# Before Starting the CoC Application

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

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

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

1. The FY 2024 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2024 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

 Your CoC Must Approve the Consolidated Application before You Submit It
 - 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2024 CoC Program Competition on behalf of your CoC.
 - 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

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

 Attachments
 Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed–including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.
 - Attachments must match the questions they are associated with–if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.
 - We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

# 1A. Continuum of Care (CoC) Identification

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

**1A-1. CoC Name and Number:**  NJ-516 - Warren, Sussex, Hunterdon Counties CoC

**1A-2. Collaborative Applicant Name:**  Family Promise of Sussex County

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

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

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

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

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  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

| | | |
|---|---|---|
| 1B-1. | Inclusive Structure and Participation–Participation in Coordinated Entry. | |
| | NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p. | |

| | | |
|---|---|---|
| | In the chart below for the period from May 1, 2023 to April 30, 2024: | |
| 1. | select yes or no in the chart below if the entity listed participates in CoC meetings, voted–including selecting CoC Board members, and participated in your CoC's coordinated entry system; or | |
| 2. | select Nonexistent if the organization does not exist in your CoC's geographic area: | |

| | Organization/Person | Participated in CoC Meetings | Voted, Including Electing CoC Board Members | Participated in CoC's Coordinated Entry System |
|---|---|---|---|---|
| 1. | Affordable Housing Developer(s) | Yes | Yes | Yes |
| 2. | CDBG/HOME/ESG Entitlement Jurisdiction | Yes | Yes | Yes |
| 3. | Disability Advocates | Yes | Yes | Yes |
| 4. | Disability Service Organizations | Yes | Yes | Yes |
| 5. | EMS/Crisis Response Team(s) | Yes | Yes | Yes |
| 6. | Homeless or Formerly Homeless Persons | Yes | Yes | Yes |
| 7. | Hospital(s) | Yes | Yes | Yes |
| 8. | Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations) | Yes | Yes | Yes |
| 9. | Law Enforcement | Yes | Yes | Yes |
| 10. | Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates | Yes | Yes | Yes |
| 11. | LGBTQ+ Service Organizations | Yes | Yes | Yes |
| 12. | Local Government Staff/Officials | Yes | Yes | Yes |
| 13. | Local Jail(s) | Yes | Yes | Yes |
| 14. | Mental Health Service Organizations | Yes | Yes | Yes |
| 15. | Mental Illness Advocates | Yes | Yes | Yes |
| 16. | Organizations led by and serving Black, Brown, Indigenous and other People of Color | Yes | Yes | Yes |

| | | | | |
|---|---|---|---|---|
| 17. | Organizations led by and serving LGBTQ+ persons | Yes | Yes | Yes |
| 18. | Organizations led by and serving people with disabilities | Yes | Yes | Yes |
| 19. | Other homeless subpopulation advocates | Yes | Yes | Yes |
| 20. | Public Housing Authorities | Yes | Yes | Yes |
| 21. | School Administrators/Homeless Liaisons | Yes | Yes | Yes |
| 22. | Street Outreach Team(s) | Yes | Yes | Yes |
| 23. | Substance Abuse Advocates | Yes | Yes | Yes |
| 24. | Substance Abuse Service Organizations | Yes | Yes | Yes |
| 25. | Agencies Serving Survivors of Human Trafficking | Yes | Yes | Yes |
| 26. | Victim Service Providers | Yes | Yes | Yes |
| 27. | Domestic Violence Advocates | Yes | Yes | Yes |
| 28. | Other Victim Service Organizations | Yes | Yes | Yes |
| 29. | State Domestic Violence Coalition | Yes | Yes | Yes |
| 30. | State Sexual Assault Coalition | Yes | Yes | Yes |
| 31. | Youth Advocates | Yes | Yes | Yes |
| 32. | Youth Homeless Organizations | Yes | Yes | Yes |
| 33. | Youth Service Providers | Yes | Yes | Yes |
| | Other: (limit 50 characters) | | | |
| 34. | | | | |
| 35. | | | | |

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

| | |
|---|---|
| **1B-1a.** | Experience Promoting Racial Equity. |
| | NOFO Section III.B.3.c. |

Describe in the field below your CoC's experience in effectively addressing the needs of underserved communities, particularly Black and Brown communities, who are substantially overrepresented in the homeless population.

## (limit 2,500 characters)

The CoC has made a commitment to address racial disparities that impact people of color across the continuum of services offered by the system. The CoC annual monitoring process and local selection applications routinely asking agencies to report on the racial and ethnic demographics of their client population as compared to their direct staff, and executive-level staff; the monitoring and local selection also evaluate and score projects on their efforts to address racial disparities, including: analyzing aggregate data to better understand the pattern of program use for people of different races and ethnicities; whether populations served by the agency are reflected in decision making and planning bodies in the agency; whether the agency has a process in place to assess whether agency staff and executive boards are racially, ethnically, culturally, and experientially, reflective of population(s) served or has a recruitment and hiring plan to achieve this outcome; and if the agency reviews existing and new proposed policies to ensure they do not create or have the potential to create a disproportionate negative impact, or pose undue barriers, to any particular group. In addition, the CoC also had a team of 3 CoC members participate in two rounds of a Racial Diversity Training provided through Technical Assistance Collaboratives, Inc. The CoC Coordinator attended a Region 2 TA Session on Advancing Equity through CE, and the Director of the CoC Lead Agency took part in an Anti-Discrimination curriculum offered through Rutgers University.

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

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

(limit 2,500 characters)

1.New member invitations are publicly available on the CoC website. CoC leadership targets outreach to new agencies to encourage attendance at its full membership & bimonthly subcommittee meetings. The CoC maintains an open invitation process.

2. CoC meetings are virtual; CoC membership information and meeting notices are sent out via email in accessible digital formats to ensure compatibility with text to speech programs & conversion to large text for individuals in need of accommodations. CoC membership information is also available on the CoC website and includes documents in accessible PDF format.

