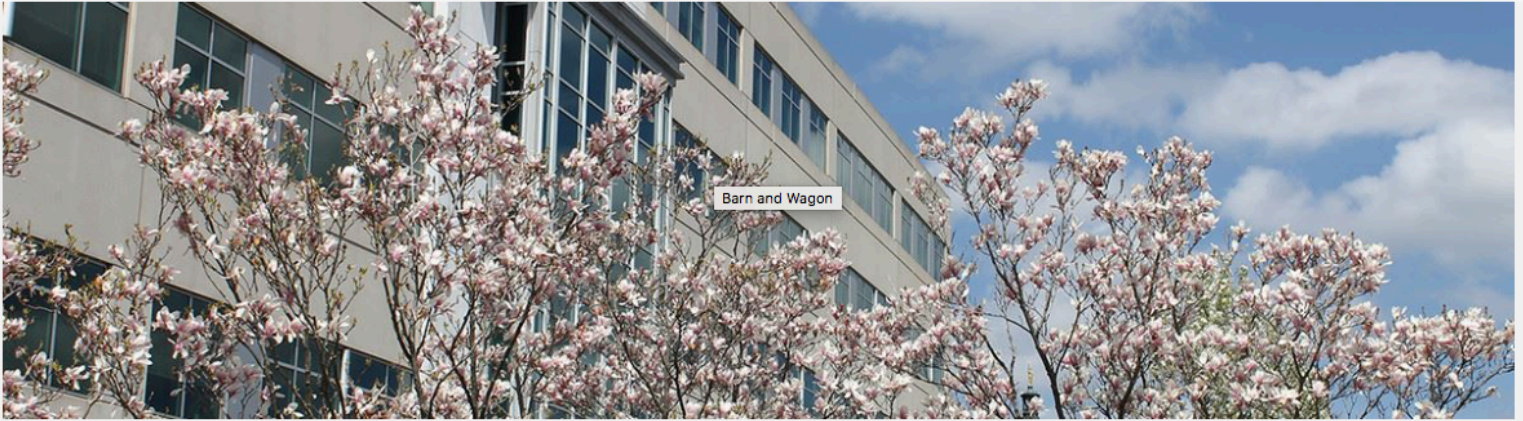
RE: FY2017 CONCEPT PAPER FOR RENEWALS AND NEW PROJECTS

We are not planning on having a TA session for the FY2017 Concept paper since everything is similar to FY2016 including the concept paper scoring. We will also be conducting a desk monitoring and performance review. All renewals will receive a separate, individual email related for the documents needed to complete the desk monitoring and similar to the past, all agencies will have the ability to review their monitoring and performance reports, provide feedback or update information, before their final score is determined.

Lastly, any agency that has been approved for a consolidation of their grants, they

should be submitting one concept paper for the grants that are being consolidated instead of separate applications. All monitoring and performance reviews will be done in the same fashion.

If you should have any questions please contact me at adrakes@co.bergen.nj.us or Katelyn Cunningham at kcunningham@monarchhousing.org



Applications

American Dream Program

Home Improvement Program

Continuum of Care

Home > About Bergen County > Residents > Community Development > Continuum of Care

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

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](#)

05. CoCs Process for Reallocating

a. CoC's Local Selection Policies and Procedures

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.

05. CoCs Process for Reallocating

b. Emailed Request for Applications and Website Posting

Subject: RE: BC COC FY2017 Concept Paper for Renewals and New Projects! Due date JUNE 2, 2017
Date: Friday, May 12, 2017 at 3:53:35 PM Eastern Daylight Time
From: Drakes, Angela
To: diader@bergen.org, JSimon@communityhope-NJ.org, Grace Gawryluk, tgiglio@bergenfamilypromise.org, info@shelterourpets.org, rejan@bergen.org, kimakopp@gmail.com, meldlutz@yahoo.com, Mazza, Rocco, dlmoore@aahbergen.org, Nottingham, Susan, Orlando, Julia, krisp@careplusnj.org, cphipp4@hotmail.com, vyleft@comcast.net, arizzo@ccannj.org, CCCDCexdir@gmail.com, mwelsh@lsnj.org, Zellars, John, lori@zimmymail.com, Alison.DuBois@greaterbergen.org, harchontou@ywcabergencounty.org, Loughlin, Michele, mwingo@ccannj.org, Eckert, Joanne, kkreitz@communityhope-nj.org, sopkristine@gmail.com, mschaber@ccannj.org, beatriz@shelteroursisters.org, vilma@shelteroursisters.org, linda.dandridge@Greaterbergen.org, Camisha.Burchett@DHS.State.nj.us, agoldenkranz@ccannj.org, mwingo@ccannj.org, Gema Diaz (GDiaz@communityhope-nj.org), Kate Duggan (kduggan@bergenfamilypromise.org), Julye Myner (julye@hopeandsafetynj.org), Christian, Anita, Lisa Shaber (lisas@hopeandsafetynj.org), Judy Banes (jbanes@cspnj.org), Cynthia.Edmond@dhs.state.nj.us, mwingo@ccannj.org, agoldenkranz@ccannj.org, lhernandez@nhcac.org, Kate Duggan (kduggan@bergenfamilypromise.org), Natalie Ramey (ramey@habcnj.org), Carl Phipps (cphipp_hope@yahoo.com) (cphipp_hope@yahoo.com), udaniels@bergen.edu, rmcknight@bergen.edu, lcorcoran@womensrights.org, Domingo Senande (DSenande@ehahousing.org), kkezengwa@wesoldieron.org, terri.quinn@va.gov, Lori Morris (lori@bergencasa.org), John Browne (jbrowne@chccnj.org), terri.quinn@va.gov, Candida Wiltshire (cwiltshire@cbhcare.com), Vicki Sidrow, marisolr@nhcac.org, Gineen Brady (brady@habcnj.org), 'mrossettini@advancehousing.org' (mrossettini@advancehousing.org), cjaime@advancehousing.org, Kate Duggan (kduggan@bergenfamilypromise.org)
CC: Cunningham, Katelyn, Drakes, Angela
Priority: High
Attachments: Bergen CoC Concept Paper FY2017.pdf

TO: BERGEN COUNTY COC GENERAL COMMITTEE MEMBERS

FROM: ANGELA DRAKES, COC LEAD

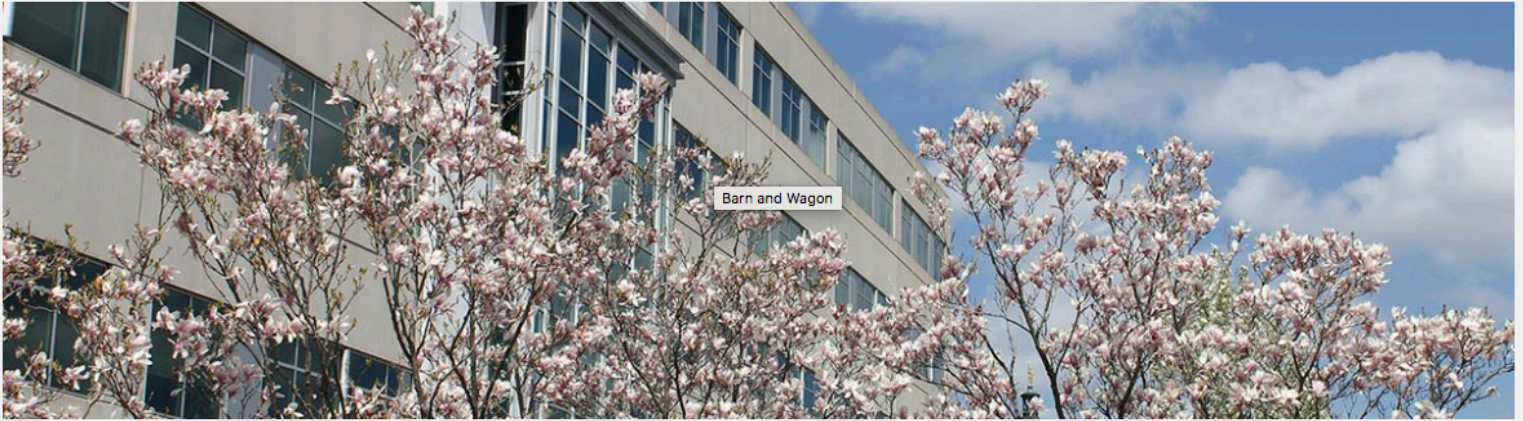
RE: FY2017 CONCEPT PAPER FOR RENEWALS AND NEW PROJECTS

We are not planning on having a TA session for the FY2017 Concept paper since everything is similar to FY2016 including the concept paper scoring. We will also be conducting a desk monitoring and performance review. All renewals will receive a separate, individual email related for the documents needed to complete the desk monitoring and similar to the past, all agencies will have the ability to review their monitoring and performance reports, provide feedback or update information, before their final score is determined.

Lastly, any agency that has been approved for a consolidation of their grants, they

should be submitting one concept paper for the grants that are being consolidated instead of separate applications. All monitoring and performance reviews will be done in the same fashion.

If you should have any questions please contact me at adrakes@co.bergen.nj.us or Katelyn Cunningham at kcunningham@monarchhousing.org



Applications

American Dream Program

Home Improvement Program

Continuum of Care

Home > About Bergen County > Residents > Community Development > Continuum of Care

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

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](#)

05. CoCs Process for Reallocating

c. Bergen CoC's History of Reallocation

Bergen County CoC Reallocation History

Application Year	Annual Renewal Demand	Amount of Funding Reallocated	Percentage of ARD
FY2013	\$ 2,186,670	\$ 175,000	8%
FY2014	\$ 3,385,097	\$ 266,149	8%
FY2015	\$ 3,914,869	\$ -	0%
FY2016	\$ 4,609,993	\$ 246,798	5%
FY2017	\$ 4,609,993	\$ -	0%
Total	\$ 18,706,622	\$ 687,947	4%

06. CoC's Governance Charter

BERGEN COUNTY CONTINUUM OF CARE BYLAWS

ARTICLE I – ORGANIZATION

Section I – Name: The name of this consortium shall be the Bergen County Continuum of Care (CoC).

Section II – Service Area: The CoC enables homeless provider agencies to serve the homeless and those at imminent risk of homelessness in the Bergen County geographic area.

Section III – Address: The principal office of the CoC shall be at the Bergen County Division of Community Development, One Bergen County Plaza, Hackensack, NJ 07601.

ARTICLE II – MISSION AND DESCRIPTION

THE MISSION OF BERGEN COUNTY’S CONTINUUM OF CARE IS TO PREVENT AND END HOMELESSNESS THROUGH COLLABORATION BY MAXIMIZING EFFORTS AND LEVERAGING RESOURCES.

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

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

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

ARTICLE III – LEADERSHIP AND DECISION MAKING

A. For the purposes of relating to HUD, the Bergen County Division of Community Development shall serve as the Collaborative Applicant and Lead Administrative Agency of the Continuum of Care.

B. The leadership group of the CoC shall be known as the Leadership Committee.

C. The purpose of the Leadership Committee is annually:

- To set priorities for homelessness services and housing based on analysis of community data and need, in accordance with HUD and the State of New Jersey;
- To make funding recommendations to the Collaborative Applicant for the annual allocation from the U.S. Department of HUD;

- To assure that programs receiving HUD funding are appropriately monitored and meet program performance standards
- To identify additional funding sources that contribute to the community's ability to respond to homeless populations;
- To monitor the effective functioning of the CoC, including review of attendance
- Additional planning and coordinating activities

D. The CoC and all its committees shall be supported by the Division of Community Development and/or an entity designated by the Leadership Committee of the CoC.

E. Membership

The Membership of the Leadership Committee shall consist of no more than 11 members, as delineated below. No more than one employee of an agency shall serve on the Leadership Committee at any time.

Category 1: Government Funders (1 from each category)

- Bergen County, Division of Community Development (CoC Lead)
- Bergen County Department of Human Services (HMIS coordinator)
- Bergen County Board of Social Services

Category 2: Public Housing Authorities (2 representatives)

Category 3: Community Stakeholders (2 representatives)

- Education
- Hospitals
- One (1) additional member (such as a private nonprofit i.e.: food pantries or other interested stakeholders)

Category 4: Providers and Consumers or Advocates of Homeless Services and/or Housing, HSAC

- Two (2) homeless provider agencies chosen from the membership by nomination and ballot at the annual meeting
- One (1) homeless or formerly homeless individual
- One (1) Human Services Advisory Council Representative

F. Terms of Services

Nominations committee consists of 2 representatives from the General Membership and 2 members of the Leadership Committee, approved by the Chair. They are responsible to present a slate by the November membership meeting and will be voted on by or at the January annual membership meeting.

Agency representatives chosen will rotate every 2 years. Category 2 & 3 will serve one (2) year term except in extenuating circumstances to be approved by majority of Leadership committee.

One member of each category will be initially elected to a 3 year term and that the remainder from each category will be elected to a 2 year term. All terms, thereafter, will be for 2 years.

G. Chairperson

The Chair of the Leadership Committee shall be elected biannually, with a term of service of at least 2 years.

H. Meetings

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

I. Quorum and Voting

- a. A quorum shall consist of five members, including at least one member from at least three of the categories
- b. Each member is entitled to one (1) vote on issues that come before the Leadership committee
- c. Decisions will be made by majority vote
- d. Emergency or Special meetings not on the regular schedule require 50% member attendance for the purpose of voting or handling any official business of the Consortium and must provide a minimum of one week prior notice in writing, fax, mail or email.

J. Minutes of Meetings

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

K. Conflicts of Interest

It is the policy of the Bergen County CoC to avoid any conflict, or the appearance of a conflict between the CoC decision making entity and the organizations receiving awards of grants. All members of the CoC decision making entity shall absent themselves from discussing and voting on projects in which they or their agency have a financial or potential financial test.

ARTICLE IV – CoC

A. GENERAL MEMBERSHIP: (Private/Nonprofit Sector/Public membership)

- a. Organizational membership (Private/Non Profit/Public agency)
A private nonprofit 501(c)3 organization whose primary purpose is to provide housing, resources, education and/or services for the homeless.
- b. Individual membership (Public Sector)
An individual (consumer or advocate) who has an interest and/or works in the field of homelessness

General Membership Eligibility

- a. Organizational membership
 1. Ascribe to the mission and program standards of the CoC.
 2. Have a demonstrated understanding and knowledge in the field of homelessness.
 3. Shall be committed to providing quality service through cooperative, non-competitive means, and networking with programs in the field of homelessness.
 4. Maintain general and profession ethical standards.
 5. Have a governing board, i.e. a board of directors/board of governors.
- b. Individual membership
 1. Ascribe to the mission and program standards of the CoC.
 2. Have a demonstrated understanding and knowledge in the field of homelessness.
 3. Maintain general ethical standards.

Approval and Removal of General Members

- a. Approval of a new member is by majority vote of the CoC Leadership Committee, upon recommendation of the CoC.
- b. Removal of a member shall be for good cause or for acting in a manner seriously detrimental to the continuum. Such a removal should be approved by a majority vote of the CoC Leadership Committee, upon recommendation of the CoC Membership Committee.

Voting and Meetings

- a. Each organizational member and each individual member is entitled to one vote on issues that come before the full membership.
- b. Members may attend CoC Leadership meetings, except closed meetings, and serve on standing committees of the CoC Leadership and CoC Membership committees.
- c. Designee/Alternate:
The designee's name/title and the alternate should be identified and submitted to the CoC Lead, at Bergen County Division of Community Development prior to the voting. Designees may not be changed without written notification.

B. There shall be at least one member from each entity named below, never to exceed one third public sector at all times:

Category A: Local Government Representatives:

Bergen County Division of Community Development
Bergen County Board of Social Services
Bergen County Department of Human Services
Bergen County Division of Veterans
Bergen County One Stop

Category B: All Public Housing Authorities located in Bergen County

Category C: Education Institutions:

Schools with the highest totals of homeless children, as identified by Bergen County Homeless liaison

Category D: Federal/State Government (including by not limited to):

Veterans Administration, NJ Office
VASH Service Staff
Department of Children and Families

Category E: Providers of Housing and/or Homeless services receiving local, County, State or Federal government funds (such as, but not limited to CDBG, SSH, HUD).

Category F: Community Stakeholders (including but not limited to):

United Way of Bergen County
Local Private Hospitals
Federally Qualified Health Centers
Nonprofit Providers
Consumers or Community Advocates

C. There will be a minimum of two members representing homeless or formerly homeless individuals and families.

D. All organizations and individuals wishing to be considered for membership on the CoC should submit an application to the Leadership Committee.

E. Meetings

The full CoC shall meet at least 6 times per year, but may meet more often, as determined by the CoC Lead. The CoC Lead shall establish the date, time and place of each meeting. There shall be at least 7 or 10 days notice for regular meetings and at least 48 hours for emergency meetings. The notice shall contain a tentative agenda and minutes from the last meeting. All membership meetings are open to the public.

January shall be designated as the Annual Meeting, at which time elections are to occur.

F. Attendance:

All members are expected to regularly attend 70% of the CoC meetings. The Leadership Committee reserves the right to remove any member for consistent failure to attend without a reasonable explanation.

G. Quorum and Voting

1. Regular Meetings: The presence of 40% of the Consortium's members at any meeting shall constitute a quorum.

2. Emergency or Special meetings not on the regular schedule require 50% member attendance for the purpose of voting or handling any official business of the Consortium and must provide a minimum of one week prior notice in writing, fax, mail, or email.

H. Minutes of Meetings:

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

ARTICLE V: ANNUAL DECISION MAKING PROCESS

A. The Leadership Committee shall set community priorities in keeping with the overall mission of the CoC.

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

C. The Leadership Committee shall appoint a Technical Review Committee to review all applications for new or renewal projects and make decisions related to funding.

ARTICLE VI: COMMITTEES

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

B. Responsibilities of Committees

- a. Responsibilities of the Committee Chairpersons are to: (1) hold regularly scheduled meetings; (2) send out meeting notices; (3) facilitate committee meetings; (4) carry out goals and objectives of committee with committee members; (5) keep accurate attendance records and; (6) report to the full CoC on a quarterly basis
- b. Committee Participation – CoC member agencies are expected to actively participate on pertinent committees. Committee members' responsibilities are to: (1) regularly attend committee meetings called by the committee chair; (2) participate in committee discussions; (3) assist in the development and implementation of committee activities such as policy development, surveys, etc.; and (4) participate in committee activities related to preparation of relevant sections of HUD applications.