3.The CoC welcomes all agencies to participate in the CoC. All of the agencies that currently participate in the CoC serve all populations, including the Black, Latino, Indigenous, and persons with disabilities. Furthermore, the CoC also posts social media postings, regarding meetings and other CoC-related information, to reach interested organizations that serve the aforementioned groups. These social media posts are made accessible to the public.

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

| | Describe in the field below how your CoC: |
|---|---|
| 1. | solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness; |
| 2. | communicated information during public meetings or other forums your CoC uses to solicit public information; |
| 3. | ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and |
| 4. | took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness. |

### (limit 2,500 characters)

1.The CoC has recruited members with expertise in providing shelter, food, housing, physical & mental & behavioral healthcare, addiction treatment, employment assistance, government benefits, legal counsel, case management, & other important resources to persons experiencing homelessness. The CoC full membership meetings are open to the public & include opportunity for public comment.

2.The CoC Public/mailing list notices ensure full CoC & subcommittee meetings are "open to all interested community members & organizations," especially "anyone serving the homeless or anyone who is currently homeless or has been homeless" per CoC Governance Charter. The CoC email listserv also includes all agencies persons who have attended CoC meetings previously, those who have requested CoC information, & key stakeholders that the members identify as critical to the planning process. CoC membership also extends invitations to community stakeholders & those attending other community meetings.

3. Public input on preventing and ending homelessness is solicited during virtual meetings, and also through email. Meeting notices are sent out via email in PDF or other accessible electronic formats to ensure compatibility with text to speech programs & conversion to large text for individuals in need of accommodations.

4.Reports of action items from CoC full membership & subcommittee meetings are brought to the monthly CoC Executive Committee meeting to ensure important insights from all individuals & committees inform CoC decisions. The CoC has often acted directly based on input from public meetings. One example of this is the CoC created the Regional Integrated Services Subcommittee (RISS) which was initiated based on member feedback that focusing on data quality, coordinated entry, system performance, and system barriers would be key to improving outcomes across the three counties within the Tri-County CoC. The RISS has been working to increase agency involvement in data input and analysis, and target site administrations to participate in this process. The new subcommittee has also expanded the CoC's analysis of the number of people entering homelessness and identified training needs for agencies. In addition, community feedback indicated a need to engage with persons with lived expertise (PWLE), resulting in the formation of a Lived Experience Advisory Board in 2024.

| | 1B-4. | Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding. | |
|---|---|---|---|
| | | NOFO Section V.B.1.a.(4) | |

| | | Describe in the field below how your CoC notified the public: |
|---|---|---|
| | 1. | that your CoC will consider project applications from organizations that have not previously received CoC Program funding; |
| | 2. | about how project applicants must submit their project applications–the process; |
| | 3. | about how your CoC would determine which project applications it would submit to HUD for funding; and |
| | 4. | ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats. |

(limit 2,500 characters)

1.To solicit proposals from organizations not previously funded, the CoC publicly announced that it was accepting proposals through its Request for Letters of Intent (RLI) for renewal & new projects & stated "Eligible agencies who have not previously received HUD CoC funding are encouraged to apply." The RLI & scoring criteria were publicly posted on the CoC and County websites & emailed to everyone on multiple CoC, County, & Human Services listservs.  The CoC also publicly advertised a technical assistance (TA) training session, to ensure that any interested entities who have not previously received CoC funding are aware of both the funding availability and their ability to provide input in the CoC planning process by proposing a project.

2. All agencies interested in CoC funding were informed to submit their request via the SurveyMonkey Apply platform. The technical assistance session was provided to renewal and new applicants, which provided step-by-step instructions on project application submissions.

3.The RLI explained that the project review would be based on evaluation of: (1) agency capacity, project information, strategies to address racial equity, adherence to housing first, participation in coordinated assessment, use of HMIS or comparable database, & experience with federal &/or state funding for NEW projects, and (2) evaluation of agency capacity, project information, strategies to address racial equity, adherence to housing first, long-term fiscal capacity, as well as project objective performance-based scoring criteria, including bed utilization, participant connection to employment/mainstream benefits, housing stability, & compliance monitoring, for RENEWALS. Projects serving victims of domestic violence were also scored on their ability to utilize trauma-informed, victim centered approaches and their process for addressing client safety needs and ensuring confidentiality. Projects that did not meet minimum threshold criteria, e.g., proposing CoC-eligible project types, would not be supported for funding.The CoC also released scoring rubric to indicate what criteria applications must include to receive full points.

4. The link to apply through SurveyMonkey Apply was emailed and discussed during local meetings. Information was also posted on the CoC website. All materials were provided in PDF, Word, and Excel formats. The website also includes language for persons requiring special assistance to participate.

# 1C. Coordination and Engagement

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

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| | | |
|---|---|---|
| 1C-1. | Coordination with Federal, State, Local, Private, and Other Organizations. | |
| | NOFO Section V.B.1.b. | |

| | | |
|---|---|---|
| | In the chart below: | |
| 1. | select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or | |
| 2. | select Nonexistent if the organization does not exist within your CoC's geographic area. | |

| | Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects | Coordinates with the Planning or Operations of Projects? |
|---|---|---|
| 1. | Funding Collaboratives | No |
| 2. | Head Start Program | Yes |
| 3. | Housing and services programs funded through Local Government | Yes |
| 4. | Housing and services programs funded through other Federal Resources (non-CoC) | Yes |
| 5. | Housing and services programs funded through private entities, including Foundations | Yes |
| 6. | Housing and services programs funded through State Government | Yes |
| 7. | Housing and services programs funded through U.S. Department of Health and Human Services (HHS) | Yes |
| 8. | Housing and services programs funded through U.S. Department of Justice (DOJ) | Yes |
| 9. | Housing Opportunities for Persons with AIDS (HOPWA) | Yes |
| 10. | Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations) | No |
| 11. | Organizations led by and serving Black, Brown, Indigenous and other People of Color | Yes |
| 12. | Organizations led by and serving LGBTQ+ persons | Yes |
| 13. | Organizations led by and serving people with disabilities | Yes |
| 14. | Private Foundations | Yes |
| 15. | Public Housing Authorities | Yes |
| 16. | Runaway and Homeless Youth (RHY) | Nonexistent |
| 17. | Temporary Assistance for Needy Families (TANF) | Yes |
| | Other:(limit 50 characters) | |
| 18. | | |

| 1C-2. | CoC Consultation with ESG Program Recipients. | |
|---|---|---|
| | NOFO Section V.B.1.b. | |

| | In the chart below select yes or no to indicate whether your CoC: | |
|---|---|---|

| 1. | Consulted with ESG Program recipients in planning and allocating ESG Program funds? | Yes |
|---|---|---|
| 2. | Provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area? | Yes |
| 3. | Ensured local homelessness information is communicated and addressed in the Consolidated Plan updates? | Yes |
| 4. | Coordinated with ESG recipients in evaluating and reporting performance of ESG Program recipients and subrecipients? | Yes |

| 1C-3. | Ensuring Families are not Separated. | |
|---|---|---|
| | NOFO Section V.B.1.c. | |

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

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

| 1C-4. | CoC Collaboration Related to Children and Youth–SEAs, LEAs, School Districts. | |
|---|---|---|
| | NOFO Section V.B.1.d. | |

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

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

| 1C-4a. | Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts. | |
|---|---|---|
| | NOFO Section V.B.1.d. | |

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

**(limit 2,500 characters)**

Local Family Promise shelters have formal contracts with McKinney-Vento funding for 1 on 1 homework assistance & providing services to sheltered students. The CoC Lead Agency partners with local McKinney-Vento local liaisons (MVLL) by involving homeless liaisons in local committees & developing protocols for identifying homeless youth, maintaining school enrollment, & procedures for information sharing. The CoC & regional MVLL provide quarterly trainings to local school liaisons on homeless services, prevention, & resources. Additionally, Hunterdon County has an MOU with NORWESCAP to provide Head Start/Early Head Start health/mental health services to children in CoC projects & outreaches to all schools/MVLLs in the CoC to collect data on homeless students & offer resources such as camp, backpacks, & transportation to schools available to homeless families.

| 1C-4b. | Informing Individuals and Families Who Have Recently Begun Experiencing Homelessness about Eligibility for Educational Services. | |
|---|---|---|
| | NOFO Section V.B.1.d. | |

| Describe in the field below written policies and procedures your CoC uses to inform individuals and families who have recently begun experiencing homelessness of their eligibility for educational services. |
|---|

**(limit 2,500 characters)**

The CoC has developed a written standard whereby all CoC-funded agencies that service families or youth up to 24 years of age must designate a staff person as their agency's "Youth Advocate" to ensure that:
•All school-aged youth remain enrolled in school during periods of homelessness and/or during the transition into permanent housing.
•All Youth Advocates gather the names of homeless school-aged youth and report the names to Regional Educational Services Commission.
•All Youth Advocates inform homeless families of their children's educational rights under the McKinney-Vento Act and connect children with community services, including early childhood programs such as Head Start.
•All Youth Advocates connect homeless families to their LEA McKinney-Vento Homeless Liaison or other designated staff person identified by the LEA.
The CoC has conducted monitoring of all grant recipients as part of the local selection process to ensure compliance with requirements that programs serving households with children were designating required staff to ensure that participants understand and take advantage of available education resources. Trainings are also offered to homeless providers to know what consumer rights are around education.

| 1C-4c. | Written/Formal Agreements or Partnerships with Early Childhood Services Providers. | |
|---|---|---|
| | NOFO Section V.B.1.d. | |

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

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

| | | |
|---|---|---|
| 1C-5. | Addressing Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking–Collaboration with Federally Funded Programs and Victim Service Providers. | |
| | NOFO Section V.B.1.e. | |

In the chart below select yes or no for the organizations your CoC collaborates with:

| | Organizations | |
|---|---|---|
| 1. | State Domestic Violence Coalitions | Yes |
| 2. | State Sexual Assault Coalitions | Yes |
| 3. | Anti-trafficking Service Providers | Yes |
| | Other Organizations that Help this Population (limit 500 characters) | |
| 4. | Local Victim Service Providers | Yes |

| | | |
|---|---|---|
| 1C-5a. | Collaborating with Federally Funded Programs and Victim Service Providers to Address Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking. | |
| | NOFO Section V.B.1.e. | |

Describe in the field below how your CoC regularly collaborates with organizations that you selected yes to in Question 1C-5 to:

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

**(limit 2,500 characters)**

1. Victim Service Providers (VSP), including the one CoC-funded VSP in the CoC, are invited to the Regional Integrated Services Subcommittee to raise issues, disseminate updates and information from the New Jersey Coalition to End Domestic Violence, and propose updates to CoC-wide policies with the larger committee. The VSPs have provided spotlight presentations to the CoC during the CoC meetings, and have the opportunity during the public comment period to propose CoC-wide policy updates based on best practices they have received training on. Any proposals or updates would then be reviewed by the Executive Committee for final vote.