C. The following shall be the standing committees of the Bergen County CoC.

- a. Membership Committee
Purpose: Solicit and review CoC applications. Make recommendations for removal of members who are in violation of the bylaws.
- b. Mainstream Assistance
Purpose: To develop policies and systems to help clients to secure mainstream benefits for which they are eligible (e.g. GA, TANF, SSI, SNAP).
- c. Discharge Policy
Purpose: To develop and implement policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.
- d. Homeless Survey (BCDHS)
Purpose: To develop methodology and tools to conduct point-in-time surveys to identify the homeless or those who are at imminent risk of homelessness and to implement such surveys on at least an annual basis.
- e. Homeless Prevention and Rapid Rehousing
Purpose: To look at trends and issues among those seeking services related to homeless prevention and permanent housing and to utilize data to inform committee recommendations.
- f. Housing Management Information System (HMIS) (BCDHS)
Purpose: To engage all funded providers in meeting expectations for maintaining accurate and up-to-date program-level data and to provide a forum to discuss HMIS issues or problems.

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

ARTICLE VII: ADOPTION AND AMENDMENT BYLAWS

These bylaws may be amended at regular or special meetings of the CoC Consortium by a majority vote of the members present and voting.

**Bergen County Continuum of Care
Conflict of Interest Policy**

Article 1 – Purpose

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

Article 2 – Definitions

1. Interested person(s) – Any member who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial interest – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Bergen County Continuum of Care has a transaction or arrangement, or
 - b. A compensation arrangement with the Bergen County Continuum of Care or with any entity or individual with which the Bergen County Continuum of Care has a transaction arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Bergen County Continuum of Care is negotiating a transaction or arrangement.
3. Independent Party – a committee member shall be considered an “independent” party for the purposes of this policy if he or she:
 - a. Is not, and has not been for a period of at least one year, an employee of any entity in which the CoC has a financial interest or is considering for a potential financial interest;
 - b. Is not, and has not been for a period of at least one year, a board member of any entity in which the CoC has financial interest or is considering for a potential financial interest; and
 - c. Is not employed as an executive of another corporation where any of the corporation’s executive officers or employees serve on the compensation committee for an organization seeking compensation through the CoC.
4. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest if not necessarily a conflict of interest. A persons who has a financial interest may have a conflict of interest only if the Leadership Committee decides that a conflict of interest exists, in accordance with this policy.

Article 3 – Procedures

1. Statement of Acknowledgement – all members of the CoC Leadership Committee must sign the conflict of interest statement of acknowledgement at the beginning of each year.
2. Duty to Disclose – in connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Leadership Committee. Potential conflicts of interest may be disclosed at the beginning of each calendar year or as they arise in relation to specific discussions or votes.
3. Recusal of Self – any member may recuse himself or herself at any time from involvement in any decision of discussion in which the member believes that he or she has or may have a conflict of interest, without going through the process of determining whether a conflict of interest exists.
4. Determining whether a Conflict of Interest exists – after disclosure of the financial interest and all material facts, and after any discussion with the interested person(s), he/she shall leave the Leadership meeting while the determination of a conflict of interest is discussed and voted upon. The Board will then decide if a conflict of interest exists.
5. Procedures for addressing Conflicts of Interest:
 - a. Once an interested person has identified a possible conflict of interest, the Chair of the Bergen County Continuum of Care may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - b. After exercising due diligence, the Committee shall determine whether the Bergen County Continuum of Care can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not present a conflict.
 - c. If such an alternative is not a feasible option, the Committee shall determine by a majority vote of the disinterested member(s) whether the transaction or arrangement is in the Bergen County Continuum of Care’s best interest, for its own benefit, and whether it is fair and reasonable. Based on the Committee’s determination, it shall make its decision as to whether to enter into the transaction or arrangement.
6. Violation of the Conflict of Interest Policy
 - a. If any member of the Bergen County Continuum of Care has reasonable cause to believe that another member has failed to disclose actual or possible conflicts of interest, he/she shall inform a member of the Committee of the basis of such belief and the Committee will discuss with the member in question.
 - b. The member in question will be given an opportunity to explain the alleged failure to disclose to the Committee.
 - c. If, after further investigation, the Committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
 - d. Records of the Committee proceedings shall include the name(s) of the parties involved, the determination of the Committee, and the action(s) taken, if any. A full roster of members involved in the proceedings must be maintained.

Article 4 – Compensation

1. A voting member of the Committee who receives compensation, directly or indirectly, from the Bergen County Continuum of Care for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Bergen County Continuum of Care for services is precluded from voting on matters pertaining to that member's compensation.
3. Any voting member of the Committee or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Bergen County Continuum of Care, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Bergen County Continuum of Care Continuum of Care Program Policies and Procedures

Purpose

The Continuum of Care program is implemented by the U.S. Department of Housing and Urban Development and is regulated through the Homeless Emergency and Rapid Transition to Housing Act of 2009 (HEARTH Act). This manual is a combination of standards and regulations set forward by HUD in the HEARTH Act, as well as local standards the CoC has set. This manual will be reviewed and updated, if necessary, annually. While this manual will outline many items required under the CoC program, it is the responsibility of all Continuum of Care funded agencies to ensure compliance with these policies and procedures as well as the HEARTH Act.

Overview

The Collaborative Applicant (CoC Lead) for the Bergen County Continuum of Care, which is the agency designated to submit the Continuum of Care Application to HUD, is the Bergen County Division of Community Development. The structure for the CoC is outlined and governed by the Bergen County Continuum of Care Bylaws, which were most recently updated and approved by the CoC on July 6, 2015.

It is the responsibility of the Collaborative Applicant to ensure all projects receiving Continuum of Care funding provided by HUD are in compliance with the standards outlined both in this manual and through the HEARTH Act and to submit the annual application that is required to receive CoC funding. The following items will outline the specific details of the CoC funding as administered through the Bergen County CoC.

Eligible CoC Program Components

The Continuum of Care funds in Bergen County may be used to provide funding for the following project types:

Permanent Supportive Housing (PSH)

Permanent Supportive Housing is provided through the Continuum of Care as long term assistance through either rental assistance or leasing funds for individual permanent housing units in the community, or funding for a single permanent housing structure using operating funds. Projects may also apply for acquisition, rehabilitation, or new construction funds for creating new permanent housing within the County. PSH programs will be utilized, in Bergen County, for the hardest to serve population and for those with the most barriers to housing and highest level of need. All PSH projects funded through the Bergen County CoC will make services available to all PSH participants. All services should be individualized and should relate directly to the household's specific level of need.

Bergen County has a Housing First focus, so it prioritizes projects that utilize a Housing First approach. The Housing First approach focuses on providing low barrier permanent housing to the

hardest to serve populations, without putting contingencies, such as service provision, on the ability of the household to remain in the permanent housing project.

Rapid Rehousing (RRH)

Continuum of Care funds may be used to provide Rapid Rehousing services to homeless individuals and families through the use of short or medium term rental assistance. Services related to the household's need, including employment and education services, are provided to the household during the time they are receiving the rental assistance. This project model allows households with moderate barriers or needs to obtain permanent housing and receive the services needed that will enable them to maintain housing after the monetary assistance has ended.

While the Bergen County Continuum of Care is working to focus and prioritize Continuum of Care funding on permanent solutions to end homelessness, the following project types are still eligible and currently funded under the Continuum of Care:

Transitional Housing (TH)

Transitional housing projects funded under the Continuum of Care in Bergen County are structured to facilitate the movement of homeless individuals and families to permanent housing with 24 months of entering the project. Grant funds provided for transitional housing can be used for the operating or leasing costs associated with maintaining the structure or services provided to the participants of the project. Transitional Housing in Bergen County is geared toward specific populations such as domestic violence and those with substance abuse issues who have higher barriers to finding permanent destinations but may not be at a high enough level to receive a permanent supportive housing voucher.

While the Continuum does have transitional housing projects currently funded through the CoC, it is not the intention of the CoC to fund new transitional housing projects using the Continuum of Care funding.

Supportive Service Only (SSO)

A Supportive Service Only project in the Bergen County Continuum of Care can be used to provide services to unsheltered and sheltered homeless persons, without the recipient providing housing or housing assistance. Currently, the Bergen CoC does not have any Supportive Service Only projects funded through the CoC. The only SSO project the Bergen CoC would consider for possible CoC funding would be for the Coordinated Assessment System for the CoC, which would assist sheltered and unsheltered households in finding appropriate housing placements based on their needs.

Homeless Management Information System (HMIS)

Since entering data into the Homeless Management Information System is a requirement of the Continuum of Care funding, the Bergen County CoC does fund an HMIS dedicated grant to assist the HMIS Lead in operating the HMIS for the Continuum of Care.

Continuum of Care Planning Grant

To assist the CoC Lead, the Bergen County Division of Community Development, in completing all responsibilities associated with the CoC funding, as outlined in HEARTH, the Continuum of Care applies for planning funds annually to supplement the funding already provided by the County for these activities.

All projects that receive funding for a project type listed above must utilize the funding for eligible activities and items as outlined in the CoC Guidelines in the HEARTH Act.

Eligible Applicants for Continuum of Care Funding

The following groups may apply for Continuum of Care funding:

- Nonprofit Organizations
- States
- Local Governments, and
- Instrumentalities of State or local governments

As a note, prior to the implementation of the HEARTH Act, Public Housing Authorities were allowed to apply for and administer Continuum of Care projects. While no new CoC projects will be awarded to Public Housing Authorities, projects already being administered by PHAs will be allowed to continue to apply and receive renewal funding for their CoC project.

Funding Projects through the Continuum of Care

In order to award Continuum of Care funding, the Bergen County Continuum of Care has established the Performance and Evaluation Committee. This Committee is responsible for monitoring, evaluating and prioritizing the projects, which will receive funding through the Bergen County Continuum of Care. The Performance and Evaluation Committee will make funding decisions for the Continuum of Care utilizing a local application, performance review and monitoring process. The process for awarding funding under the Continuum of Care is outlined in the Bergen County Continuum of Care Local CoC Funding Selection Process.

Eligible Project Participants and Prioritization

In late 2011, HUD released the final rule to define “homeless” under HEARTH. They established 4 categories of homeless:

Category 1 – Literally Homeless

Category 1 includes an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- I. Has a primary nighttime residence that is a public or private place not meant for human habitation;
- II. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing and hotels

- or motels paid for by charitable organizations or federal, state and local government programs); or
- III. Is exiting an institution where she/he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering the institution

Category 2 – Imminent Risk of Homelessness

Category 2 includes an individual or family, who will imminently lose their primary nighttime residence, provided that:

- I. Residence will be lost within 14 days of the date of application for homeless assistance;
- II. No subsequent residence has been identified; and
- III. The individual or family lacks the resources or support networks needed to obtain other permanent housing

Category 3 – Homeless Under Other Federal Statutes

Category 3 includes unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- I. Are defined as homeless under the other listed federal statutes;
- II. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
- III. Have experience persistent instability as measured by two moves or more during the preceding 60 days; and
- IV. Can be expected to continue in such status for an extended period of time due to special needs to barriers

Category 4 – Fleeing/Attempting to Flee Domestic Violence

Category 4 includes any individual or family who:

- I. Is fleeing, or is attempting to flee, domestic violence;
- II. Has no other residence; and
- III. Lacks the resources or support networks to obtain other permanent housing

Chronically Homeless

In addition, HUD has released the final definition of Chronically Homeless, which states that a chronically homeless person is defined as:

- a) An individual who:
 - I. Has a disability; and
 - II. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

- III. Has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 12 months
OR
Has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months
- b) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health facility, hospital or other similar facility, for fewer than 90 days and met all the criteria in paragraph (a) of this definition, before entering that facility; or
- c) A family with an adult head of household (or if there is no adults in the family, a minor head of household) who meets all of the criteria in paragraph (a) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

For projects funded through the Bergen County Continuum of Care the following categories of homeless are eligible for the following project types:

Program Type	Homeless Definition Category			
	Category 1	Category 2	Category 3	Category 4
Permanent Housing (includes Permanent Supportive Housing and Rapid Rehousing)	X			X
Transitional Housing	X	X		X
Supportive Services Only	X	X		X

While this is the general guideline for eligible participants, all Continuum of Care projects must serve the target population designated in their original or amended Continuum of Care Application. In addition, all projects must adhere to the NOFA limitations on eligibility based on the year they were funded. This includes all projects that were funded to exclusively serve the chronically homeless.

The only time a project may serve a population that differs from the population that has been approved by HUD is by submitting a request to the Continuum of Care with a description explaining why there is a need to change the target population. Once approved by the Continuum, the agency must receive an approved grant amendment from HUD for the change in target population.

Prioritization

While HUD has defined the eligible populations for projects funded under the Continuum of Care, the Bergen County CoC has placed a prioritization on households that fall under Category 1 of the homeless definition. In addition, the CoC has placed a further prioritization for households experiencing the longest lengths of homelessness and those that have the highest needs. The

implementation of this prioritization will follow HUD's Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Persons in Permanent Supportive Housing (Notice: CPD-16-11).

In order to implement this prioritization, the Bergen County Continuum of Care has created a Coordinated Assessment and Housing Prioritization System to establish prioritization in the CoC and provide cross systems collaboration. All projects funded through the Continuum of Care will adhere to the prioritization outlined through the Policies and Procedures for the Coordinated Assessment and will utilize the Coordinated Assessment and Housing Prioritization System for referrals for project vacancies.

Finally, because projects are being funded through the Continuum of Care funding available for Bergen County, the CoC expects all projects to place a priority on households that are homeless in Bergen County.

Documentation

All projects must maintain documents detailing eligibility of households based on the homeless categories listed above. The documentation to be collected for Homeless Categories 1 – 4 is as follows:

Category 1 – Literally Homeless:

- Written observation by the outreach worker; or
- Written referral by another housing or service provider; or
- Certification by the individual or head of household seeking assistance stating that she/he was living on the streets or in shelter;
- For individuals exiting an institution – one of the forms of evidence above and:
 - Discharge paperwork or written/oral referral, or
 - Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution

Category 2 – Imminent Risk of Homelessness:

- A court order resulting from an eviction action notifying the individual or family that they must leave; or
- For individuals and families leaving a hotel or motel-evidence that they lack the financial resources to stay; or
- A documented and verified oral statement and
- Certification that no subsequent residence has been identified; and
- Self-Certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing

Category 3 – Homeless under Other Federal Statutes

- Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and

- Certification of no permanent housing in the last 60 days; and
- Certification by the individual or head of household, and any available supporting documentation, that she/he has moved two or more times in the past 60 days; and
- Documentation of special needs or two or more barriers

Category 4 – Fleeing/Attempting to Flee Domestic Violence

- For victim service providers:
 - An oral statement by the individual or head of household seeking assistance, which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.
- For non-victim service providers:
 - Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and
 - Certification by the individual or head of household that no subsequent residence has been identified; and
 - Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

For projects that are providing housing that is dedicated or prioritized for the chronically homeless population, the Bergen CoC requires that the projects follow the recordkeeping requirements as outlined in the HUD Notice CPD-16-11 titled ‘Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing’.

Length of Assistance and Participants Contribution

Housing projects funded through the Continuum of Care must comply with the following standards for length of assistance and participant contribution:

Permanent Supportive Housing (PSH)

Permanent supportive housing projects that provide rental assistance or leasing funds to pay for a portion of participant’s rent can provide housing assistance for as long as the eligible household remains a participant in the project. While this is true, it is the responsibility of the agency to complete an annual assessment of needs with the households to ensure all households receiving long-term permanent housing assistance are still in need of the assistance. If, after an assessment, it is determined that a household does not need the level of services provided in a permanent supportive housing project, the agency should work with and encourage the household to explore other permanent housing options in the community to provide turnover for households that are in greater need.

All participants receiving housing assistance through a permanent supportive housing project will pay 30% of their monthly income towards the rent of their apartment. When calculating this percentage, all projects should adhere to the HEARTH regulations and should ensure that utilities are either included in the rent or that a utility allowance is calculated and included in the rent

calculation to ensure the household has enough funding to cover the utilities and rent portion for their unit. A new rent calculation must be done at least annually for the household, or interim if the household's income decreases before their next rent calculation is set to be evaluated.

Rapid Rehousing (RRH)

Based on the nature of Rapid Rehousing projects, participants receiving assistance through rapid rehousing projects will receive medium-term rental assistance and supportive services while participating in the project. For Bergen County Rapid Rehousing projects, the household will start with a minimum of 3 months' worth of rental assistance. During this three-month time frame, case managers will meet with households at least monthly to assist them in finding employment or education opportunities that will improve their ability to maintain their permanent housing unit after monetary assistance has ended. After three months, the agency will evaluate monthly, the household's need for continued rental assistance. No household will receive more than 24 months of rental assistance in a rapid rehousing project.

Because the goal of the rapid rehousing project is to work with clients to enable them to maintain their permanent housing after the rental assistance has ended, the Bergen CoC has decided that the amount of rent household's pay will be determined by the individual project. This enables agencies to allow households to save their income for when they are not receiving rental assistance, or to pay less towards their rent based on the household's expenses. The amount a household pays towards rent should be based on the household's total income and total expenses required to maintain the household. Case managers should work with the household to establish a budget and the amount of rent contributed by the household should be established and updated based on this budget. While the agencies have some discretion as to the amount households are contributing for rent, at no point should a household be paying more than 30% of their income towards rent while a participant in a rapid rehousing project.

When calculating a participant's rent, all agencies must remain in compliance with the HEARTH standards and should ensure the rent either includes utilities or that a utility allowance is included in the rent calculation and budget for the household.

Transitional Housing (TH)

Participants may remain in a transitional housing project for up to 24 months. While this is the case, it is the view of the Bergen CoC that all transitional housing projects should be working with households from when they enter into the project to establish a permanent housing plan and move households into permanent housing as quickly as possible.

Transitional housing projects have the ability to decide whether they will charge occupancy charges for participants to remain in their transitional housing project. If the agency does decide to enforce occupancy charges, the charge must be based on the household's income and cannot exceed 30% of the household's monthly income.

Termination of Assistance for Participants

All Continuum of Care projects must have a specific termination of service policy that is followed when assistance for a household will be ended. All households must be aware at project entry about

this process and what factors could have an impact on their ability to remain in the project. Because the Bergen CoC is looking to ensure households are not being discharged due to restrictions put in place by the project, it is expected that all Continuum of Care projects will have a low number of terminations due to non-compliance or disagreements with rules or staff in the project. This aspect will be evaluated in the performance review and monitoring done by the Performance and Evaluation Committee.

Housing First

The Bergen Continuum of Care places a prioritization on projects that are following a Housing First model for project implementation. To be considered as following a Housing First approach, a project must identify that they:

- Move participants quickly into permanent housing; and
- Are a low barrier project, meaning they do not screen out participants based on:
 - 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; and
- Do not terminate clients from the program due to the following reasons:
 - Failure to participate in supportive services
 - Failure to make progress on a service plan
 - Loss of income or failure to improve income
 - Being a victim of domestic violence
 - Any other activity not covered in a lease agreement typically found in the project's geographic area

If projects identify that they follow a Housing First approach and through monitoring and performance review it is determined that they are not implementing their project in a way that matches the criteria stated above, the Performance and Evaluation Committee will no longer view that project as Housing First and the project may be at jeopardy of losing continued funding.

Responsibilities of Continuum of Care Funded Agencies

All projects funded through the Continuum of Care have responsibilities and requirements in order to continue to receive funding. All of these requirements are monitored through the Bergen County CoC monitoring process for CoC projects.

Project Level Reporting Requirements

- *Annual Performance Report (APR)* – All projects funded through the Continuum of Care are required to submit an Annual Performance Report using the esnaps portal within 90 days of the end of the project's operating year. The APR is used to report information to HUD about the participants in the project, the amount of assistance that has been used from the project grant, as well as other services and funding that has been used throughout the operating year to supplement the HUD funding. The APR is also a way for the agency to demonstrate to HUD the effectiveness of the project.
- *Local CoC Concept Paper* – As outlined in the Local CoC Funding Selection Process Policies and Procedures, all CoC funded projects are required to participate in the Local Funding

Selection Process of the Bergen CoC at the appropriate time related to the expiration of their contract.

- *HUD Project Application* – In addition to adhering to the local application process for receiving Continuum of Care funding, all CoC projects must complete and submit their individual Project Applications annually for continued funding under the CoC program. The submission of this application must be in accordance with the timeframe that is established by the CoC Lead to ensure all project applications are submitted in a timely manner for review before final submission to HUD.

CoC Level Reporting Requirements

- *Point in Time Count* – The Point in Time (PIT) Count is an annual one-day count of the sheltered and unsheltered homeless throughout the Continuum of Care. The PIT is not only a HUD requirement, but also an essential tool for generating local data, specifically on the unsheltered homeless population in the community. As part of receiving Continuum of Care funding, all projects that are applicable to participate in the Point in Time must provide data through the appropriate means as defined by the CoC for that PIT year.
- *Housing Inventory Chart* – The Housing Inventory Chart (HIC) provides HUD with a complete list of the homeless projects, not only those funded through the Continuum of Care, for Bergen County. The HIC includes information about target populations, unit configuration, and number of persons served on the night of the PIT Count for all emergency shelter, transitional housing, rapid rehousing and permanent housing projects. As with the PIT, all projects that receive CoC funding must provide the CoC lead with the information needed to complete the Housing Inventory Chart.
- *Annual Homeless Assessment Report* – Every year, HUD requires all Continuums of Care to submit an Annual Homeless Assessment Report (AHAR), which provides information from HMIS participating emergency shelter, transitional housing and permanent housing projects about the population that was served over a one year time frame. While this information is pulled from HMIS, there are sometimes questions or data entry errors that need to be updated for accurate submission to HUD. All CoC funded projects are required to answer questions and assist the Continuum in the completion and submission of the Annual Homeless Assessment Report.
- *System Performance Measures* – Starting in 2016, HUD has created a set of system performance measures with the intent of these selection criteria to encourage COCs, in coordination with ESG program recipients and all other homeless assistance stakeholders in the community, to regularly measure their progress in meeting the needs of people experiencing homelessness in their community. While these performance measures are pulled from HMIS, it is the responsibility of the CoC funded projects to ensure all data is accurate, up to date, and ready for inclusion in the system performance measures that will be submitted annually.

Participation in HMIS

All projects that receive Continuum of Care funding must enter all client level information into the Homeless Management Information System of the Bergen County Continuum of Care. Entering information into this system not only lets the agency use the system for its reporting requirements to HUD, but also allows the CoC to gather information about the populations being served throughout the community and to evaluate the performance and compliance with project specific

standards and regulations for funding purposes. All agencies must adhere to the HMIS policies and procedures for the Bergen CoC.

The exception to this requirement is any CoC-funded Domestic Violence Service Provider. DV specific service providers are not required, nor are they allowed, under the VAWA regulations, to input data into the HMIS system. These agencies must have a comparable data base that allows them to collect all required information for any CoC funded project.

Participation in the Coordinated Assessment System

As mentioned in the Prioritization section of these policies and procedures, all projects funded under the Continuum of Care must take part and take referrals from the Coordinated Assessment and Housing Prioritization System for the Bergen County Continuum of Care. The Coordinated Assessment System was created to assist households in a more efficient way and to ensure prioritization of the hardest to serve and most in need households. The full prioritization method and role of the agencies in the Coordinated Assessment System are outlined in the Coordinated Assessment System Policies and Procedures for the CoC.

Participation in Planning Meetings

The only true way for the Bergen County Continuum of Care to achieve its goal of ending homelessness is through the collaboration and effective homeless planning by the agencies throughout the County. This is especially important for projects that are receiving funding through the Continuum of Care. For this reason, all agencies that receive Continuum of Care funding must attend full and/or subcommittee meetings of the Bergen County CoC as described in the Continuum of Care bylaws. It is only through these meetings and discussions that the Continuum is able to fully understand and plan for the needs of the homeless throughout the community.

Recordkeeping Requirements

In order to ensure projects are in compliance with HUD regulations, all Continuum of Care projects must maintain the following records for all project participants:

- Homeless eligibility documentation (as outlined above)
- Disability documentation
- Annual income and appropriate rent calculations
- Services provided to the participant
- HMIS Consent Form
- Termination documentation (when applicable)
- Documentation demonstrating compliance with Housing Quality Standards
- Backup documentation to substantiate drawdowns for all funds, including timesheets for administrative funding drawdowns

Housing Quality Standards

Housing leased with Continuum of Care program funds, or for which rental assistance payments are made with Continuum of Care program funds, must meet the applicable housing quality standards (HQS) under 24 CFR 982.401, except that 24 CFR 982.401(j) applied only to housing occupied by

project participants receiving tenant-based rental assistance. For housing rehabilitated with funds under the CoC, the lead-based paint requirements in 24 CFR part 35, subparts A, B, J and R apply. For housing that receives project-based or sponsor-based rental assistance, 24 CFR part 35, subparts A, B, H and R apply. For residential property for which funds under the CoC are used for acquisition, leasing, services or operating costs, 24 CFR part 35, subparts A, B, K and R apply. All projects must retain documentation of compliance with the housing standards in 578.75(b) as detailed above, including inspection reports.

Environmental Reviews

All projects that receive Continuum of Care funding are required to ensure that the proper level of environmental review has been completed for their project. All CoC projects should refer to the CoC Program Environmental Review Flow Chart to ensure they have the appropriate level of environmental review completed.

Participation of Homeless Individuals

Each agency that receives Continuum of Care funding must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub-recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services or assistance provided under the project. This requirement is waived if a recipient or sub-recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

Match and Leveraging Requirements

All Continuum of Care projects must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources.

In addition, the Bergen CoC expects the project to provide some level of leveraging funds for all projects. Leveraging includes any cash or in-kind contributions to the project that exceeds the 25% match requirement.

When calculating or documenting cash or in-kind contributions for match and leveraging, all projects must adhere to the regulations outlined in 578.73 of the HEARTH Act.

As a note, any services that would be provided by a third party, the recipient or sub recipient must have a signed memorandum of understand (MOU) with the third party that specifies the services and monetary value of the services being provided by the third party in order to use third party services as documentation for match or leveraging. This MOU should follow the specifics listed in 578.73 of the HEARTH Act.

Fair Housing

All projects and agencies funded through the Bergen County Continuum of Care must ensure their project is in compliance with HUD's regulations regarding Fair Housing and Equal Opportunity as outlined in 24 CFR 5.105(a). While projects are able to and in many instances are required to

dedicate their projects and funding to a specific subpopulation of the homeless, the project must work to implement its program in a manner that affirmatively furthers fair housing and allows for the accessibility and integrative services for persons with disabilities.

In addition, the Bergen CoC strongly encourages projects to avoid the separation of families in order to gain access to services and housing in the community. Per the HEARTH Act, the age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives funds in the Continuum of Care and the project must take all actions allowable to serve families and households as they present.

Submitting the Continuum of Care Application

The Bergen County Division of Community Development is the agency responsible for completing and submitting the Collaborative Application for the Continuum of Care. The Bergen CoC has two separate processes that relate to completing the full HUD required Continuum of Care Application:

Individual Project Applications

The Bergen CoC has outlined how individual project applications are chosen and recommended for funding in the Local CoC Funding Selection Policies and Procedures. Once projects have been chosen for submission through the Collaborative Application, the individual project applications must be completed and submitted by the individual agencies that receive the CoC funding using the esnaps portal.

During the time of the local Continuum of Care application, the CoC Lead will notify all agencies via email and meeting announcements what the timeframe will be for completing and submitting applications for review. The CoC Lead will work with agencies to ensure project applications depict accurate budgets and project information. After the project application drafts have been reviewed, the CoC Lead will notify agencies that the applications are ready to be submitted in esnaps.

CoC Consolidated Application

In order to complete the Project List of the Continuum of Care, the Performance and Evaluation Committee utilizes the procedures outlined in the Local CoC Funding Selection Process.

To complete the CoC Application, the CoC Lead will use information it has gathered through a number of sources including the PIT, HIC, AHAR, HMIS, APRs, Continuum of Care and subcommittee meetings to draft responses to the sections of the CoC Application. The Division will then make the responses public and welcome feedback, as well as get additional information for specific sections that may need further clarification. After all feedback is received the CoC Lead will review all comments and update appropriate sections. The CoC Lead will do a final review of all project budgets and applications as well as the responses put together for the CoC Application and will submit the completed Consolidated Application by the date specified in the NOFA released by HUD.

Appeals

Any agency that has a complaint or appeal related to the Bergen County CoC may submit an appeal or complaint to the Bergen County Division of Community Development. To file a complaint or

appeal, the agency must submit a letter to the CoC Lead including the name of agency submitting the complaint and a description of their complaint or appeal.

Upon receiving the letter, the Lead Agency will convene the CoC Executive Board and the Board will have 10 business days to review the information provided by the agency and provide a response to the project's appeal or complaint.

If a CoC funded agency wishes to file an appeal related to Continuum of Care funding, the agency should follow the appeals process outlined in the Bergen CoC Local CoC Funding Selection Process.

Bergen County Continuum of Care Policy for Requesting Letters of Support

PURPOSE

One way many funding sources are working to coordinate with the Continuum of Care is to require agencies applying for certain funds or grants to obtain a letter of support from the Continuum of Care to include in their proposal. The Bergen County Continuum of Care has established guidelines and a process for requesting a letter of support, to ensure a fair process and to ensure that the decisions on who will obtain a letter of support is made by the Continuum of Care body.

INITIAL REQUEST

Any agency that is requesting a letter of support from the Bergen County Continuum of Care must submit an email request to the CoC Lead that includes:

- The grant for which the agency is applying for
- What the funds will be used for in Bergen County
- The final date the letter is needed by
- A sample letter

Upon receipt of this request, the CoC Lead will add the requesting agency to the agenda of the next full membership Continuum of Care meeting and will notify the agency of the date. If there is no full CoC meeting that will take place prior to the required deadline, the agency will be added to the next Leadership Committee Meeting, in which the Leadership Committee will vote on behalf of the CoC.

At the discretion of the CoC Lead, the lead may send out an electronic request for support, if there is neither a full membership or Leadership committee meeting before the required time frame for the agency requesting it. This decision will only be made if the CoC Lead feels the agency has made all efforts to provide the request in a timely manner.

REQUEST PRESENTATION

At the CoC or Leadership Committee meeting identified by the CoC Lead, the requesting agency must provide information to the members detailing:

- The grant for which the agency is applying for
- What the funds will be used for in Bergen County
- How much funding the agency is applying for

After asking any questions members may have about the grant or its necessity, the CoC Lead will conduct a vote to approve the request for a letter of support from the CoC.

If the CoC Lead will be allowing an electronic vote, the agency will provide the CoC Lead with the above information to be sent out to all voting members, requesting any objections to the approval of the letter.

OBTAINING LETTER OF SUPPORT

Once the CoC has approved the decision for an agency to receive a letter of support, the CoC Lead will update the provided sample letter and will provide the signed letter of support within 5 days of the approval vote.

No letter of support will be provided for agencies that do not follow the process as identified in this policy outline.

APPEALS

Any appeals made on the decision of the CoC to approve a letter of support would follow the Appeals Policies for the Bergen County Continuum of Care.

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 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.

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 Coordinated Assessment Policies and Procedures

Purpose

The Bergen County Continuum of Care coordinated assessment system was created to assist the homeless in Bergen County to access services, specifically related to permanent housing, and to ensure that those households with the highest needs and longest lengths of homelessness were being prioritized for appropriate permanent housing opportunities in the community.

These policies and procedures outline how the coordinated assessment system is structured and how it should be implemented.

Background and Need

Within the current system in Bergen County when a household becomes homeless there are many doors through which they could enter the homeless service system. Households may receive difference services and housing options depending on which agency they first seek assistance. The current system also has housing options presented to clients based on availability instead of based on the overall need of the client and other clients in the community, making it more of a first come, first serve process for households seeking permanent housing.

A thorough assessment and housing prioritization process will allow the Bergen County CoC to assist households with the resources they truly need. Moreover, the current system, which sometimes requires households to jump from one agency to another prevents the County from being able to assess the CoC's effectiveness as well as the current gaps in services. Taking the time to evaluate each household's need throughout the community, rather than focusing solely on where there is space for them, will provide a much clearer picture of what other types of services and funding are needed by the community to serve the households that are seeking assistance.

The coordinated assessment system requires a shift in the way agencies are determining level of need and accepting referrals for their projects, however, the reality is that resources continue to be cut as the need continues to grow. It is therefore critical that the Bergen County CoC is increasingly thoughtful and targeted about using available resources.

Overview of the Coordinated Assessment System

In Bergen County, the coordinated assessment process has been structured to ensure that all households experiencing homelessness, meaning those currently in an emergency shelter, in a transitional housing project, or unsheltered, are assessed using a standardized assessment tool to determine the level of need of each individual household.

From the scores associated with the assessment tool, the CoC Lead will create a Housing Prioritization List which will prioritize each household based on the information gathered in the assessment. All permanent housing and rapid rehousing projects in the CoC will then utilize this prioritization list to take the neediest and most appropriate household to fill their vacancy. This process will prevent households from having to apply to each permanent housing project, and will

allow permanent housing projects to more quickly fill vacancies with appropriate clients in the community.

Assessment Tool

Bergen County Continuum of Care will be utilizing the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT) to prioritize households in their coordinated assessment system. The VI-SPDAT is a nationally used assessment tool that collects information about various health and social needs of each household to evaluate the most appropriate housing invention based on the household's individual need. The tool considers factors such as:

- The extent of a household's homelessness
- Health care concerns/emergency room visits
- Interactions with the police and law enforcement
- Mental health disabilities or issues
- History or active substance use/abuse
- History or current experiences of domestic violence

The VI-SPDAT uses the responses to the questions related to the factors above to provide a score that identifies the vulnerability of the client. The higher the VI-SPDAT score the household receives, the higher the level of intervention they will most likely need to maintain permanent housing and avoid additional episodes of homelessness.

Completing the Assessments

All emergency shelter, transitional housing and street outreach teams will be responsible for completing the VI-SPDAT on all clients in their facilities. The VI-SPDAT will be completed upon intake of the client into the project and will be completed in HMIS for all HMIS participating projects. Any project that does not participate in HMIS or has projects that are not included in HMIS must complete a paper or electronic version of the VI-SPDAT and maintain completed assessment forms for their individual clients.

While it is ideal that all clients who will be included in the Housing Prioritization List will already be connected with a sheltering program or street outreach team, the CoC is aware that some clients may be most comfortable seeking services at agencies that are not a sheltering or outreach team. For this reason, any agency that engages a client that should be included in the Housing Prioritization List will complete a VI-SPDAT with that client and will submit the completed assessment as well as a cover page to the Bergen County Housing, Health and Human Services Center Next Step Program. The Next Step program will then input that VI-SPDAT into the HMIS system to ensure all clients who are identified as homeless in the County will have access and will be prioritized for housing opportunities.

Housing Prioritization List

In order to effectively utilize the completed assessment and to create cross program coordination for accepting referrals, the Bergen CoC Lead Agency will maintain the CoC's Housing Prioritization List. This list will be used to identify which clients in the CoC are the most vulnerable and the most

in need of housing opportunities based on the prioritization of the CoC, outlined below. The prioritization list will be composed by the Lead Agency, on a weekly basis, by pulling the report directly from HMIS.

In order to ensure that all clients have a fair opportunity at housing, regardless of whether their agency enters information into HMIS or not, upon pulling the prioritization list from HMIS, the CoC Lead will then merge this list with the matching prioritization lists that will be submitted by all non-HMIS participating agencies or programs. It is the responsibility of the non-HMIS agency to submit their project's individual prioritization list to the CoC Lead at the beginning of each week. This will ensure that the Lead has the information needed to compile a full and complete prioritization list weekly.

This prioritization list will then be entered in a Google Doc in order to make it available to all appropriate parties. To avoid unnecessary access to the prioritization list, the Google Doc will be password protected and only agencies that will have their clients on the list, or agencies that will be taking referrals from the list will have access.