2. During the annual CoC monitoring process, agencies are scored based on whether their staff receives training on trauma-informed care and can meet the needs of survivors. The CoC also informs all agencies about community training opportunities, including training on trauma-informed care, which staff can take advantage of. In addition, the CoC is working to develop a subcommittee specifically for DV policies, with the goal of ensuring the CoC is providing trauma-informed services. The executive committee has a plan to invite one of the DV agencies in the region to facilitate this subcommittee.

| | 1C-5b. | Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking. | |
| | | NOFO Section V.B.1.e. | |

| | | Describe in the field below how your CoC's coordinated entry addresses the needs of DV survivors by including: |
| | 1. | safety planning protocols; and |
| | 2. | confidentiality protocols. |

(limit 2,500 characters)

When an individual accesses the coordinated entry system, an intake worker will walk them through the standardized intake form to obtain information relevant to assessing crisis needs. The assessment process is a series of interactions gathering as much information about a client's situation as possible. The intake is used as a tool to start the conversation with a client, obtain necessary information for evaluating how best to assist, & providing a crisis response for the safety of the individual. Ongoing interactions with the client then provide for additional opportunity to continue to assess the needs of the household for housing stabilization. The different assessments build on each other to provide a more complete snapshot of the household's needs. Effort is taken to thoroughly document throughout the process so that clients are not faced with having to repeat their trauma history. Clients may be reassessed if they remain homeless for an extended amount of time or if their situation was to change.

If a family/individual survivor of DV presents to a homeless assistance provider & is identified as experiencing an imminent threat or safety risk, CoC protocol dictates that the provider refers directly to local victim service providers (VSPs): SAFE in Hunterdon County, DASI in Sussex County, or DASACC in Warren via phone to prioritize safety and ensure that confidential data is not collected in HMIS.

Staff at the 3 VSPs are trained in trauma-informed care and in providing victim-centered services that promote client choice. Whether the client chooses to receive services from a VSP, Divisions of Social Services, or another CoC provider, providers can complete an assessment with the client to be confidentially included in the CoC's Coordinated Assessment process so they are prioritized & referred outside of HMIS so they can choose from the full range of housing assistance/services available. When a survivor household is prioritized for placement, the provider is able to contact the referring agency so a client can consider the option & complete intake to ensure confidentiality throughout the placement process.

| 1C-5c. | Coordinated Annual Training on Best Practices to Address the Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. | |
|---|---|---|
| | NOFO Section V.B.1.e. | |

| | In the chart below, indicate how your CoC facilitates training for project staff and coordinated entry staff that addresses best practices on safety planning and confidentiality protocols: |
|---|---|

| | | Project Staff | Coordinated Entry Staff |
|---|---|---|---|
| 1. | Training Occurs at least annually? | Yes | Yes |
| 2. | Incorporates Trauma Informed best practices? | Yes | Yes |
| 3. | Incorporates Survivor-Centered best practices? | Yes | Yes |
| 4. | Identifies and assesses survivors' individual safety needs? | Yes | Yes |
| 5. | Enhances and supports collaboration with DV organizations? | Yes | Yes |
| 6. | Ensures survivors' rights, voices, and perspectives are incorporated? | Yes | Yes |
| | Other? (limit 500 characters) | | |

| 7. | | | |
|---|---|---|---|

<div align="center">**&nbsp**</div>

| | 1C-5d. | Implemented VAWA-Required Written Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking. | |
|---|---|---|---|
| | | NOFO Section V.B.1.e. | |

| | | Describe in the field below: |
|---|---|---|
| | 1. | whether your CoC's written policies and procedures include an emergency transfer plan; |
| | 2. | how your CoC informs all households seeking or receiving CoC Program assistance about their rights to an emergency transfer; |
| | 3. | what your CoC requires  households to do to request emergency transfers; and |
| | 4. | what your CoC does in response to households requesting emergency transfers. |

**(limit 2,500 characters)**

1.The CoC has policies and procedures that include an Emergency Transfer Plan (ETP).The CoC provided required training on VAWA with a special emphasis on emergency transfers (ET) to providers across theCoC.

2.  The notice of occupancy rights, including right to an ET is given to clients at assessment and / or upon enrolling into a program.  The ETP is outlined in the CoC Governance charter which is posted on the Tri-CoC Webpage.

3. To request an ET, the tenant shall notify the CoC-funded agency's management office and submit a written request for a transfer to another location. The agency will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an ET should include either: (a) A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the agency's program; OR (b) A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90- calendar-day period preceding the tenant's request for an emergency transfer.

4. The ETP ensures that if a household or household members require ET that the provider will "act as quickly as possible to move a tenant who is a victim of domestic violence…to another unit, subject to availability and safety of a unit." Otherwise the agency may need to identify other housing options to ensure safety or based on availability. The policy also states that "if a program participant qualifies for an emergency transfer, but a safe unit is not immediately available for an internal emergency transfer, that program participant shall have priority over all other applicants for tenant-based rental assistance, utility assistance, & units for which project-based rental assistance is provided." In addition, the Tri-County CoC funded agency will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives the agency written permission to release the information on a time-limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program.

| 1C-5e. | Facilitating Safe Access to Housing and Services for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking. | |
|---|---|---|
| | NOFO Section V.B.1.e. | |

| Describe in the field below how your CoC ensures households experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within your CoC's geographic area. |
|---|

(limit 2,500 characters)

The CoC started meeting with the newly CoC-funded Victim Service Provider (VSP), to ensure that the Coordinated Entry System has a process in place to ensure all households experiencing trauma or a lack of safety related to fleeing or attempting to flee DV have access to all housing and services in the CoC. The process that the CoC is developing is set up so that any household who calls the CE access point and identifies that they are fleeing or attempting to flee will be offered a referral to SAFE in Hunterdon (SIH), the CoC VSP, to conduct the CE assessment. The CE provider will explain SIH is able to maintain their confidentiality in the process whereas CE housing lists are accessible to several homeless service providers in the county. A household may opt to continue the CE assessment process with the CE Provider or be referred to SIH. During the assessment with SIH, clients are made aware that their information will be de-identified and that they will be placed on the CE housing prioritization list (HPL). Clients are informed that through the HPL, they will have safe access to all housing and services available in the CoC that they are eligible for, so long as they desire access to them. All Households referred to SIH are informed that they have the option to decline being added to the full CoC HPL and only be referred to SIH housing and services.

| 1C-5f. | Identifying and Removing Barriers for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking. | |
|---|---|---|
| | NOFO Section V.B.1.e. | |

| | Describe in the field below how your CoC ensures survivors receive safe housing and services by: |
|---|---|
| 1. | identifying barriers specific to survivors; and |
| 2. | working to remove those barriers. |

(limit 2,500 characters)

1. The CoC reviews de-identified aggregate data from the DV service agency, and PIT data to gain insight into the trends and barriers faced by survivors of domestic violence in the region. This review allows the CoC to better understand and account for the specialized needs and barriers of this population. In addition, the CoC has a newly-initiated lived experience advisory board which seeks to partner with CoC leadership by providing feedback on the homeless response system and informing CoC leadership on system barriers and strategies for improvement, including barriers for survivors. One of the goals is to also recruit survivors with lived experience onto the advisory board, so they can actively assist with identifying barriers.