The prioritization list will be confidential, as there will be no identifying information included on the list. The categories that will be included are:

- Client ID
- Household Type
- Number of Household Members
- Head of Household's Current Age
- Head of Household's Gender
- Household's Chronic Homeless Status
- If the Head of Household is Disabled
- If Another Member of the Household is Disabled
- If the Household has a Veteran
- VI-SPDAT Score
- Current Homeless Locations
- Length of the Time the Household has been in their Current Homeless Situation
- Agency to Contact for Referral
- Notes

All fields on the Housing Prioritization Tool that is available through the Google Doc will be not be editable with the exception of the notes column. That column will be open to allow agencies to make specific notes about clients. For example, if a veteran does not qualify for SSVF that should be noted, or if there is a program that is already in the process of accepting a client, that should be noted to prevent other agencies from reaching out to a program about that client. The notes column will not be used to identify any specific characteristics about the client such as a specific disabling condition or criminal background as that information does not need to be shared with all parties with access to the list.

The clients that will be included on the housing prioritization tool will only be those that meet HUD's definition of literally homeless, which includes households currently housed in an emergency shelter or transitional housing project, or households that are currently in a place not

meant for habitation. The CoC will do an analysis of the Housing Prioritization List after implementation to determine if the list should be expanded to include households that are at-risk or in doubled up situations.

Prioritization

While the primary prioritization of the Bergen County Coordinated Assessment System will be based on the score the household receives from the VI-SPDAT, the Bergen CoC has added additional prioritization to the Housing Prioritization List. Prioritization on the Housing Prioritization List will abide by the following order:

1. Individuals or families that are chronically homeless
2. Individuals or families that are or include a veteran
3. Individuals or families that are currently residing in a place not meant for habitation
4. Individual or family's Prioritization Score
5. The length of time the individual or family has been in their current homeless situation

Once the CoC Lead composes the final Housing Prioritization List each week, the list will be sorted in the order identified above. This will ensure that populations that have the highest needs and options available will be prioritized when housing providers are seeking referrals.

Referrals

One of the goals of the Bergen County Coordinated Assessment and Housing Prioritization System was to streamline the way clients have to apply for permanent housing opportunities in the community. For this reason, instead of the current system, where clients have to apply for each permanent housing project and possibly wait on lists for each project, when an opening occurs or a new project comes on line, that specific project will utilize the Housing Prioritization List to fill its vacancies.

Upon an opening, the agency must consult the Housing Prioritization List to see who the client with the highest prioritization is, that is eligible for the project. The permanent housing agency will then reach out to the current program who is working with that client to obtain a referral. This eliminates the need for clients to complete applications for each separate program since permanent housing projects will only accept applications from clients that seem to be eligible for the project and only when a vacancy is available. Once the permanent housing agency requests a referral from a client, it is the requesting project's responsibility to make a note on the Housing Prioritization List that states that the provider has requested a referral for that client, so other agencies know that if a vacancy opens up that client is already being vetted for a project.

All ESG and CoC funded permanent housing and rapid rehousing projects must take all referrals for open units in their projects from the Housing Prioritization List in this manner. The CoC Lead will be keeping track of referrals going to projects to ensure that projects are not skipping prioritized households, with the exception of prioritized households not meeting specific project requirements, i.e. if a family project has a vacancy they cannot accept an individual, even if an individual is at the top of the prioritization list. Since this is such an important aspect of the

prioritization list, all CoC and ESG projects will be monitored on their utilization of the prioritization list and projects that do not utilize the list will risk a loss of funding.

Through the work of the agencies in the CoC, Bergen County has made significant process towards ending homelessness among its veteran and chronically homeless population. While this is true, there are many projects that have dedicated beds to the chronically homeless. If, upon seeking a referral from the Housing Prioritization List, the project does not find a client who meets the definition of chronically homeless, and therefore would not be eligible for the project, the agency can request a letter from the CoC Lead, stating that at the time of the vacancy, there were no chronically homeless individuals or families in the CoC and therefore the project is receiving approval to accept the next most vulnerable population based on the HUD Notice: CPD 16-11 titled 'Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Persons in Permanent Supportive Housing'.

While CoC and ESG funded projects are the only projects required to take all referrals from the Housing Prioritization List, all partners who serve the homeless population and are able to take clients from the prioritization list will be given access, and will be encouraged to participate.

Case Conferencing

While it is only permanent housing and rapid rehousing projects that will be taking their referrals from the Housing Prioritization List, Bergen CoC is aware of the unfortunate circumstance, that there is not enough permanent housing and rapid rehousing resources to serve all clients that become homeless throughout the County. For that reason, the Bergen CoC will implement case conferencing, as it has done successfully to address both chronic and veteran homelessness. Case conferencing will be utilized to identify options and plans for the clients that are not eligible for traditional resources in the CoC. It is not the intention of the Bergen CoC to allow clients to remain on the Housing Prioritization List for long periods of time, as the case conferencing will be used to identify opportunities for the most vulnerable and hardest to serve clients.

Case conferencing will occur once a month, after the Continuum of Care meetings. The case conferences will involve all homeless providers and interested parties in the community and will focus on the top 5 clients on the housing prioritization list that are not currently engaged by a provider for possible housing opportunities, in efforts to identify specific opportunities or services available to move clients toward permanent housing.

Client Confidentiality

While there will be no identifying information shared through the Housing Prioritization List, it is the responsibility of all agencies completing the VI-SPDAT on their clients to ensure clients are aware that information will be used to prioritize them for housing opportunities in the community. Each agency is currently advising clients of their rights in relation to the collection of HMIS data and this must be part of that disclosure.

If during case conferencing, names or any identifying information will be shared among the group, the agency must ensure that the client has signed a release of information allowing their information to be shared among the group of providers in attendance.

Outcomes

The Bergen CoC Lead, as managing entity of the Housing Prioritization List is responsible for the tracking and measuring of outcomes related to the Coordinated Assessment Process. The following items will be analyzed to ensure the system is working as intended:

- Agency Participation
 - The CoC Lead is responsible for tracking which projects are submitting information for the Housing Prioritization List, either through HMIS or separately through the electronic Housing Prioritization List submission to ensure that all projects that should be submitting information to have clients included, are
 - The CoC Lead will also track which CoC and ESG funded projects are taking clients from the Housing Prioritization List, this will be done to ensure that all clients that should be taking referrals from the system are and that clients are not skipped based on non-eligibility issues
- Length of Time Clients Remain on the Housing Prioritization List
 - Bergen CoC has the goal of helping clients obtain permanent housing as quickly as possible and so will track the length of the time clients remain in projects and on the prioritization list before entering a permanent housing placement
- Destinations of Clients Being Removed from the Prioritization List
 - The overall goal of the Coordinated Assessment System is to assist households in finding permanent housing placements that are appropriate for them based on their housing needs, for that reason, the destinations of all clients that are included on the list will be tracked on a separate document to determine the effectiveness of not only the Coordinated Assessment System but the Bergen County CoC

07. HMIS Policy and Procedures Manual

BERGEN COUNTY
HOMELESS MANAGEMENT
INFORMATION SYSTEM

Policies and Procedures Manual

April 2016

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Introduction

HUD requires all Continuums of Care to have and use a Homeless Management Information System (HMIS) that complies with the standards of the US Department of Housing and Urban Development (HUD) found in the Federal Register, Department of Housing and Urban Development, *Homeless Management Information Systems (HMIS): Data and Technical Standards Final Notice* (Volume 69. No. 146/ Friday, July 30, 2004/Notices); the Homeless Management Information System (HMIS) Data Standards, Revised Notice, dated March 2010; the 2014 HMIS Dated Manual, effective October 2014; and any revisions made by HUD to those Standards and Guidelines.

The Bergen County HMIS database has been accessible to all participating agencies providing homeless and homeless prevention services since 2004. Clients' demographic information and service needs are entered at intake, throughout their service, and at discharge. Due to controls available on the system, client privacy and confidentiality are preserved.

People who are homeless or at risk of homelessness, and using any part of the Bergen County homeless system, are included in the HMIS database. Federal, State, and County agencies require use of the HMIS database for their funding streams serving this target population. Federal, State, and County level of service reporting are accessed directly through the HMIS.

The HMIS has the capacity to:

- Deliver an unduplicated count of men, women, and children who are homeless in Bergen County
- Collect data about the services provided to people who are homeless or at risk of homelessness.
- Offer an automated case management component
- Share data throughout the HMIS partnership
- Satisfy HUD, other federal, state, local, agency, and any other reporting requirements, including at a minimum: Annual Progress Reports (APR), including all revised forms; the Annual Housing Assessment Report (AHAR), including all annual updates and revisions; the Homeless Prevention and Rapid Re-housing Program (HPRP) Annual and Quarterly progress reports; the Emergency Solutions Grant (ESG) reports; the New Jersey Department of Human Services quarterly reports, and other reports as required
- Provide a secure environment to protect client privacy and confidentiality
- Assign a single protected personal identification number to each client participating in programs within each division/agency in the HMIS
- Assign a protected identification to each household within each division/agency

The Bergen Continuum of Care (CoC) designated the Bergen County Department of Human Services (Bergen DHS) as the HMIS Administrator for the Bergen County Homeless Management Information System. Bergen DHS is charged with managing the HMIS Data System operations on its behalf and providing HMIS project administrative functions in partnership with the CoC.

The methods of communication between the HMIS Administrator and the participating agencies are via electronic mail or telephone.

Confidentiality, Privacy, and Security

A. HUD HMIS Standards

The following information is excerpted from: Homeless Management Information Systems (HMIS): Data and Technical Standards Final Notice (Volume 69. No. 146/ Friday, July 30, 2004/Notices)

Section 4 Data and Technical Standards

- Based on principles of fair information practices and security standards recognized by the information privacy and technology communities
- Developed after careful review of the HIPPA standards
- Baseline standards required by any organization that records, uses or processes Protected Personal Information (PPI) on homeless clients for a HMIS.
- Additional protocols or policies to enhance further privacy and security for individual agencies, as deem appropriate
- Organizations must comply with federal, state and local laws re: confidentiality protections
- Two-tiered approach: minimum must meet the baseline privacy and security requirements/Some agencies may adopt higher levels of security due to nature of homeless population

Section 4.1.1 Definition of Terms

- Definitions:
 - Protected Personal Information (PPI)** – any information maintained about a living homeless client or individual that identifies/manipulated/linked to a specific individual
 - Covered Homeless Organization (CHO)** - any organization that records, uses or processes PPI on homeless clients for a HMIS
 - Processing** - any operation or set of operations performed on PPI for collection, maintenance, use, disclosure, transmission, and destruction of information
 - HMIS Uses and disclosures** – uses and disclosures allowed by these standards

Section 4.1.2 Applying HMIS Privacy and Security Standards

- Any CHO covered under HIPAA, is not required to comply with privacy/security standards, if, a substantial portion of its PPI is protected health information as defined in HIPAA. HMIS standards give precedence to the HIPAA rules:
 - HIPAA rules more finely attuned to requirements of health care system
 - important privacy and security protections
 - unreasonable burden to follow two sets of rules
- IF PPI does not fall under standards in this section; must be described in privacy notice with explanation of reason not covered. Disclosure requirement necessary if other standards are being used other than the HMIS standards

Section 4.1.3 Allowable HMIS uses and disclosures of PPI

- Allowable uses: 1) provide or coordinate services; 2) services related to payment or reimbursement; 3) carry out administrative functions; 4) creating de-identified PPI
- Uses/disclosures required by law-must comply and be limited to the requirements of the law
- Uses and disclosures to avert a serious threat to health or safety

- Uses and disclosures about victims of abuse, neglect or domestic violence
 - Required by law and complies with and limited to requirements of law
 - If client agrees to disclosure
 - Authorized by statute or regulation; necessary to prevent serious harm or if individual is incapacitated and not intended to be used against individual
 - Must inform individual that a report has been made
- Uses and disclosures for academic research; must be formal relationship
- Disclosures for law enforcement purposes; court order, warrant, subpoena or summons.

Section 4.2 Privacy Requirements

- Must comply with baseline privacy requirements
 - Data collection limitations
 - Data quality
 - Purpose use limitations
 - Openness
 - Access and correction
 - Accountability
- May adopt additional substantive and procedural privacy protections that exceed baseline standards
- Comply with federal, state and local laws
- Must be described in privacy notice
- Maintain a common data storage medium with another organization for sharing of PPI; responsibility for privacy and security by both organizations; must comply with HMIS standards and allow for un-duplication of homeless clients at CoC level

Section 4.2.1 Collection Limitation

- Collection of PPI only when appropriate to the purposes for which information is obtained or required by law
- Collect by lawful and fair means with knowledge and consent of individual
- Post a sign at each intake desk, which explains reasons for collection
- Additional Privacy Protections – In Privacy Notice commit to additional privacy protections consistent with HMIS requirements; 1) restricting collection of PPI; 2) collection PPI only with express knowledge; 3) oral/written consent from individual/third party

Section 4.2.2 Data Quality

- PPI collected must be relevant to the purpose for which it is to be used
 - Accurate, complete and timely
- Develop and implement plan to dispose of or remove identifiers seven (7) years after creation or last changed.

Section 4.2.3 Purpose Specification/Use Limitation

- Specify in Privacy notice purposes for collecting PPI and describe all uses and disclosures
- If not disclosed in Privacy notice must have consent of individual
- Additional Privacy Protections
 - Must be consistent with HMIS requirements
 - Seek oral/written consent for some or all processing
 - Agree to additional restrictions at request of individual

- Limiting uses/disclosures as stated in privacy notice
- No disclosure of PPI unless required by statute
- Maintain audit trail containing date, purpose and recipient
- Make audit trails available to homeless individual
- Limit disclosure of PPI to minimum necessary for purpose

Section 4.2.4 Openness

- Publish Privacy Notice, describe policies and practices, provide copy upon request
- Current version on web page
- Must post sign stating availability of privacy notice
- Privacy notice must state may be amended at any time; amendments may affect information obtained prior to change, unless otherwise stated
- Amendments must adhere to HMIS privacy standards
- Must maintain permanent documentation of all amendments
- Provide accommodations for persons with disabilities throughout data collection process.
- Provide required information in other languages other than English, common to community

Section 4.2.5 Access and Correction

- Must allow client to inspect and obtain copy of any PPI about client
- Must offer explanation of any questions
- Must consider any request by client for correction of inaccurate or incomplete PPI pertaining to client
- A CHO is not required to remove PPI information, may mark information as inaccurate or incomplete and may make additions
- Privacy Notice may reserve the ability to deny client to inspect and obtain copy
 - Litigation or comparable proceedings
 - Information about another individual
 - Promise of confidentiality, if disclosure would reveal source of information
 - Information that would endanger the life or physical safety of individual
- Upon denial to inspect or obtain copy, CHO must explain reason for the denial, include request documentation as part of PPI
- Additional Privacy Protections-CHO may in its privacy notice, commit to additional privacy protections consistent with HMIS requirements
 - Adopt own appeal procedure and describe within privacy notice
 - Limit grounds for denial, by not stating specific basis for denial
 - Allow client to add disagreement to PPI and allow to share disputed information to another person
 - Provide written explanation of reason for denial

Section 4.2.6 Accountability

- Establish procedure for accepting/considering questions/complaints about privacy and security policies and practices
- A CHO must require all staff members to sign a confidentiality agreement acknowledging receipt of a copy of privacy notice and pledges to comply with privacy notice
- Additional Privacy Protections
 - May request staff to undergo formal training in privacy requirements
 - Establish method for regularly reviewing compliance with privacy notice

- Establish internal/external appeal process for appeal of privacy complaint
- Designate a chief privacy officer for implementation of privacy standards

Section 4.3 Security Standards

- All CHOs must comply with baseline security requirements

Section 4.3.1 System Security

- Must apply system security provisions to all systems where PPI is stored
 - System Networks
 - Desktops
 - Laptops
 - Mini-computers
 - Mainframes
 - Servers
- Additional Security Protections
 - Apply system security provisions to electronic and hard copy information that is not collected for HMIS
 - May seek outside collaboration for performing internal security audit and certify system security
- HMIS systems must have a user authentication system consisting of a username and a password; passwords must be at least eight characters long, meet reasonable industry standard requirements, and
 - At least one number and one letter
 - Not using the username, the HMIS name or the HMIS vendors name
 - Not consisting entirely of any word found in the common dictionary or any of the above spelled backwards
 - Default passwords on initial entry, must be changed upon first use
 - Written user access may not be stored or displayed in public access area
 - Individual users must not have access to more than one workstation or log on to the network at more than one location at a time
 - Additional Security Protections
 - upper and lower case letters;
 - numbers;
 - symbols
 - Complex passwords-Use phrases, not individual words; capitalize each new word; substitute numbers and symbols for letters; eliminate spaces between words
- CHOs must protect HMIS systems by using commercial virus protection software
- Must include automated scanning of files, as accessed by users
- Must regularly update virus definitions from software vendor
- May commit to automatically scanning all files for viruses when system turned on, shut down or not actively being used
- Must have secure firewall between workstation and any systems
- Modem access must have own firewall
- Central server access, server must have firewall
- Older operating systems may need to be equipped with secure firewalls
- Additional security protections-Apply firewall to all workstations

- Public Access-Public forums for data collection or reporting must be secured to allow connections from pre-approved computers and systems through Public Key Infrastructure (PKI) certificates; or extranets that limit access
- Physical Access to Systems with HMIS Data-Computers must be staffed at all times when located in public areas
- Steps to ensure that the computers and data is secured at all times
- Workstations should automatically turn on a password protected screensaver when workstation temporarily not in use; time for password protection can be regulated by CHO
- Staff should log off and shut down data entry system when gone for an extended period of time
- All HMIS data must be copied to another medium on a regular basis and store in a secure off-site location
- Central server must be stored in a secure room with appropriate temperature control and fire suppression systems
- Surge protectors must be used
- CHOs must reformat storage medium when deleting all HMIS data; reformat storage medium more than once before reusing or disposing the medium
- Appropriate methods in place to monitor security systems
- HMIS data must maintain a user access log; logs must be checked routinely

Section 4.3.2 Application Security

- Apply application security provisions to software during data entry, storage and review or any other processing function
- All HMIS data must be encrypted when electronically transmitted
- Current standard is 128-bit encryption
- All HMIS data must be stored in a binary, not text, format
- All paper or other hard copy containing PPI for HMIS must be secured
 - Reports
 - Data entry forms
 - Signed consent forms
- All paper or other hard copy containing PPI must be supervised at all times when in public area

B. Bergen County HMIS Standards:

a. Protected Personal Information

Any information that can be used to identify a particular individual is protected personal information. HMIS users and developers must consider the following as protected personal information of an individual and his or her relatives, employers, or household members:

- Names
- All geographic subdivisions smaller than a state, including street address, city, county, precinct, zip code, and their equivalent geo codes
- All elements of dates (except year) directly related to an individual, including birth date, admission date, discharge date, and date of death
- Telephone numbers
- Social Security numbers

- Medical record numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Any other unique identifying number, characteristic, or code

b. Unidentifiable Data

When extracted and published, agency data will always be provided at the non-identifiable level. The AWARDS ID will be used to link clients across agencies and, by linking clients at the non-identifiable level, will preserve client anonymity. In addition, the Common Index provides a method of developing unduplicated client counts across agencies.

- All client data retrieved for custom reports will be individual, yet non-identifiable data. (For example, a client name “Mary Smith” will never show up in a report as “Mary Smith,” but as “SD123FGH”)
- All HMIS data that are electronically transmitted over publicly accessible networks or phone lines will have at least 128-bit encryption, which is the industry standard. Unencrypted data may be transmitted over secure direct connections, such as the e-mail inside the HMIS. A secure direct connection is one that can only be accessed by users who have been authenticated on at least one of the systems involved and does not utilize any tertiary systems to transmit data.
- All HMIS protected data must be stored in a binary, not text, format. Protected personal information shall be stored in an encrypted format using at least a 128-bit key.

c. Release of Information

Explicit authority and permission from clients is required before basic identifiable client information can be released. Client information may also be released as permitted under Medicaid, state, and federal statutes. In addition, the clients have the right to have access to their own data.

- A Client Consent-Release of Information for Data Sharing form must be signed by a client upon intake (even to low-barrier shelters) before any information can be shared.
- If a client receives financial assistance that information will become visible to all of the partner agencies, except public (county, state or federal) that does cash disbursements on behalf of clients.
- All HMIS Participating Agencies will be required to follow all current data security practices detailed in the Policies and Procedures manual, and adhere to the ethical data use standards, regardless of the location where agency users connect to HMIS.
- The client will have access on demand to view, or keep a printed copy of, his or her own records contained in the HMIS.
- A privacy notice shall be prominently displayed in the program offices where intake occurs. The content of this privacy notice shall be in accordance with *HMIS Data and Technical Standards Notice* of July 30, 2004.
- An individual has the right to receive an accounting of disclosures of protected personal information made by a HMIS user or developer in the six years prior to the date in which the accounting is requested, except for disclosures for national security or intelligence purposes or to correctional institutions or law enforcement officials.

d. Client Consent to Share Data

Clients must be informed about the intended use of personal client information at the time the information is collected. Agencies are responsible for having the proper procedures in place to ensure the consent to

use the information in the intended manner is understood by the client.

- A verbal explanation should include a description of HMIS, how the information will be used, how it will be protected, and the advantages of providing accurate information.
- It is critical that every agency post at the intake area the reason for collecting protected personal information sign.

We collect personal information directly from you for reasons that are disclosed in our privacy statement. We may be required to collect some personal information by law or by organizations that give us money to operate this program. Other personal information that we collect is important to run our programs, to improve services for people who are homeless, and to better understand the needs of people who are homeless. We only collect information that we consider to be appropriate.

At a time when the agencies using HMIS agree to information sharing, consent will be required from clients:

- The consent procedure should document the information being shared and with whom it is being shared. After the consent procedure has been explained, the provider should request client to sign the Consent form.
- The user is then responsible for checking the appropriate box on the intake form within the AWARDS system indicating which option of sharing the client has chosen.

e. **HMIS Security**

HMIS Administrator is responsible for validating, establishing, and granting security permissions and making sure security procedures are followed.

- Each agency is responsible for advising the HMIS Administrator of its own users, so that user IDs and passwords can be established.
- The HMIS Administrator will provide a user ID and temporary password for each User.
- User names will be unique for each user (lower case first name and first initial, different only if there is another user who already holds that user ID.
- The HMIS Administrator will have access to the complete list of users.
- The users at each agency are responsible for alerting the HMIS Administrator to remove HMIS users no longer serving the program(s) in HMIS. In most cases, removal of a user will be required before a new user may be added.
- Any paper or other hard copy generated by or for HMIS that contains identifiable information must be under constant supervision by a HMIS user or developer when in a public area. When staff members are not present, the information shall be secured in areas that are not publicly accessible.
- Written information, specifically pertaining to user access (user name and password) shall not be stored or displayed in any publicly accessible location.

f. **User IDs and Passwords**

User status is granted by the HMIS administrator who will be cognizant of contractual limitation on the number of users permitted in the Bergen County HMIS. A user ID and password will be provided to approved users.

Password protection has been used for many years to control access to computer information. The computer password is a personal key to a computer system. Passwords help to ensure that only authorized individuals access computer systems. Passwords also help to determine accountability for all transactions and other changes made to system resources, including data. If you share your password with a colleague or friend, you will be giving an unauthorized individual access to the system.

The relevant authorized user(s) will be held responsible if an unauthorized individual uses their access privileges to damage the information on the system or to make unauthorized changes to the data.

- **Rules for Passwords**

- Always change the initial password assigned to you by your administrator as soon as you receive it.
- Bergen County HMIS requires 8-12 characters, at least one lower case letter and one upper case letter; it must be changed every 90 days and HMIS will remind users when the deadline is approaching.

The screenshot shows a web interface titled "Password Policy Rules". It contains several rows of configuration options, each with a dropdown menu and a text label. The options are: "Do" (dropdown) "require password change on first login.", "Do" (dropdown) "require password change following admin password reset.", "Do" (dropdown) "require both upper and lower case letters.", "User must change password at least every 90" (input) "days.", "Warn user for 15" (input) "days before password expires.", "Allow an initial implementation grace period of 7" (input) "days before password expires.", "User may change password at most 5" (input) "times per day.", "New password must be different than previous 1" (dropdown) "passwords.", "Lockout user after 10" (input) "failed attempts for 30" (input) "minutes." Below the configuration area are five buttons: "UPDATE", "Jump Back", "Opening Menu", "Help Menu", and "Log Out".

- Passwords should be kept confidential and should never be shared.
 - Do not use someone else's ID or password. If more access is required or there are access problems, contact the HMIS Administrator for help.
- Passwords should not be written down or posted on computer terminal or other obvious places.
- Do not allow the computer to “remember” your password.
- Never use the same password twice. When you are selecting a new password, choose one that is quite different from your previous password.
- Your password should not be the same as your user ID.
- Passwords should not be trivial, predictable, or obvious:
 - Obvious passwords include names of persons, pets, relatives, cities, streets, your user ID, your birth date, car license plate, and so on.
 - Predictable passwords include days of the week, months, or a new password that has only one or two characters different from the previous one.
 - Trivial passwords include common words like 'secret', 'password', 'computer', etc.
- Beware of "shoulder surfers" who stand behind you and look over your shoulder while you are keying in your password or while you are working with confidential information.
- Do not use your access level to enable other individuals to access information that they are not authorized to access, or to submit transactions that they are not authorized to submit.
- Log off when you are finished using your terminal or workstation, or if you are stepping away from your desk, even momentarily.
- If you are going to be away from the office for an extended period (e.g., maternity leave or vacation), ask the Administrator to get your ID temporarily suspended, then reactivated when you return.
- Complete the security question section of the password function of HMIS in case your password is forgotten or if someone else attempts to use your user ID.

g. Data Access Location

Users should use precautions when accessing HMIS via the Web from public locations where the potential exists for viewing of client information by unauthorized persons.

h. Ethical Data Use

Every user bears primary responsibility for the material he or she chooses to access, store, print, send, display, or make available to others.

Appropriate use of the HMIS modules includes, for example:

- Respect for the rights of others
- Respect for the property of others
- Consideration of other persons using shared systems
- Confidentiality in use of passwords and personal identification numbers
- A presumption of the right to privacy
- Use of tools for the purpose for which they are intended
- Adherence to the etiquette and culture as defined in systems that you use

Inappropriate use of the HMIS modules includes, for example:

- Unauthorized access, alteration, destruction, removal, and/or disclosure of data and/or information
- Disclosure of confidential passwords or personal identification numbers
- Malicious or unethical use, and use that violates federal laws

Access to HMIS

a. Web browserAddress (from 2004 to the time of this document)

- Type: <https://bergen.footholdtechnology.com>

A login form titled "AWARDS". It features a logo at the top consisting of a stylized green and white shape above the word "AWARDS". Below the logo are two input fields: "Username" and "Password". A green "Log In" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot username or password?" and "Having trouble logging in?".

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- Please note Bergen seal indicating correct site.
- User names and Passwords are case sensitive.
- Correct entry of security question in the password function in HMIS allows use of the prompts for forgotten username or password.
- Foothold Technology security protocols occasionally make shortcuts invalid. If user's shortcut to this page fails to operate correctly, use the web address and re-set the shortcut.

b. HMIS Customization

- Agencies may request more user licenses from the administrator, which can be granted based on overall system and existing agency numbers.
- Administrator can assist with custom reports and forms unique to programs.
- Agencies will not be able to customize HMIS itself. However, certain changes may be available to HMIS Administrator or available from the software provider via the HMIS Administrator.

c. Agency Participation Fee

- At this time, agencies are not charged a fee for the use of HMIS due to funding secured from various sources. In the future, the agencies may be charged a yearly fee for use of the software and/or a monthly service charge.

d. User Activation

- Participating agencies will contact the HMIS Administrator to add HMIS users.
- HMIS administrator grants user access based on overall system and existing agency numbers.
- Each new HMIS user will be provided with a user ID and temporary password by the HMIS Administrator.
- The system will force a new HMIS User to create a unique password at their first entry.

e. Breach of System or Client Confidentiality Penalty

- Training and technical assistance will be provided to any agency that is found to have had breaches of system security and/or client confidentiality.
- Subsequent violations of system security may result in suspension from the system.

f. System Availability

- The AWARDS data entry portal is generally available 24 hours a day, 7 days a week.
- HMIS Users will be informed of any operational downtime.

g. Timing out of HMIS

- HMIS should not be left open and idle/inactive on any computer.
- HMIS is set up to close down if remaining inactive for a period; users will be required to sign in to continue work.

Inactivity Time Out Setting

Users are required to re-enter their credentials when they have been inactive in the application for more than the timeout limit.

Time Out Value: Minutes

Quality Control

a. Data Integrity

- HMIS users at the participating agencies are responsible for the accuracy, correctness, and timeliness of their data entry and are responsible for ensuring that the HUD HMIS Required Data Elements are being collected.
- Participating agencies are responsible for monitoring the integrity of data being entered into the HMIS system.
- The HMIS Administrator will run HMIS-wide reports to monitor for missing and incomplete data.

b. Data Integrity Expectations

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

Data Entry and Loading

a. Client Data

- HMIS provides for the loading and sharing of client information .
- Historical client information, if possible and existing on a legacy MIS system, will initially be migrated to HMIS on a one time basis.
- Client data in the HMIS will be available real-time, assuming that agency data is entered real-time
- HMIS will provide a mechanism to load client data from existing agency MIS systems (i.e., any large scale third or fourth generation database systems) into the HMIS system.
- Complete intake, service contact, and discharge modules, as appropriate, for each client.
- At a minimum, complete HMIS Updates for each client within 30 days of each anniversary of their admission.

b. Schedule of Data Entry

- HMIS will block retroactive data entry of greater than 45 days, unless specific funding streams require fewer days. Open date capabilities beyond 45 days (to enter correct service dates) can be granted by the HMIS Administrator upon request. This is a limited time feature.
- Participating agencies can request notification when HMIS users responsible for the agency's data and programs request open dates.
- By the 10th working day of each month, input and/or download HMIS information for the prior month.
 - Include information for programs that serve individuals who are homeless or at-risk of homelessness and are funded by the U.S. Department of Housing and Urban Development (HUD), Housing Opportunities for Persons With AIDS (HOPWA), Federal Emergency Management Agency (FEMA), Social Services for the Homeless (SSH), Emergency Services Grant (ESG), Community Development Block Grant (CDBG), the County of Bergen, or other funders as required.

c. Schedule of Data Loads

- HMIS data loads will take place weekly.
- HUD funded programs with data sources other than the HMIS software provider are encouraged to upload data weekly. However, every agency must upload their data by final business day of each month.
- Although data loads take place weekly, agencies can enter data into HMIS in real-time.

Data Retrieval

a. Participating Agencies

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

b. HMIS Software Provider

- The HMIS Software Provider does have access to individual and aggregate data contained within the HMIS. They will be responsible for addressing and resolving all issues that cannot be resolved at the local level.
- Through a required County Request for Proposals (RFP) procedure, the CoC Lead in conjunction with the HMIS Lead, and a RFP Review team, will select a single product to serve as the sole HMIS Data System provider for Bergen County.

c. General Public

- The general public has a right to request non-identifiable aggregate data related to homelessness.

User Licenses

a. Software Licenses

- Each agency will receive one user license per user for users to access the HMIS system via the Internet. Granting of license is based on available space per software provider's contract, number of programs the agency tracks in HMIS, and other considerations as necessary to maintain a balance for all HMIS user agencies.
- The HMIS Administrator will be responsible for tracking and reporting on utilization of user licenses. Unused licenses for which no staff (HMIS) termination has been reported will be investigated by the HMIS Administrator. As limited user licenses are available to Bergen County, an unused license must be made available for alternate assignment.

Training

a. HMIS Train-the-Trainer

- Train-the-Trainer is a concept whereby someone is trained on how to teach others to complete a certain task.
- Experienced HMIS users may take responsibility for training their respective agency users on the use of the HMIS modules.
- The HMIS Administrator will monitor the entries of new users when colleagues have trained them to assess the quality of the data entered.

b. Ongoing HMIS Training

- On a yearly basis, the HMIS Administrator will provide mandatory group refresher trainings for all HMIS Users, per HUD guidelines.
 - It is the agency's responsibility to ensure that all users attend at least one offered training each year.
 - Licenses of users not attending at least one training per year will be removed from HMIS regardless of the agency's need to meet funder expectations.
- Upon request, the HMIS Administrator will provide one-on-one or small group training for new users, refresher courses, or to address agency specific questions/use/concerns.
- At any time, a HMIS user may call or e-mail the HMIS Administrator for instruction and assistance on specific issues.

c. HMIS Partnership meetings

- On a bi-monthly basis, the HMIS Coordinator will schedule a meeting to be attended by at least one representative of every agency using the HMIS data base.
- The purpose of the meetings will be to discuss issues such as, but not limited to:
 - Training on specific new HMIS features
 - Peer support for like problems, protocol, process
 - Discussion of changes in HUD Standards
- On occasion, the HMIS partnership meeting will be cancelled so that Users can participate in training webinars offered by the HMIS software provider.

Disaster Recovery

- a. Servers for the web-based HMIS are located off-site; they are operated by the HMIS software provider.
- b. The HMIS Software provider protects Bergen data from outsiders breaking into the HMIS or loss of data due to fire or other disastrous situations in the following ways:
 - Physical protection of the HMIS data includes:
 - sophisticated disaster prevention and recovery systems
 - uninterruptible power supplies
 - porous floors to prevent flood damage
 - “dry” sprinkler pipes, fire suppression gas instead of water
 - a diesel generator that picks up immediately in the advent of a power
 - industrial air filtering and air conditioning technologies
 - and a live 24-hour armed guard
 - Electronic Protection of HMIS data includes:
 - Firewalls
 - copy all data to a second server
 - a copy of HMIS data is electronically transferred off-site once a week and the back-up file is available for downloading
 - third party escrow services, whereby a copy of the entire AWARDS application and data are put into a vault every quarter in case an unforeseen event closes the HMIS provider

09. PHA Administration Plan

- a. Bergen County Housing Authority Preference Documentation

PHA PLAN ELEMENTS

Eligibility, Selection and Admissions Policies including Deconcentration and Wait List Procedures

Eligibility

The HABC is responsible for ensuring that every individual and family admitted to the HCV program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by the HABC to confirm eligibility and determine the level of the family's assistance

To be eligible for the HCV program the applicant family must:

- *Qualify as a family as defined by HUD and the HABC*
- *Have income at or below HUD specified income limits*
- *Qualify on the basis of citizenship or the eligible immigrant status of family members*
- *Provide social security number information for family members as required*
- *Consent to the HABC's collection and use of family information as provided for in HABC provided consent forms*

Tenant Selection

Families will be selected from the waiting list based on date and time of application, based on the targeted funding or selection preference(s) for which they qualify in accordance with the PHA's hierarchy of preferences.

As required by regulation HABC targets assistance toward extremely low income families (30% or less AMI). The HABC monitors progress in meeting program income targeting requirements, and 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.

Admissions Policies

The HABC employs the following federal preferences for admission into its HCV/Section 8 program: Involuntary displacement in a federally declared disaster area; Homelessness; Targeted Funding, Residency; Working Families; Insufficient PBV portability funding and Insufficient Funding Termination preference.

Wait List Procedures

The HCV/Section 8 wait list has been closed since 2007 and the wait lists for all senior/disabled public housing projects have been closed since 2012 and the wait list for family public housing was closed in 2013.

Inquiries regarding wait lists are directed to the HABC headquarters office. Any inquiry of an applicant on the wait list must be in writing to the HABC headquarters or regional zone administration offices.

Public Housing vacancy rates is less than 1% and vacancy loss is under 2%. HABC strives to continue to maintain this rate.

09. PHA Administration Plan

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 or 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.