2. One of the goals of this new lived experience advisory board is for people with lived experience of homelessness (PWLE), including survivors, to identify the unique experiences and barriers faced by survivors in obtaining services and safe housing, and to propose strategies to remove these barriers. The chair of the lived experience advisory board currently sits on the Executive Committee and is committed to the work of removing these barriers. Additionally CoCs members participate in annual training, hosted by the local DV service provider, on serving survivors and how to remove barriers for this population. Stakeholders have the opportunity to collaborate and discuss strategies, in collaboration with PWLE who have direct experience with homelessness and DV.

| 1C-6. | Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+–Anti-Discrimination Policy and Equal Access Trainings. | |
|---|---|---|
| | NOFO Section V.B.1.f. | |

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

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

| | | Describe in the field below: |
|---|---|---|
| | 1. | how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families; |
| | 2. | how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy; |
| | 3. | your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and |
| | 4. | your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies. |

**(limit 2,500 characters)**

1.Each CoC meeting includes an opportunity for public comment, during which all CoC members may propose new CoC policies or propose updates to existing CoC policies, including the non-discrimination and equal opportunities policy. If feedback was made by the stakeholders, the CoC Governance Board meets and votes on updating the policies as necessary.

2.The CoC has an annual training scheduled for an upcoming CoC-wide meeting, which will cover the non-discrimination policy and will also address the topic of how to develop project-level policies that are consistent with the CoC-wide anti-discrimination policy.

3.The CoC conducts an annual monitoring of CoC-funded providers, which includes a monitoring of providers' policies and oversight over any compliance issues with the CoC's anti-discrimination policies.

4.If the monitoring process results in findings regarding noncompliance with the anti-CoC discrimination policy, the CoC will write a letter to the agency notifying them of the exact findings that were identified and will request that the agency submit a response within 60 days of receipt of the letter, acknowledging the findings and reporting back on their remediation plan for addressing any noncompliance. If noncompliance is identified in subsequent monitoring cycles, the agency will be notified that this could result in loss of funding if their noncompliance persists.

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

| You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen. |
|---|
| Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with–if there is only one PHA in your CoC's geographic area, provide information on the one: |

| Public Housing Agency Name | Enter the Percent of New Admissions into Public Housing or Housing Choice Voucher Program During FY 2023 who were experiencing homelessness at entry | Does the PHA have a General or Limited Homeless Preference? | Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On? |
|---|---|---|---|
| New Jersey Department of Community Affairs | 53% | Yes-HCV | No |
| Hunterdon Housing Authority | 17% | Yes-HCV | No |

| 1C-7a. | Written Policies on Homeless Admission Preferences with PHAs. | |
|---|---|---|
| | NOFO Section V.B.1.g. | |

| | Describe in the field below: |
|---|---|
| 1. | steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference–if your CoC only has one PHA within its geographic area, you may respond for the one; or |

| | | |
|---|---|---|
| 2. | state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference. | |

**(limit 2,500 characters)**

Due to the advocacy of CoC partners Hunterdon County, Hunterdon Helpline & Family Promise of Hunterdon County as part of their effort to create a 10 Year plan to End Homelessness, the CoC was able to provide USICH PHA Guidebook on Ending Homelessness to Hunterdon County Division of Housing & HUD Notice PIH 2013-15 regarding creating a homeless preference. In response, Hunterdon Division of Housing requested public comment regarding adding a homeless preference to its Admin Plan and implemented a homeless preference in 2018. The CoC encouraged community partners to provide comment to request implementation of the preference.
The CoC has also engaged NJ DCA regarding how to establish more robust homeless preference in its Admin Plan as well as increasing its use of the Moving On program it established.

| | | |
|---|---|---|
| 1C-7b. | Moving On Strategy with Affordable Housing Providers. | |
| | Not Scored–For Information Only | |

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

| | | |
|---|---|---|
| 1. | Multifamily assisted housing owners | Yes |
| 2. | PHA | Yes |
| 3. | Low Income Housing Tax Credit (LIHTC) developments | Yes |
| 4. | Local low-income housing programs | Yes |
| | Other (limit 150 characters) | |
| 5. | | |

| | | |
|---|---|---|
| 1C-7c. | Include Units from PHA Administered Programs in Your CoC's Coordinated Entry. | |
| | NOFO Section V.B.1.g. | |

| | |
|---|---|
| | In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process: |

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

|  |  |
|---|---|
|  |  |

| | | |
|---|---|---|
| **1C-7d.** | Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness. | |
| | NOFO Section V.B.1.g. | |

| | | |
|---|---|---|
| **1.** | Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)? | No |
| | | **Program Funding Source** |
| **2.** | Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement. | |

| | | |
|---|---|---|
| **1C-7e.** | Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV). | |
| | NOFO Section V.B.1.g. | |

| | | |
|---|---|---|
| | Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan? | Yes |

# 1D. Coordination and Engagement Cont'd

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

- Notice of Funding Opportunity (NOFO)  Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
   - 24 CFR part 578;
   - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

| 1D-1. | Preventing People Transitioning from Public Systems from Experiencing Homelessness. | |
|---|---|---|
| | NOFO Section V.B.1.h. | |