09. PHA Administration Plan

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'Neel

SECONDED BY: John Power

DATED: March 7, 2012

PREFERENCE POINT SYSTEM:

Applicants will be ranked according to the following:

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

PREFERENCES:

Residents of Fort Lee (or working in Fort Lee)	_____ (5 Points)
Veteran	_____ (1 Point)
Working family (or age 62 or older, disabled, or single working Fort Lee resident)	_____ (1 Point)
Rent Burden (paying more than 50% of income for rent)	_____ (1 Point)
Substandard Housing	_____ (1 Point)
Domestic Violence (Court Mandated)	_____ (1 Point)
Disabled – Classified by State and Federal Government	_____ (2 Points)
TOTAL POINTS	_____

09. PHA Administration Plan

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.

10. CoC-HMIS MOU

Homeless Management Information System (HMIS) Lead Agency
Memorandum of Understanding
Between
Bergen County Continuum of Care
And
Bergen County Department of Human Services

This memorandum of understanding establishes the governance and structures for the partnership between the Bergen County Continuum of Care (hereinafter called Bergen CoC) and the Bergen County Department of Human Services (hereinafter called BC Human Services) with regard to understanding the roles and responsibilities associated with the Homeless Management Information System (HMIS) of the County.

I. PURPOSE AND BACKGROUND

The purpose of this Memorandum of Understanding (MOU) is to confirm agreements between the Bergen CoC serving the County of Bergen jurisdiction and the Bergen County Department of Human Services. This MOU establishes BC Human Services as the HMIS Lead Agency for the CoC, defines general understandings, and defines the roles and specific responsibilities of each party related to key aspects of the governance and operation of the HMIS. HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for all communities and agencies receiving HUD CoC funds and Emergency Solution Grant (ESG) funding. HMIS is essential to efforts to coordinate client services and inform community planning and public policy. Through HMIS, homeless households would benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services. Analysis of information gathered through HMIS is critical to the preparation of a periodic accounting of homelessness in Bergen County and throughout New Jersey, including required HUD reporting. The parties to this MOU recognize that thorough and accurate capture and analysis of data about homeless services and households is necessary to service and systems planning, effective resource allocation, and advocacy, and thus, share a mutual interest in successfully implementing and operating HMIS in Bergen County.

II. DURATION

Except as provided in Section VIII (Termination), this MOU will hold true for the duration that the BC Human Services remains the HMIS Lead for Bergen County. It is anticipated that this MOU will not need to be renewed annually once agreed upon and signed, unless there is a change in the administration or leadership of either party..

III. GOVERNANCE AND PARTICIPATION

1. CoC Governance:

The CoC is the lead planning group for HUD-funded efforts to end homelessness and for implementing and operating a homeless CoC system in Bergen County. As such and per HUD policy, the CoC is responsible for HMIS Project oversight and implementation, which encompasses planning, administration, software selection, and reviewing and approving all policies, procedures, and data management plans governing HMIS Participating Organizations (described in Section III 3 below).

2. Lead Agency Designation:

The Bergen CoC designates the Bergen County Department of Human Services as the Lead Agency for the Bergen County Homeless Management Information System. BC Human Services is charged with managing the HMIS Data System operations on its behalf and providing HMIS project administrative functions in partnership with the CoC.

3. HMIS Participating Organizations

An HMIS Participating Organization (HPO) is defined as any organization that operates a provider program, whether or not it is a member of the CoC, and that contributes Protected Personal Information and other client-level data to the HMIS Data System. HPOs must enter into a participation agreement with the CoC in order to contribute such data to the HMIS Data System.

4. Software and Hosting:

Through a required County Request for Proposals (RFP) procedure, the CoC Lead in conjunction with the HMIS Lead, and a RFP Review team, will select a single product to serve as the sole HMIS Data System provider for Bergen County.

IV GENERAL UNDERSTANDINGS

1. Funding:

- HUD Grants – HMIS project activities are funded in part, by HUD CoC and ESG grants. The CoC authorizes the Bergen County Department of Human Services, as the HMIS Lead Agency, to apply for and administer dedicated HMIS funds. The terms and uses of HUD funds are governed by the HUD CoC and ESG grant agreements and applicable rules.
- Additional Funding – BC Human Services will be responsible for the remaining funding required to administer the HMIS system, including the match required for HUD funding.

2. Compliance with HMIS Standards:

It is the responsibility of the Bergen CoC to ensure that the HMIS Lead Agency is operating the HMIS Project in compliance with HUD HMIS Technical Standards (2004), HUD HMIS Data Standards (2010), HUD HMIS Data Standards (2014), other applicable laws, and any future standards HUD will release.

3. Operational Policies and Agreements:

The CoC charges the HMIS Lead Agency with developing and maintaining agreements, policies and procedures. These agreements, policies and procedures include, but are not limited to, an operating policies and procedures manual for use and management of the data system (including procedures for ensuring the security of data, disaster recover, and data quality assurance), privacy policies and notices, data collection and technical standards for HPOs and Participation Agreements. Once reviewed and approved, changes to the policies and procedures may be made to comply with HUD HMIS standards or otherwise improve HMIS operations.

V. SPECIFIC RESPONSIBILITIES OF THE PARTIES

1. CoC Responsibilities:

- Ensure and monitor compliance with relevant HUD regulations and standards
- Review all HMIS Lead Agency's policies and procedures
- Establish data quality standards and benchmarks for all HPOs
- Review data quality standards and plans, and establishing protocols for addressing HPOs' compliance with those standards
- Using HMIS data to inform CoC programs and system design, and measuring progress toward implementation of the CoC Performance Measures and other established goals
- Providing all local information as necessary for compilation of the annual Housing Inventory County (HIC), the HMIS elements of the annual Point-in-Time (PIT) County, Annual Homeless Assessment Report (AHAR), and other Federal and local reports.
- Developing and executing participation agreements with HPOs; Sign and maintain original copies of participation agreements

2. HMIS Lead Responsibilities:

a) Governance and Reporting

- Review and submit data from the HMIS system related to the AHAR, PIT, and HIC
- Monitor the consistent contribution of data that meets all HUD established data standards, at minimum, every program operating under CoC or ESG funding
- Work with the CoC to facilitate participation in the HMIS by homeless serving agencies in the community
- Attend CoC (General and Leadership Committees) and Data Committee meetings
- Provide data needed to inform CoC's progress towards achieving its goals related to ending homelessness

b) Planning and Policy Development

- Develop and upon approval by CoC, implement written policies and procedures for the operation of the HMIS Project, including requirements and standards for any HPO, and provide for the update of these procedures as required by changes to policy
- Provide assistance to the CoC adopted and implemented data quality plan consistent with requirements established by HUD, and review and update this plan as needed and upon update to HUD regulations, notice or guidance
- Develop and upon approval by CoC, implement a security plan consistent with requirements established by HUD, and review and update this plan as needed and upon update to HUD regulations and guidance
- Develop and upon approval by CoC, implement a disaster recovery plan consistent with requirements established by HUD, and review and update this plan as needed according to the most current HUD regulations or guidance
- Develop and upon approval by CoC, implement a privacy policy specifying data collection limitations, purpose and use limitations, allowable uses and disclosures, openness description, access and correction standards and accountability standards

c) Grant Administration

- Prepare and submit project application for HMIS grants through CoC and ESG funding sources
- Manage spending for both HUD grants and matching funds
- Ensure accurate and regular (quarterly, at minimum) draw down of HUD grant funding
- Complete and submit HUD required reporting and documentation for HUD grants

d) System Administration

- Oversee the day-to-day administration of the HMIS system
- Manage contract for the sole HMIS Data System provider which includes training and licensing
- HMIS training for the HPOs
- Ensure HMIS software meets the minimum data and technical functioning requirements established by HUD
- Ensure HMIS data processing capabilities, including the collection, maintenance, use, disclosure, transmission and destruction of data and the maintenance of privacy, security and confidentiality protections
- Oversee and relate small and large scale changes to the HMIS software to CoC Lead and HPOs

e) Compliance Monitoring

- Monitor compliance by all HPOs with HMIS participation requirements, policies, and procedures, privacy standards, security requirements, and data quality standards through an annual review per the process outlined in the Policies and Procedures and approved by the CoC

VI. DATA ACCESS AND MANAGEMENT

The Bergen County Department of Human Services authorized staff shall manage the data that is maintained in the Foothold Data system and will have access to all data entered by HPOs.

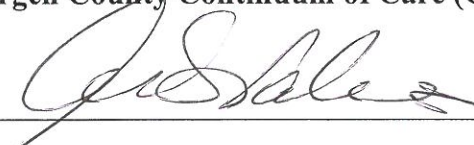
VII. AMENDMENTS

This MOU may be amended in writing by either party, upon approval by both the Bergen County Department of Human Services and the Bergen County Continuum of Care.

VIII. TERMINATION

Either party may terminate this MOU by giving ninety (90) days written notice to the other party. If the funds relied upon to undertake activities described in this MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within thirty (30) day by providing written notice to the other parties. The termination shall be effective on the date specified in the notice of termination.

For the Bergen County Continuum of Care (CoC):

Signed:  Date: 9/24/15

Title: Deputy Director of Community Development

For the Bergen County Department of Human Services:

Signed: Jane C. Linter Date: 9/15/15

Title: Director of Human Services

11. CoC Written Standards for Order of Priority

- a. CoC Policies and Procedures: pages 5 - 6

**Bergen County Continuum of Care
Continuum of Care Program
Policies and Procedures**

Purpose

The Continuum of Care program is implemented by the U.S. Department of Housing and Urban Development and is regulated through the Homeless Emergency and Rapid Transition to Housing Act of 2009 (HEARTH Act). This manual is a combination of standards and regulations set forward by HUD in the HEARTH Act, as well as local standards the CoC has set. This manual will be reviewed and updated, if necessary, annually. While this manual will outline many items required under the CoC program, it is the responsibility of all Continuum of Care funded agencies to ensure compliance with these policies and procedures as well as the HEARTH Act.

Overview

The Collaborative Applicant (CoC Lead) for the Bergen County Continuum of Care, which is the agency designated to submit the Continuum of Care Application to HUD, is the Bergen County Division of Community Development. The structure for the CoC is outlined and governed by the Bergen County Continuum of Care Bylaws, which were most recently updated and approved by the CoC on July 6, 2015.

It is the responsibility of the Collaborative Applicant to ensure all projects receiving Continuum of Care funding provided by HUD are in compliance with the standards outlined both in this manual and through the HEARTH Act and to submit the annual application that is required to receive CoC funding. The following items will outline the specific details of the CoC funding as administered through the Bergen County CoC.

Eligible CoC Program Components

The Continuum of Care funds in Bergen County may be used to provide funding for the following project types:

Permanent Supportive Housing (PSH)

Permanent Supportive Housing is provided through the Continuum of Care as long term assistance through either rental assistance or leasing funds for individual permanent housing units in the community, or funding for a single permanent housing structure using operating funds. Projects may also apply for acquisition, rehabilitation, or new construction funds for creating new permanent housing within the County. PSH programs will be utilized, in Bergen County, for the hardest to serve population and for those with the most barriers to housing and highest level of need. All PSH projects funded through the Bergen County CoC will make services available to all PSH participants. All services should be individualized and should relate directly to the household's specific level of need.

Bergen County has a Housing First focus, so it prioritizes projects that utilize a Housing First approach. The Housing First approach focuses on providing low barrier permanent housing to the

hardest to serve populations, without putting contingencies, such as service provision, on the ability of the household to remain in the permanent housing project.

Rapid Rehousing (RRH)

Continuum of Care funds may be used to provide Rapid Rehousing services to homeless individuals and families through the use of short or medium term rental assistance. Services related to the household's need, including employment and education services, are provided to the household during the time they are receiving the rental assistance. This project model allows households with moderate barriers or needs to obtain permanent housing and receive the services needed that will enable them to maintain housing after the monetary assistance has ended.

While the Bergen County Continuum of Care is working to focus and prioritize Continuum of Care funding on permanent solutions to end homelessness, the following project types are still eligible and currently funded under the Continuum of Care:

Transitional Housing (TH)

Transitional housing projects funded under the Continuum of Care in Bergen County are structured to facilitate the movement of homeless individuals and families to permanent housing with 24 months of entering the project. Grant funds provided for transitional housing can be used for the operating or leasing costs associated with maintaining the structure or services provided to the participants of the project. Transitional Housing in Bergen County is geared toward specific populations such as domestic violence and those with substance abuse issues who have higher barriers to finding permanent destinations but may not be at a high enough level to receive a permanent supportive housing voucher.

While the Continuum does have transitional housing projects currently funded through the CoC, it is not the intention of the CoC to fund new transitional housing projects using the Continuum of Care funding.

Supportive Service Only (SSO)

A Supportive Service Only project in the Bergen County Continuum of Care can be used to provide services to unsheltered and sheltered homeless persons, without the recipient providing housing or housing assistance. Currently, the Bergen CoC does not have any Supportive Service Only projects funded through the CoC. The only SSO project the Bergen CoC would consider for possible CoC funding would be for the Coordinated Assessment System for the CoC, which would assist sheltered and unsheltered households in finding appropriate housing placements based on their needs.

Homeless Management Information System (HMIS)

Since entering data into the Homeless Management Information System is a requirement of the Continuum of Care funding, the Bergen County CoC does fund an HMIS dedicated grant to assist the HMIS Lead in operating the HMIS for the Continuum of Care.

Continuum of Care Planning Grant

To assist the CoC Lead, the Bergen County Division of Community Development, in completing all responsibilities associated with the CoC funding, as outlined in HEARTH, the Continuum of Care applies for planning funds annually to supplement the funding already provided by the County for these activities.

All projects that receive funding for a project type listed above must utilize the funding for eligible activities and items as outlined in the CoC Guidelines in the HEARTH Act.

Eligible Applicants for Continuum of Care Funding

The following groups may apply for Continuum of Care funding:

- Nonprofit Organizations
- States
- Local Governments, and
- Instrumentalities of State or local governments

As a note, prior to the implementation of the HEARTH Act, Public Housing Authorities were allowed to apply for and administer Continuum of Care projects. While no new CoC projects will be awarded to Public Housing Authorities, projects already being administered by PHAs will be allowed to continue to apply and receive renewal funding for their CoC project.

Funding Projects through the Continuum of Care

In order to award Continuum of Care funding, the Bergen County Continuum of Care has established the Performance and Evaluation Committee. This Committee is responsible for monitoring, evaluating and prioritizing the projects, which will receive funding through the Bergen County Continuum of Care. The Performance and Evaluation Committee will make funding decisions for the Continuum of Care utilizing a local application, performance review and monitoring process. The process for awarding funding under the Continuum of Care is outlined in the Bergen County Continuum of Care Local CoC Funding Selection Process.

Eligible Project Participants and Prioritization

In late 2011, HUD released the final rule to define “homeless” under HEARTH. They established 4 categories of homeless:

Category 1 – Literally Homeless

Category 1 includes an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- I. Has a primary nighttime residence that is a public or private place not meant for human habitation;
- II. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing and hotels

- or motels paid for by charitable organizations or federal, state and local government programs); or
- III. Is exiting an institution where she/he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering the institution

Category 2 – Imminent Risk of Homelessness

Category 2 includes an individual or family, who will imminently lose their primary nighttime residence, provided that:

- I. Residence will be lost within 14 days of the date of application for homeless assistance;
- II. No subsequent residence has been identified; and
- III. The individual or family lacks the resources or support networks needed to obtain other permanent housing

Category 3 – Homeless Under Other Federal Statutes

Category 3 includes unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- I. Are defined as homeless under the other listed federal statutes;
- II. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
- III. Have experience persistent instability as measured by two moves or more during the preceding 60 days; and
- IV. Can be expected to continue in such status for an extended period of time due to special needs to barriers

Category 4 – Fleeing/Attempting to Flee Domestic Violence

Category 4 includes any individual or family who:

- I. Is fleeing, or is attempting to flee, domestic violence;
- II. Has no other residence; and
- III. Lacks the resources or support networks to obtain other permanent housing

Chronically Homeless

In addition, HUD has released the final definition of Chronically Homeless, which states that a chronically homeless person is defined as:

- a) An individual who:
 - I. Has a disability; and
 - II. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

- III. Has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 12 months
OR
Has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months
- b) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health facility, hospital or other similar facility, for fewer than 90 days and met all the criteria in paragraph (a) of this definition, before entering that facility; or
- c) A family with an adult head of household (or if there is no adults in the family, a minor head of household) who meets all of the criteria in paragraph (a) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

For projects funded through the Bergen County Continuum of Care the following categories of homeless are eligible for the following project types:

Program Type	Homeless Definition Category			
	Category 1	Category 2	Category 3	Category 4
Permanent Housing (includes Permanent Supportive Housing and Rapid Rehousing)	X			X
Transitional Housing	X	X		X
Supportive Services Only	X	X		X

While this is the general guideline for eligible participants, all Continuum of Care projects must serve the target population designated in their original or amended Continuum of Care Application. In addition, all projects must adhere to the NOFA limitations on eligibility based on the year they were funded. This includes all projects that were funded to exclusively serve the chronically homeless.

The only time a project may serve a population that differs from the population that has been approved by HUD is by submitting a request to the Continuum of Care with a description explaining why there is a need to change the target population. Once approved by the Continuum, the agency must receive an approved grant amendment from HUD for the change in target population.

Prioritization

While HUD has defined the eligible populations for projects funded under the Continuum of Care, the Bergen County CoC has placed a prioritization on households that fall under Category 1 of the homeless definition. In addition, the CoC has placed a further prioritization for households experiencing the longest lengths of homelessness and those that have the highest needs. The

implementation of this prioritization will follow HUD's Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Persons in Permanent Supportive Housing (Notice: CPD-16-11).

In order to implement this prioritization, the Bergen County Continuum of Care has created a Coordinated Assessment and Housing Prioritization System to establish prioritization in the CoC and provide cross systems collaboration. All projects funded through the Continuum of Care will adhere to the prioritization outlined through the Policies and Procedures for the Coordinated Assessment and will utilize the Coordinated Assessment and Housing Prioritization System for referrals for project vacancies.

Finally, because projects are being funded through the Continuum of Care funding available for Bergen County, the CoC expects all projects to place a priority on households that are homeless in Bergen County.