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

| 1. | Prisons/Jails? | Yes |
|---|---|---|
| 2. | Health Care Facilities? | Yes |
| 3. | Residential Care Facilities? | Yes |
| 4. | Foster Care? | Yes |

| 1D-2. | Housing First–Lowering Barriers to Entry. | |
|---|---|---|
| | NOFO Section V.B.1.i. | |

| 1. | Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2024 CoC Program Competition. | 12 |
|---|---|---|
| 2. | Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2024 CoC Program Competition that have adopted the Housing First approach. | 12 |
| 3. | This number is a calculation of the percentage of new and renewal PSH, RRH,  SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2024 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing. | 100% |

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

| You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen. |
|---|
| Describe in the field below: |

| | | |
|---|---|---|
| 1. | how your CoC evaluates every project–where the applicant checks Housing First on their project application–to determine if they are using a Housing First approach; | |
| 2. | the list of factors and performance indicators your CoC uses during its evaluation; | |
| 3. | how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach; and | |
| 4. | what your CoC has done to improve fidelity to Housing First. | |

**(limit 2,500 characters)**

New & renewal projects are scored during the local competition based on if the agency indicates Housing First (HF) oriented admission and termination policies. Local competition scoring also incorporates annual monitoring results for renewals & HF assessment accounts for 32% of the monitoring score; the monitoring score accounts for 50% of the renewal project local competition score.

Factors that the COC uses during its evaluation include: Client selection policies indicate those with highest needs are prioritized; service plans are client-centered; Minimal barriers to program enrollment (criminal background, active substance use, poor credit, limited income); Termination policy avoids termination for criminal background, active substance use, failure to participate in services, loss of income, or DV; Clients stay in program post-eviction; Consumer feedback is collected & informs programming. For PH projects the CoC also monitors HF metrics like returns to homelessness & PH retention.

Outside the competition projects are monitored annually, which includes a client file review ensuring clients were not terminated due to violations of HF. Program policies & procedures are reviewed to ensure program policies do not violate HF principles, client input informs programming, & there are minimal barriers to entry. Direct outreach with agencies outside of the competition may also occur. Last year a renewal project indicated on their application they sometimes deny or terminate clients for active substance use, the CoC connected with them outside the competition to understand why this was happening & worked with the agency to develop HF policies & remediate this practice.

The CoC trains on housing first during the local selection technical assistance session. The CoC also developed a Housing First Standards reference tool, which outlines the dimensions of Housing First including: 1) Housing First in Project access; (2) Housing First in Project Input; (3) Housing First in Project Lease Arrangements; (4) Housing First in Services; (5) Housing First in Housing Provision.  These Housing First principles have been provided to agencies during the monitoring process and are meant to exemplify how agencies can adhere to housing first in the administration of their programs. The CoC also asks agencies to address any findings that were identified during the monitoring, and provides TA on HF fidelity if the need is identified.

| 1D-3. | Street Outreach–Data–Reaching People Least Likely to Request Assistance. | |
|---|---|---|
| | NOFO Section V.B.1.j. | |

| | |
|---|---|
| Describe in the field below how your CoC tailored its street outreach to people experiencing homelessness who are least likely to request assistance. |

**(limit 2,500 characters)**

Bridgeway Rehabilitation Services operate the primary outreach efforts for the CoC through the PATH program. Outreach teams work to identify & serve those least likely to seek assistance. This practice of tailoring outreach to the hardest to serve has been bolstered by the availability of new PSH vouchers dedicated to the chronically homeless by the CoC and prioritizing those vouchers for those persons who have been homeless longest with the most severe service needs. Outreach staff have access to bilingual Spanish speakers & other translation services for those with limited English proficiency. They print documents in English & Spanish. Hunterdon Helpline also has outreach on Sunday mornings to known homeless encampment areas & provides a bagged breakfast/lunch. Additional outreach teams include Code Blue and Market Street Mission. The CoC also gained a mobile outreach team working in each county to identify, engage with & provide essential services necessary to outreach unsheltered and/or at-risk individuals; connect them with emergency shelter, housing, or services; and provide mobile case management.

The CoC Lead, Family Promise of Sussex County (FPSC), & partners hold service fairs throughout the year to engage persons in need of housing & services who are not yet seeking them. Events are held at key times to get resources to clients as the seasons change. Since 2023, FPSC has had a Mobile Outreach Team that goes out to remote & hard to reach areas & works to establish, maintain relationships with families, individuals who are experiencing street level homelessness & may have no other means to get or ask for assistance. Some of these individuals & families have spent years or decades without housing, & outreach often requires time, trust-building before they are willing to accept more involved help or move into temporary or permanent housing. Once the Mobile Outreach Team creates a connection, trust is established, they help individuals & families obtain necessary IDs, case management is provided in addition to housing navigation with the end goal of housing stabilization.

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

| Select yes or no in the chart below to indicate your CoC's strategies to prevent the criminalization of homelessness in your CoC's geographic area: |
|---|

| | Your CoC's Strategies | Engaged/Educated Legislators and Policymakers | Implemented Laws/Policies/Practices that Prevent Criminalization of Homelessness |
|---|---|---|---|
| 1. | Increase utilization of co-responder responses or social services-led responses over law enforcement responses to people experiencing homelessness? | Yes | No |
| 2. | Minimize use of law enforcement to enforce bans on public sleeping, public camping, or carrying out basic life functions in public places? | Yes | No |
| 3. | Avoid imposing criminal sanctions, including fines, fees, and incarceration for public sleeping, public camping, and carrying out basic life functions in public places? | Yes | No |
| 4. | Other:(limit 500 characters) | | |

| | | |
|---|---|---|
| | | |

| 1D-5. | Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS. | |
| | NOFO Section V.B.1.l. | |

| | | HIC Longitudinal HMIS Data | 2023 | 2024 |
|---|---|---|---|---|
| | Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR. | Longitudinal HMIS Data | 329 | 305 |

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

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

| | Mainstream Benefits | CoC Provides Annual Training? |
|---|---|---|
| 1. | Food Stamps | Yes |
| 2. | SSI–Supplemental Security Income | Yes |
| 3. | SSDI–Social Security Disability Insurance | Yes |
| 4. | TANF–Temporary Assistance for Needy Families | Yes |
| 5. | Substance Use Disorder Programs | Yes |
| 6. | Employment Assistance Programs | Yes |
| 7. | Other (limit 150 characters) | |
| | | |

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

| | Describe in the field below how your CoC: | |
|---|---|---|
| 1. | works with projects to collaborate with healthcare organizations, including those that provide substance use disorder treatment and mental health treatment, to assist program participants with receiving healthcare services, including Medicaid; and | |
| 2. | promotes SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff. | |

(limit 2,500 characters)

1. The CoC membership includes Zufall, a federally qualified healthcare center that has assisted the CoC in ensuring that CoC program participants can attend local health fair and clinic events to assist participants with receiving healthcare services.

2. Within the Tri-County CoC, all the Family Promise and DSS agencies are able to conduct outreach to provide recovery assistance in attempting to end homelessness. In addition, DSS and Family Promise agencies are SOARCertified, allowing the assistance of obtaining social security benefits for community members.

| | | | |
|---|---|---|---|
| ID-7. | Partnerships with Public Health Agencies--Collaborating to Respond to and Prevent the Spread of Infectious Diseases. | |
| | NOFO Section V.B.1.n. | |

| | |
|---|---|
| | Describe in the field below how your CoC effectively collaborates with state and local public health agencies to develop CoC-wide policies and procedures that: |
| 1. | respond to infectious disease outbreaks; and |
| 2. | prevent infectious disease outbreaks among people experiencing homelessness. |

**(limit 2,500 characters)**

The CoC has expanded on its partnerships with the Counties' Departments of Health in order to rapidly and effectively respond to infectious disease outbreaks. The CoC now has on-going practices and protocols that the CoC now follows in the event a future infectious disease outbreak:
•Use of multiple communication platforms, including the County Website, email alerts, the Community Health Alert and Information Network (CHAIN), and meeting announcements to quickly disseminate public health emergency information
•Lasting partnership with and information/resource sharing among local mainstream health providers, including Atlantic Healthcare, Zufall Medical Health Center, public health nursing practitioners, and county vaccination sites
•Provision of health care in approved shelters
•Provision of testing and vaccination to at-risk populations by the Hunterdon County Health Department, Hunterdon Medical Center, and Zufall Health Center

CoC-wide policy follows County protocol as per their Emergency Operations Plan (EOP) to prevent infectious disease outbreaks among people experiencing homelessness. The actions taken to prepare for a future emergency, as detailed in the Counties EOPs include coordination with the County Health Departments to:
•Implement effective environmental health, nursing, and health education practices to minimize the incidence of disease
•Support in the movement of special needs and homebound population
•Conduct frequent inspections of emergency shelters to determine the need for sanitation or other protective measures.
•Moving all CoC meetings to remote settings through Zoom and Webex

| | | | |
|---|---|---|---|
| ID-7a. | Collaboration With Public Health Agencies on Infectious Diseases. | |
| | NOFO Section V.B.1.n. | |

| | | |
|---|---|
| | Describe in the field below how your CoC: |
| 1. | effectively shared information related to public health measures and homelessness; and |
| 2. | facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants. |

### (limit 2,500 characters)

1.The CoC is equipped to communicate essential information related to public health measures and homelessness through multiple communication platforms: the County Website, email alerts, the Community Health Alert and Information Network (CHAIN), and meeting announcements.

2.The Sussex County Division of Health works with Newton Memorial Hospital, Sussex County Division of Emergency Management, Sussex County Law Enforcement, and the New Jersey Department of Health to respond in the event of a public health emergency. The local Public Health Emergency Preparedness team has an established communications network among public health professionals, healthcare organizations, law enforcement agencies, clinicians, school officials, public officials, emergency responders and businesses through the development of the Community Health Alert and Information Network (CHAIN). By strengthening information access among local and community partners, the PHENS Coordinator can assure rapid notification of public health events or information that may impact the health of the community. Trained in the use of communication technology, the PHENS Coordinator can receive and transmit information to the CHAIN, 24 hours per day, 7 days per week, regardless of location.

| | | | |
|---|---|---|---|
| 1D-8. | Coordinated Entry Standard Processes. | |
| | NOFO Section V.B.1.o. | |

| | |
|---|---|
| | Describe in the field below how your CoC's coordinated entry system: |
| 1. | can serve everybody regardless of where they are located within your CoC's geographic area; |
| 2. | uses a standardized assessment process to achieve fair, equitable, and equal access to housing and services within your CoC; |
| 3. | collects personal information in a trauma-informed way; and |
| 4. | is updated at least annually using feedback received from participating projects and households that participated in coordinated entry. |

### (limit 2,500 characters)

1.The CoC Coordinated Entry System (CES) can serve everybody regardless of where they are located within the CoC geographic area through street outreach from PATH and telephone availability during & after business hours to the CE Lead and County Divisions of Social Services.

2. Tri-County Continuum of Care has created a Housing Prioritization Tool (HPT) to prioritize households through a standardized assessment process. The HPT collects information about various health and social needs of each household to evaluate their vulnerability and level of service need. The tool considers factors such as:
•The extent of a household's homelessness
•Health care concerns/ER visits
•Interactions with the police & law enforcement
•Mental or Physical disabilities or issues of long duration which impede independent living
•History or active substance use/abuse
•History or current experiences of DV
•Income
Intake staff receive training to ensure this process is standardized. The Housing Prioritization Tool uses the client responses to the questions related to these factors to provide a score that identifies their vulnerability. The higher the HPT 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. The CA process prioritizes for PSH in accordance with CPD-16-011 per CoC Policies.