Documentation

All projects must maintain documents detailing eligibility of households based on the homeless categories listed above. The documentation to be collected for Homeless Categories 1 – 4 is as follows:

Category 1 – Literally Homeless:

- Written observation by the outreach worker; or
- Written referral by another housing or service provider; or
- Certification by the individual or head of household seeking assistance stating that she/he was living on the streets or in shelter;
- For individuals exiting an institution – one of the forms of evidence above and:
 - Discharge paperwork or written/oral referral, or
 - Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution

Category 2 – Imminent Risk of Homelessness:

- A court order resulting from an eviction action notifying the individual or family that they must leave; or
- For individuals and families leaving a hotel or motel-evidence that they lack the financial resources to stay; or
- A documented and verified oral statement and
- Certification that no subsequent residence has been identified; and
- Self-Certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing

Category 3 – Homeless under Other Federal Statutes

- Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and

- Certification of no permanent housing in the last 60 days; and
- Certification by the individual or head of household, and any available supporting documentation, that she/he has moved two or more times in the past 60 days; and
- Documentation of special needs or two or more barriers

Category 4 – Fleeing/Attempting to Flee Domestic Violence

- For victim service providers:
 - An oral statement by the individual or head of household seeking assistance, which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.
- For non-victim service providers:
 - Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and
 - Certification by the individual or head of household that no subsequent residence has been identified; and
 - Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

For projects that are providing housing that is dedicated or prioritized for the chronically homeless population, the Bergen CoC requires that the projects follow the recordkeeping requirements as outlined in the HUD Notice CPD-16-11 titled ‘Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing’.

Length of Assistance and Participants Contribution

Housing projects funded through the Continuum of Care must comply with the following standards for length of assistance and participant contribution:

Permanent Supportive Housing (PSH)

Permanent supportive housing projects that provide rental assistance or leasing funds to pay for a portion of participant’s rent can provide housing assistance for as long as the eligible household remains a participant in the project. While this is true, it is the responsibility of the agency to complete an annual assessment of needs with the households to ensure all households receiving long-term permanent housing assistance are still in need of the assistance. If, after an assessment, it is determined that a household does not need the level of services provided in a permanent supportive housing project, the agency should work with and encourage the household to explore other permanent housing options in the community to provide turnover for households that are in greater need.

All participants receiving housing assistance through a permanent supportive housing project will pay 30% of their monthly income towards the rent of their apartment. When calculating this percentage, all projects should adhere to the HEARTH regulations and should ensure that utilities are either included in the rent or that a utility allowance is calculated and included in the rent

calculation to ensure the household has enough funding to cover the utilities and rent portion for their unit. A new rent calculation must be done at least annually for the household, or interim if the household's income decreases before their next rent calculation is set to be evaluated.

Rapid Rehousing (RRH)

Based on the nature of Rapid Rehousing projects, participants receiving assistance through rapid rehousing projects will receive medium-term rental assistance and supportive services while participating in the project. For Bergen County Rapid Rehousing projects, the household will start with a minimum of 3 months' worth of rental assistance. During this three-month time frame, case managers will meet with households at least monthly to assist them in finding employment or education opportunities that will improve their ability to maintain their permanent housing unit after monetary assistance has ended. After three months, the agency will evaluate monthly, the household's need for continued rental assistance. No household will receive more than 24 months of rental assistance in a rapid rehousing project.

Because the goal of the rapid rehousing project is to work with clients to enable them to maintain their permanent housing after the rental assistance has ended, the Bergen CoC has decided that the amount of rent household's pay will be determined by the individual project. This enables agencies to allow households to save their income for when they are not receiving rental assistance, or to pay less towards their rent based on the household's expenses. The amount a household pays towards rent should be based on the household's total income and total expenses required to maintain the household. Case managers should work with the household to establish a budget and the amount of rent contributed by the household should be established and updated based on this budget. While the agencies have some discretion as to the amount households are contributing for rent, at no point should a household be paying more than 30% of their income towards rent while a participant in a rapid rehousing project.

When calculating a participant's rent, all agencies must remain in compliance with the HEARTH standards and should ensure the rent either includes utilities or that a utility allowance is included in the rent calculation and budget for the household.

Transitional Housing (TH)

Participants may remain in a transitional housing project for up to 24 months. While this is the case, it is the view of the Bergen CoC that all transitional housing projects should be working with households from when they enter into the project to establish a permanent housing plan and move households into permanent housing as quickly as possible.

Transitional housing projects have the ability to decide whether they will charge occupancy charges for participants to remain in their transitional housing project. If the agency does decide to enforce occupancy charges, the charge must be based on the household's income and cannot exceed 30% of the household's monthly income.

Termination of Assistance for Participants

All Continuum of Care projects must have a specific termination of service policy that is followed when assistance for a household will be ended. All households must be aware at project entry about

this process and what factors could have an impact on their ability to remain in the project. Because the Bergen CoC is looking to ensure households are not being discharged due to restrictions put in place by the project, it is expected that all Continuum of Care projects will have a low number of terminations due to non-compliance or disagreements with rules or staff in the project. This aspect will be evaluated in the performance review and monitoring done by the Performance and Evaluation Committee.

Housing First

The Bergen Continuum of Care places a prioritization on projects that are following a Housing First model for project implementation. To be considered as following a Housing First approach, a project must identify that they:

- Move participants quickly into permanent housing; and
- Are a low barrier project, meaning they do not screen out participants based on:
 - 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; and
- Do not terminate clients from the program due to the following reasons:
 - Failure to participate in supportive services
 - Failure to make progress on a service plan
 - Loss of income or failure to improve income
 - Being a victim of domestic violence
 - Any other activity not covered in a lease agreement typically found in the project's geographic area

If projects identify that they follow a Housing First approach and through monitoring and performance review it is determined that they are not implementing their project in a way that matches the criteria stated above, the Performance and Evaluation Committee will no longer view that project as Housing First and the project may be at jeopardy of losing continued funding.

Responsibilities of Continuum of Care Funded Agencies

All projects funded through the Continuum of Care have responsibilities and requirements in order to continue to receive funding. All of these requirements are monitored through the Bergen County CoC monitoring process for CoC projects.

Project Level Reporting Requirements

- *Annual Performance Report (APR)* – All projects funded through the Continuum of Care are required to submit an Annual Performance Report using the esnaps portal within 90 days of the end of the project's operating year. The APR is used to report information to HUD about the participants in the project, the amount of assistance that has been used from the project grant, as well as other services and funding that has been used throughout the operating year to supplement the HUD funding. The APR is also a way for the agency to demonstrate to HUD the effectiveness of the project.
- *Local CoC Concept Paper* – As outlined in the Local CoC Funding Selection Process Policies and Procedures, all CoC funded projects are required to participate in the Local Funding

Selection Process of the Bergen CoC at the appropriate time related to the expiration of their contract.

- *HUD Project Application* – In addition to adhering to the local application process for receiving Continuum of Care funding, all CoC projects must complete and submit their individual Project Applications annually for continued funding under the CoC program. The submission of this application must be in accordance with the timeframe that is established by the CoC Lead to ensure all project applications are submitted in a timely manner for review before final submission to HUD.

CoC Level Reporting Requirements

- *Point in Time Count* – The Point in Time (PIT) Count is an annual one-day count of the sheltered and unsheltered homeless throughout the Continuum of Care. The PIT is not only a HUD requirement, but also an essential tool for generating local data, specifically on the unsheltered homeless population in the community. As part of receiving Continuum of Care funding, all projects that are applicable to participate in the Point in Time must provide data through the appropriate means as defined by the CoC for that PIT year.
- *Housing Inventory Chart* – The Housing Inventory Chart (HIC) provides HUD with a complete list of the homeless projects, not only those funded through the Continuum of Care, for Bergen County. The HIC includes information about target populations, unit configuration, and number of persons served on the night of the PIT Count for all emergency shelter, transitional housing, rapid rehousing and permanent housing projects. As with the PIT, all projects that receive CoC funding must provide the CoC lead with the information needed to complete the Housing Inventory Chart.
- *Annual Homeless Assessment Report* – Every year, HUD requires all Continuums of Care to submit an Annual Homeless Assessment Report (AHAR), which provides information from HMIS participating emergency shelter, transitional housing and permanent housing projects about the population that was served over a one year time frame. While this information is pulled from HMIS, there are sometimes questions or data entry errors that need to be updated for accurate submission to HUD. All CoC funded projects are required to answer questions and assist the Continuum in the completion and submission of the Annual Homeless Assessment Report.
- *System Performance Measures* – Starting in 2016, HUD has created a set of system performance measures with the intent of these selection criteria to encourage COCs, in coordination with ESG program recipients and all other homeless assistance stakeholders in the community, to regularly measure their progress in meeting the needs of people experiencing homelessness in their community. While these performance measures are pulled from HMIS, it is the responsibility of the CoC funded projects to ensure all data is accurate, up to date, and ready for inclusion in the system performance measures that will be submitted annually.

Participation in HMIS

All projects that receive Continuum of Care funding must enter all client level information into the Homeless Management Information System of the Bergen County Continuum of Care. Entering information into this system not only lets the agency use the system for its reporting requirements to HUD, but also allows the CoC to gather information about the populations being served throughout the community and to evaluate the performance and compliance with project specific

standards and regulations for funding purposes. All agencies must adhere to the HMIS policies and procedures for the Bergen CoC.

The exception to this requirement is any CoC-funded Domestic Violence Service Provider. DV specific service providers are not required, nor are they allowed, under the VAWA regulations, to input data into the HMIS system. These agencies must have a comparable data base that allows them to collect all required information for any CoC funded project.

Participation in the Coordinated Assessment System

As mentioned in the Prioritization section of these policies and procedures, all projects funded under the Continuum of Care must take part and take referrals from the Coordinated Assessment and Housing Prioritization System for the Bergen County Continuum of Care. The Coordinated Assessment System was created to assist households in a more efficient way and to ensure prioritization of the hardest to serve and most in need households. The full prioritization method and role of the agencies in the Coordinated Assessment System are outlined in the Coordinated Assessment System Policies and Procedures for the CoC.

Participation in Planning Meetings

The only true way for the Bergen County Continuum of Care to achieve its goal of ending homelessness is through the collaboration and effective homeless planning by the agencies throughout the County. This is especially important for projects that are receiving funding through the Continuum of Care. For this reason, all agencies that receive Continuum of Care funding must attend full and/or subcommittee meetings of the Bergen County CoC as described in the Continuum of Care bylaws. It is only through these meetings and discussions that the Continuum is able to fully understand and plan for the needs of the homeless throughout the community.

Recordkeeping Requirements

In order to ensure projects are in compliance with HUD regulations, all Continuum of Care projects must maintain the following records for all project participants:

- Homeless eligibility documentation (as outlined above)
- Disability documentation
- Annual income and appropriate rent calculations
- Services provided to the participant
- HMIS Consent Form
- Termination documentation (when applicable)
- Documentation demonstrating compliance with Housing Quality Standards
- Backup documentation to substantiate drawdowns for all funds, including timesheets for administrative funding drawdowns

Housing Quality Standards

Housing leased with Continuum of Care program funds, or for which rental assistance payments are made with Continuum of Care program funds, must meet the applicable housing quality standards (HQS) under 24 CFR 982.401, except that 24 CFR 982.401(j) applied only to housing occupied by

project participants receiving tenant-based rental assistance. For housing rehabilitated with funds under the CoC, the lead-based paint requirements in 24 CFR part 35, subparts A, B, J and R apply. For housing that receives project-based or sponsor-based rental assistance, 24 CFR part 35, subparts A, B, H and R apply. For residential property for which funds under the CoC are used for acquisition, leasing, services or operating costs, 24 CFR part 35, subparts A, B, K and R apply. All projects must retain documentation of compliance with the housing standards in 578.75(b) as detailed above, including inspection reports.

Environmental Reviews

All projects that receive Continuum of Care funding are required to ensure that the proper level of environmental review has been completed for their project. All CoC projects should refer to the CoC Program Environmental Review Flow Chart to ensure they have the appropriate level of environmental review completed.

Participation of Homeless Individuals

Each agency that receives Continuum of Care funding must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub-recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services or assistance provided under the project. This requirement is waived if a recipient or sub-recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

Match and Leveraging Requirements

All Continuum of Care projects must match all grant funds, except for leasing funds, with no less than 25% of funds or in-kind contributions from other sources.

In addition, the Bergen CoC expects the project to provide some level of leveraging funds for all projects. Leveraging includes any cash or in-kind contributions to the project that exceeds the 25% match requirement.

When calculating or documenting cash or in-kind contributions for match and leveraging, all projects must adhere to the regulations outlined in 578.73 of the HEARTH Act.

As a note, any services that would be provided by a third party, the recipient or sub recipient must have a signed memorandum of understand (MOU) with the third party that specifies the services and monetary value of the services being provided by the third party in order to use third party services as documentation for match or leveraging. This MOU should follow the specifics listed in 578.73 of the HEARTH Act.

Fair Housing

All projects and agencies funded through the Bergen County Continuum of Care must ensure their project is in compliance with HUD's regulations regarding Fair Housing and Equal Opportunity as outlined in 24 CFR 5.105(a). While projects are able to and in many instances are required to

dedicate their projects and funding to a specific subpopulation of the homeless, the project must work to implement its program in a manner that affirmatively furthers fair housing and allows for the accessibility and integrative services for persons with disabilities.

In addition, the Bergen CoC strongly encourages projects to avoid the separation of families in order to gain access to services and housing in the community. Per the HEARTH Act, the age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives funds in the Continuum of Care and the project must take all actions allowable to serve families and households as they present.

Submitting the Continuum of Care Application

The Bergen County Division of Community Development is the agency responsible for completing and submitting the Collaborative Application for the Continuum of Care. The Bergen CoC has two separate processes that relate to completing the full HUD required Continuum of Care Application:

Individual Project Applications

The Bergen CoC has outlined how individual project applications are chosen and recommended for funding in the Local CoC Funding Selection Policies and Procedures. Once projects have been chosen for submission through the Collaborative Application, the individual project applications must be completed and submitted by the individual agencies that receive the CoC funding using the esnaps portal.

During the time of the local Continuum of Care application, the CoC Lead will notify all agencies via email and meeting announcements what the timeframe will be for completing and submitting applications for review. The CoC Lead will work with agencies to ensure project applications depict accurate budgets and project information. After the project application drafts have been reviewed, the CoC Lead will notify agencies that the applications are ready to be submitted in esnaps.

CoC Consolidated Application

In order to complete the Project List of the Continuum of Care, the Performance and Evaluation Committee utilizes the procedures outlined in the Local CoC Funding Selection Process.

To complete the CoC Application, the CoC Lead will use information it has gathered through a number of sources including the PIT, HIC, AHAR, HMIS, APRs, Continuum of Care and subcommittee meetings to draft responses to the sections of the CoC Application. The Division will then make the responses public and welcome feedback, as well as get additional information for specific sections that may need further clarification. After all feedback is received the CoC Lead will review all comments and update appropriate sections. The CoC Lead will do a final review of all project budgets and applications as well as the responses put together for the CoC Application and will submit the completed Consolidated Application by the date specified in the NOFA released by HUD.

Appeals

Any agency that has a complaint or appeal related to the Bergen County CoC may submit an appeal or complaint to the Bergen County Division of Community Development. To file a complaint or

appeal, the agency must submit a letter to the CoC Lead including the name of agency submitting the complaint and a description of their complaint or appeal.

Upon receiving the letter, the Lead Agency will convene the CoC Executive Board and the Board will have 10 business days to review the information provided by the agency and provide a response to the project's appeal or complaint.

If a CoC funded agency wishes to file an appeal related to Continuum of Care funding, the agency should follow the appeals process outlined in the Bergen CoC Local CoC Funding Selection Process.

11. CoC Written Standards for Order of Priority

b. Coordinated Assessment Policies and Procedures: page 5

Bergen County Continuum of Care Coordinated Assessment Policies and Procedures

Purpose

The Bergen County Continuum of Care coordinated assessment system was created to assist the homeless in Bergen County to access services, specifically related to permanent housing, and to ensure that those households with the highest needs and longest lengths of homelessness were being prioritized for appropriate permanent housing opportunities in the community.

These policies and procedures outline how the coordinated assessment system is structured and how it should be implemented.

Background and Need

Within the current system in Bergen County when a household becomes homeless there are many doors through which they could enter the homeless service system. Households may receive difference services and housing options depending on which agency they first seek assistance. The current system also has housing options presented to clients based on availability instead of based on the overall need of the client and other clients in the community, making it more of a first come, first serve process for households seeking permanent housing.

A thorough assessment and housing prioritization process will allow the Bergen County CoC to assist households with the resources they truly need. Moreover, the current system, which sometimes requires households to jump from one agency to another prevents the County from being able to assess the CoC's effectiveness as well as the current gaps in services. Taking the time to evaluate each household's need throughout the community, rather than focusing solely on where there is space for them, will provide a much clearer picture of what other types of services and funding are needed by the community to serve the households that are seeking assistance.

The coordinated assessment system requires a shift in the way agencies are determining level of need and accepting referrals for their projects, however, the reality is that resources continue to be cut as the need continues to grow. It is therefore critical that the Bergen County CoC is increasingly thoughtful and targeted about using available resources.

Overview of the Coordinated Assessment System

In Bergen County, the coordinated assessment process has been structured to ensure that all households experiencing homelessness, meaning those currently in an emergency shelter, in a transitional housing project, or unsheltered, are assessed using a standardized assessment tool to determine the level of need of each individual household.

From the scores associated with the assessment tool, the CoC Lead will create a Housing Prioritization List which will prioritize each household based on the information gathered in the assessment. All permanent housing and rapid rehousing projects in the CoC will then utilize this prioritization list to take the neediest and most appropriate household to fill their vacancy. This process will prevent households from having to apply to each permanent housing project, and will

allow permanent housing projects to more quickly fill vacancies with appropriate clients in the community.

Assessment Tool

Bergen County Continuum of Care will be utilizing the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT) to prioritize households in their coordinated assessment system. The VI-SPDAT is a nationally used assessment tool that collects information about various health and social needs of each household to evaluate the most appropriate housing invention based on the household's individual need. The tool considers factors such as:

- The extent of a household's homelessness
- Health care concerns/emergency room visits
- Interactions with the police and law enforcement
- Mental health disabilities or issues
- History or active substance use/abuse
- History or current experiences of domestic violence

The VI-SPDAT uses the responses to the questions related to the factors above to provide a score that identifies the vulnerability of the client. The higher the VI-SPDAT score the household receives, the higher the level of intervention they will most likely need to maintain permanent housing and avoid additional episodes of homelessness.

Completing the Assessments

All emergency shelter, transitional housing and street outreach teams will be responsible for completing the VI-SPDAT on all clients in their facilities. The VI-SPDAT will be completed upon intake of the client into the project and will be completed in HMIS for all HMIS participating projects. Any project that does not participate in HMIS or has projects that are not included in HMIS must complete a paper or electronic version of the VI-SPDAT and maintain completed assessment forms for their individual clients.

While it is ideal that all clients who will be included in the Housing Prioritization List will already be connected with a sheltering program or street outreach team, the CoC is aware that some clients may be most comfortable seeking services at agencies that are not a sheltering or outreach team. For this reason, any agency that engages a client that should be included in the Housing Prioritization List will complete a VI-SPDAT with that client and will submit the completed assessment as well as a cover page to the Bergen County Housing, Health and Human Services Center Next Step Program. The Next Step program will then input that VI-SPDAT into the HMIS system to ensure all clients who are identified as homeless in the County will have access and will be prioritized for housing opportunities.

Housing Prioritization List

In order to effectively utilize the completed assessment and to create cross program coordination for accepting referrals, the Bergen CoC Lead Agency will maintain the CoC's Housing Prioritization List. This list will be used to identify which clients in the CoC are the most vulnerable and the most

in need of housing opportunities based on the prioritization of the CoC, outlined below. The prioritization list will be composed by the Lead Agency, on a weekly basis, by pulling the report directly from HMIS.

In order to ensure that all clients have a fair opportunity at housing, regardless of whether their agency enters information into HMIS or not, upon pulling the prioritization list from HMIS, the CoC Lead will then merge this list with the matching prioritization lists that will be submitted by all non-HMIS participating agencies or programs. It is the responsibility of the non-HMIS agency to submit their project's individual prioritization list to the CoC Lead at the beginning of each week. This will ensure that the Lead has the information needed to compile a full and complete prioritization list weekly.

This prioritization list will then be entered in a Google Doc in order to make it available to all appropriate parties. To avoid unnecessary access to the prioritization list, the Google Doc will be password protected and only agencies that will have their clients on the list, or agencies that will be taking referrals from the list will have access.

The prioritization list will be confidential, as there will be no identifying information included on the list. The categories that will be included are:

- Client ID
- Household Type
- Number of Household Members
- Head of Household's Current Age
- Head of Household's Gender
- Household's Chronic Homeless Status
- If the Head of Household is Disabled
- If Another Member of the Household is Disabled
- If the Household has a Veteran
- VI-SPDAT Score
- Current Homeless Locations
- Length of the Time the Household has been in their Current Homeless Situation
- Agency to Contact for Referral
- Notes

All fields on the Housing Prioritization Tool that is available through the Google Doc will be not be editable with the exception of the notes column. That column will be open to allow agencies to make specific notes about clients. For example, if a veteran does not qualify for SSVF that should be noted, or if there is a program that is already in the process of accepting a client, that should be noted to prevent other agencies from reaching out to a program about that client. The notes column will not be used to identify any specific characteristics about the client such as a specific disabling condition or criminal background as that information does not need to be shared with all parties with access to the list.

The clients that will be included on the housing prioritization tool will only be those that meet HUD's definition of literally homeless, which includes households currently housed in an emergency shelter or transitional housing project, or households that are currently in a place not

meant for habitation. The CoC will do an analysis of the Housing Prioritization List after implementation to determine if the list should be expanded to include households that are at-risk or in doubled up situations.

Prioritization

While the primary prioritization of the Bergen County Coordinated Assessment System will be based on the score the household receives from the VI-SPDAT, the Bergen CoC has added additional prioritization to the Housing Prioritization List. Prioritization on the Housing Prioritization List will abide by the following order:

1. Individuals or families that are chronically homeless
2. Individuals or families that are or include a veteran
3. Individuals or families that are currently residing in a place not meant for habitation
4. Individual or family's Prioritization Score
5. The length of time the individual or family has been in their current homeless situation

Once the CoC Lead composes the final Housing Prioritization List each week, the list will be sorted in the order identified above. This will ensure that populations that have the highest needs and options available will be prioritized when housing providers are seeking referrals.

Referrals

One of the goals of the Bergen County Coordinated Assessment and Housing Prioritization System was to streamline the way clients have to apply for permanent housing opportunities in the community. For this reason, instead of the current system, where clients have to apply for each permanent housing project and possibly wait on lists for each project, when an opening occurs or a new project comes on line, that specific project will utilize the Housing Prioritization List to fill its vacancies.

Upon an opening, the agency must consult the Housing Prioritization List to see who the client with the highest prioritization is, that is eligible for the project. The permanent housing agency will then reach out to the current program who is working with that client to obtain a referral. This eliminates the need for clients to complete applications for each separate program since permanent housing projects will only accept applications from clients that seem to be eligible for the project and only when a vacancy is available. Once the permanent housing agency requests a referral from a client, it is the requesting project's responsibility to make a note on the Housing Prioritization List that states that the provider has requested a referral for that client, so other agencies know that if a vacancy opens up that client is already being vetted for a project.

All ESG and CoC funded permanent housing and rapid rehousing projects must take all referrals for open units in their projects from the Housing Prioritization List in this manner. The CoC Lead will be keeping track of referrals going to projects to ensure that projects are not skipping prioritized households, with the exception of prioritized households not meeting specific project requirements, i.e. if a family project has a vacancy they cannot accept an individual, even if an individual is at the top of the prioritization list. Since this is such an important aspect of the

prioritization list, all CoC and ESG projects will be monitored on their utilization of the prioritization list and projects that do not utilize the list will risk a loss of funding.

Through the work of the agencies in the CoC, Bergen County has made significant process towards ending homelessness among its veteran and chronically homeless population. While this is true, there are many projects that have dedicated beds to the chronically homeless. If, upon seeking a referral from the Housing Prioritization List, the project does not find a client who meets the definition of chronically homeless, and therefore would not be eligible for the project, the agency can request a letter from the CoC Lead, stating that at the time of the vacancy, there were no chronically homeless individuals or families in the CoC and therefore the project is receiving approval to accept the next most vulnerable population based on the HUD Notice: CPD 16-11 titled 'Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Persons in Permanent Supportive Housing'.

While CoC and ESG funded projects are the only projects required to take all referrals from the Housing Prioritization List, all partners who serve the homeless population and are able to take clients from the prioritization list will be given access, and will be encouraged to participate.

Case Conferencing

While it is only permanent housing and rapid rehousing projects that will be taking their referrals from the Housing Prioritization List, Bergen CoC is aware of the unfortunate circumstance, that there is not enough permanent housing and rapid rehousing resources to serve all clients that become homeless throughout the County. For that reason, the Bergen CoC will implement case conferencing, as it has done successfully to address both chronic and veteran homelessness. Case conferencing will be utilized to identify options and plans for the clients that are not eligible for traditional resources in the CoC. It is not the intention of the Bergen CoC to allow clients to remain on the Housing Prioritization List for long periods of time, as the case conferencing will be used to identify opportunities for the most vulnerable and hardest to serve clients.

Case conferencing will occur once a month, after the Continuum of Care meetings. The case conferences will involve all homeless providers and interested parties in the community and will focus on the top 5 clients on the housing prioritization list that are not currently engaged by a provider for possible housing opportunities, in efforts to identify specific opportunities or services available to move clients toward permanent housing.

Client Confidentiality

While there will be no identifying information shared through the Housing Prioritization List, it is the responsibility of all agencies completing the VI-SPDAT on their clients to ensure clients are aware that information will be used to prioritize them for housing opportunities in the community. Each agency is currently advising clients of their rights in relation to the collection of HMIS data and this must be part of that disclosure.

If during case conferencing, names or any identifying information will be shared among the group, the agency must ensure that the client has signed a release of information allowing their information to be shared among the group of providers in attendance.

Outcomes

The Bergen CoC Lead, as managing entity of the Housing Prioritization List is responsible for the tracking and measuring of outcomes related to the Coordinated Assessment Process. The following items will be analyzed to ensure the system is working as intended:

- Agency Participation
 - The CoC Lead is responsible for tracking which projects are submitting information for the Housing Prioritization List, either through HMIS or separately through the electronic Housing Prioritization List submission to ensure that all projects that should be submitting information to have clients included, are
 - The CoC Lead will also track which CoC and ESG funded projects are taking clients from the Housing Prioritization List, this will be done to ensure that all clients that should be taking referrals from the system are and that clients are not skipped based on non-eligibility issues
- Length of Time Clients Remain on the Housing Prioritization List
 - Bergen CoC has the goal of helping clients obtain permanent housing as quickly as possible and so will track the length of the time clients remain in projects and on the prioritization list before entering a permanent housing placement
- Destinations of Clients Being Removed from the Prioritization List
 - The overall goal of the Coordinated Assessment System is to assist households in finding permanent housing placements that are appropriate for them based on their housing needs, for that reason, the destinations of all clients that are included on the list will be tracked on a separate document to determine the effectiveness of not only the Coordinated Assessment System but the Bergen County CoC

13. HDX-system Performance Measures

2017 HDX Competition Report

PIT Count Data for NJ-501 - Bergen County CoC

Total Population PIT Count Data

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

Chronically Homeless PIT Counts

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

Homeless Households with Children PIT Counts

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

Homeless Veteran PIT Counts

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

2017 HDX Competition Report

HIC Data for NJ-501 - Bergen County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	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	56	0	56	100.00%
Permanent Supportive Housing (PSH) Beds	401	0	328	81.80%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	825	76	676	90.25%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

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

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

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

2017 HDX Competition Report

HIC Data for NJ-501 - Bergen County CoC

Rapid Rehousing Beds Dedicated to All Persons

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

2017 HDX Competition Report

FY2016 - 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)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	590	608	75	70	-5	47	37	-10
1.2 Persons in ES, SH, and TH	893	866	138	140	2	98	78	-20

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	608	-	121	-	-	59	-
1.2 Persons in ES, SH, and TH	-	866	-	184	-	-	101	-

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	170	8	5%	8	5%	16	9%	32	19%
Exit was from TH	154	0	0%	0	0%	0	0%	0	0%
Exit was from SH	0	0		0		0		0	
Exit was from PH	64	1	2%	1	2%	2	3%	4	6%
TOTAL Returns to Homelessness	388	9	2%	9	2%	18	5%	36	9%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	340	296	-44
Emergency Shelter Total	172	148	-24
Safe Haven Total	0	0	0
Transitional Housing Total	135	137	2
Total Sheltered Count	307	285	-22
Unsheltered Count	33	11	-22

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	893	874	-19
Emergency Shelter Total	590	616	26
Safe Haven Total	0	0	0
Transitional Housing Total	347	310	-37

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

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

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	172	178	6
Number of adults with increased earned income	11	19	8
Percentage of adults who increased earned income	6%	11%	4%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	172	178	6
Number of adults with increased non-employment cash income	49	58	9
Percentage of adults who increased non-employment cash income	28%	33%	4%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	172	178	6
Number of adults with increased total income	54	71	17
Percentage of adults who increased total income	31%	40%	8%

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	85	78	-7
Number of adults who exited with increased earned income	40	38	-2
Percentage of adults who increased earned income	47%	49%	2%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	85	78	-7
Number of adults who exited with increased non-employment cash income	10	10	0
Percentage of adults who increased non-employment cash income	12%	13%	1%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	85	78	-7
Number of adults who exited with increased total income	49	48	-1
Percentage of adults who increased total income	58%	62%	4%

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

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

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	678	686	8
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.	95	89	-6
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)	583	597	14

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

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	780	769	-11
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	124	113	-11
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	656	656	0

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in 2016.

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	833	724	-109
Of the persons above, those who exited to permanent housing destinations	519	487	-32
% Successful exits	62%	67%	5%

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	382	342	-40
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	357	324	-33
% Successful exits/retention	93%	95%	1%

2017 HDX Competition Report

FY2016 - 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.

2017 HDX Competition Report FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	104	120	120	120	173	174	172	172	337	496	599	436	11	44	34	40				
2. Number of HMIS Beds	104	120	120	120	173	174	172	172	298	415	532	360	11	44	34	34				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	88.43	83.67	88.81	82.57	100.00	100.00	100.00	85.00				
4. Unduplicated Persons Served (HMIS)	709	629	647	680	389	353	347	314	206	316	383	386	0	0	0	45	191	174	175	97
5. Total Leavers (HMIS)	611	522	551	587	249	192	226	168	18	30	32	40	0	0	0	11	105	105	87	17
6. Destination of Don't Know, Refused, or Missing (HMIS)	63	83	86	109	0	6	8	5	1	4	2	5	0	0	0	0	34	38	0	0
7. Destination Error Rate (%)	10.31	15.90	15.61	18.57	0.00	3.13	3.54	2.98	5.56	13.33	6.25	12.50				0.00	32.38	36.19	0.00	0.00

2017 HDX Competition Report

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

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/24/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	4/27/2017	Yes
2017 HIC Count Submittal Date	4/27/2017	Yes
2016 System PM Submittal Date	5/11/2017	Yes

14. Other

a. Letters Confirming CoC's Ability to End Veteran's Homelessness



July 28, 2016

Julia M. Orlando
Director, Bergen County Housing, Health and Human Services Center
120 South River Street
Hackensack, NJ 07601-6908

Dear Ms. Orlando:

Thank you for your commitment to ending Veteran homelessness. Your leadership—and that of your colleagues throughout Bergen County—has been instrumental as we work together to ensure that every Veteran in our country has a home.

The United States Interagency Council on Homelessness, Department of Housing and Urban Development, and Department of Veterans Affairs are pleased to confirm that Bergen County has effectively ended homelessness among Veterans. We are confident that the infrastructure and systems you have built will ensure that any Veteran experiencing homelessness in Bergen County will get the support they need to quickly obtain a permanent home.

On behalf of USICH and our federal partners, we recognize and appreciate your extraordinary team, and look forward to continuing our collaboration as we work to end homelessness for all Americans.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew Doherty".

Matthew Doherty
Executive Director

Cc: Ann Marie Oliva, Deputy Assistant Secretary for Special Needs, HUD
Lisa M. Pape, Executive Director, VHA Homeless Programs, VA

THE WHITE HOUSE

August 4, 2016

The Honorable James J. Tedesco III
Hackensack, New Jersey

Dear County Executive Tedesco:

I am thrilled to congratulate Bergen County on the extraordinary achievement of ending veteran homelessness.

Since we launched Joining Forces, I have had the opportunity to meet with our troops, veterans, and military families and thank them for the sacrifices they have made to keep our Nation safe. However, saying thank you is simply not enough; it is up to all of us to make sure each of our service members has a place to call home.

To ensure that all homeless veterans throughout our country find permanent housing, we need to start at the ground level. More than 800 state and local leaders have banded together as part of the Mayors Challenge to End Veteran Homelessness—and we are seeing tremendous results.

Thank you for your leadership—and that of your colleagues in Bergen County—for the work you are doing and will continue to do. I am so proud of your county's commitment, dedication, and resolve to reach this milestone, and I am grateful for all you have done for America's heroes.

Congratulations again, County Executive Tedesco, and I wish you all the best.

Sincerely,

Michelle Obama

14. Other

b. Letters Confirming CoC's Ability to End Chronic Homelessness



February 16, 2017

Julia Orlando
Director
Bergen County Housing, Health and Human Services Center
120 S. River Street
Hackensack, NJ 07601

Dear Ms. Orlando:

Thank you for your commitment to ending chronic homelessness. Your leadership—and that of your colleagues throughout Bergen County—has been instrumental as we work together to ensure that every individual experiencing chronic homelessness in our country has a home.

The U.S. Interagency Council on Homelessness and the Department of Housing and Urban Development are pleased to confirm that Bergen County has ended chronic homelessness—the first Continuum of Care in the country to achieve this goal! We are confident that the infrastructure and systems you have built will sustain this remarkable achievement—so that chronic homelessness in Bergen County is prevented whenever possible, and if any resident does experience chronic homelessness in the future, they will get the support they need to quickly obtain a permanent home.

Along with our federal partners, we recognize and appreciate your extraordinary efforts, and look forward to continuing our collaboration as we work to end homelessness for all Americans.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew Doherty".

Matthew Doherty
Executive Director

Cc: Ann Marie Oliva, Deputy Assistant Secretary for Special Needs, HUD



March 28, 2017

Bergen County Executive
One Bergen County Plaza
Floor 5, Room 580
Hackensack, NJ 07601

Dear County Executive James Tedesco,

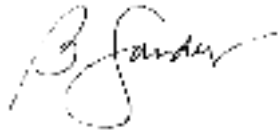
This letter confirms that in November of 2016, Bergen County Continuum of Care achieved an end to chronic homelessness according to the standards adopted by the 70 communities participating in Built for Zero. Built for Zero is a movement of communities from across the country working to end veteran and chronic homelessness. Yours is the first community in the country to end chronic homelessness. Congratulations!

In reaching this milestone, you have proven and documented that the number of individuals that continue to experience chronic homelessness does not exceed 0.1% of the total number of homeless individuals or 3 persons, whichever is greater. You are measurably ensuring that, from now on, chronic homelessness in Bergen County will be rare, brief and non-recurring. Importantly, you created an essential national proofpoint, changing the story of what is possible.

When you applied for Built for Zero, you agreed to push forward on implementing best practices in supporting all individuals experiencing chronic homelessness into housing: building a broad local team, optimizing your resources, establishing and working from a real time, by-name lists of all people experiencing homelessness, reporting your housing placements monthly to track your progress, and now, celebrating the work you've done to change your system.

You are leaders in this work and we celebrate you and stand with you to maintain constant vigilance to sustain an end to chronic homelessness. We are confident Bergen County will continue to be at the forefront of the effort to end all homelessness.

Onward!

A handwritten signature in black ink, appearing to read "Beth Sandor". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Beth Sandor
Director, Built for Zero
Community Solutions

CC: Julia Orlando, Director, Bergen County Housing, Health, and Human Services Center
Mary Sunden, Executive Director, Christ Church CDC