3. The Coordinated Entry System is designed so clients do not have to retell their story to multiple parties or relive their trauma. It acts as a single door entry to accessing services. Case workers empower clients throughout the process that helps build self-esteem and personal assets.

4. The Coordinated Entry provider uses feedback from agencies, feedback from persons with lived experience, and HMIS data to inform all processes. The RISS periodically reviews the CE Assessment and welcomes stakeholder feedback, including input from those administering the tool, participating projects. Participating projects are required to attend Case Conferencing and have the opportunity to share feedback on the tool during meetings. Moreover, the CoC has initiated a lived experience advisory board, where consumers who have used the CES are providing regular, on-going feedback on their experience utilizing CE.

| | | |
|---|---|---|
| 1D-8a. | Coordinated Entry–Program Participant-Centered Approach. | |
| | NOFO Section V.B.1.o. | |

| | | |
|---|---|---|
| | Describe in the field below how your CoC's coordinated entry system: | |
| 1. | reaches people who are least likely to apply for homeless assistance in the absence of special outreach; | |
| 2. | prioritizes people most in need of assistance; | |

| | | |
|---|---|---|
| | 3. | ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their needs and preferences; and |
| | 4. | takes steps to reduce burdens on people seeking assistance. |

**(limit 2,500 characters)**

Family Promise of Sussex County (FPSC) & partners hold service fairs throughout the year to engage persons in need of housing & services who are not yet seeking them. Events are held at key times to get resources to clients as the seasons change. Also, FPSC outreaches unsheltered clients who otherwise are not engaged with services such as showers targeting their expressed needs.

The higher the HPT 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. The CA process prioritizes for PSH in accordance with CPD-16-011 per CoC Policies.

The CoC can monitor bed availability in real-time for housing projects using HMIS & conducts Case Conferencing meetings at least monthly to ensure that all referrals are incorporated and referred as soon as possible to permanent housing.

The CE system utilizes a phased assessment process that works to not be overly invasive & retraumatizing. The process seeks to obtain only necessary information required to provide supportive stabilization services. The assessment process allows client autonomy & provides the opportunity for them to freely refuse to answer questions without retribution or limiting their access to assistance. The information gathered through the assessment process is meant to provide a clear understanding to allow for meaningful recommendations & referrals to support the needs of clients. The process aims to be culturally competent, person-centered, user friendly & sensitive to each individual's lived experience.

| | | |
|---|---|---|
| 1D-8b. | Coordinated Entry–Informing Program Participants about Their Rights and Remedies–Reporting Violations. | |
| | NOFO Section V.B.1.o. | |

| | | |
|---|---|---|
| | Describe in the field below how your CoC through its coordinated entry: | |
| | 1. | affirmatively markets housing and services provided within the CoC's geographic area and ensures it reaches all persons experiencing homelessness; |
| | 2. | informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and |
| | 3. | reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan. |

**(limit 2,500 characters)**

The CE lead creates inclusive facilities & programing, affirmatively market housing and services by:
Not discriminating in providing referrals &/or services based on race, color, national origin, gender identity, sexual orientation, financial status, religion, age, or disability
Using a mobile outreach van to meet individuals where they are, oftentimes in parking lots, campgrounds & parks
Having a web-based resource guide distributed statewide; the Northern McKinney Vento office includes te CE information on their website & distributes the weblink at their meetings
Uses appropriate transgender and LGBTQ inclusive language in communications, publications, & training including but not limited to addressing residents by their appropriate name and pronoun
Hosting training for the CoC, County Boards of Social Services on the CE
Posting CE information on CoC and County websites

2. The CoC Lead and CES inform clients by:
- Publicly posting info about  HUD equal access & Fair housing and Anti-Discrimination policies & how residents may seek redress under the Law Against Discrimination & to develop a system for reporting discrimination
- Establish & enforce inclusive standards for staff & residents
- Intake workers provide clients with an overview of resident protections based on actual or perceived orientation, gender identity, & gender expression, & opportunity to disclose if an individual requires particular accommodations for this
- Offer clients opportunities to voluntarily disclose sexual orientation, gender identity, or gender expression only after there is discussion about the programs policies, accommodations for LGBTQ populations & ability to safeguard confidential info

3. The Exec Committee meetings provide an open forum for the CE provider to raise concerns regarding fair housing choice & report any need for formal or additional advocacy to the State Department of Community Affairs, the jurisdiction responsible for certifying consistency with the Con Plan. Additionally the HMIS release is reviewed & signed off on by participants to communicate their rights with data collection. Those added to the Prioritization List are provided with a release of information form that provides them with their rights as far as being added to the waiting list & sharing of information. The New Jersey Division of Civil Rights has also been engaged in providing trainings to the CoC, regarding reporting instances of housing discrimination.

| 1D-9. | Advancing Racial Equity in Homelessness–Conducting Assessment. | |
| | NOFO Section V.B.1.p. | |

| 1. | Has your CoC conducted a racial disparities assessment in the last 3 years? | Yes |
| 2. | Enter the date your CoC conducted its latest assessment for racial disparities. | 09/28/2023 |

| 1D-9a. | Using Data to Determine if Racial Disparities Exist in Your CoC's Provision or Outcomes of CoC Program-Funded Homeless Assistance. | |
|---|---|---|
| | NOFO Section V.B.1.p. | |

| | Describe in the field below: | |
|---|---|---|
| 1. | the data your CoC used to analyze whether any racial disparities are present in your CoC's provision or outcomes of CoC Program-funded homeless assistance; and | |
| 2. | how your CoC analyzed the data to determine whether any racial disparities are present in your CoC's provision or outcomes of CoC Program-funded homeless assistance. | |

### (limit 2,500 characters)

The CoC looks at the PIT, American Community Survey, HMIS data, and Coordinated Entry data on an ongoing basis to assess how homeless individuals are overrepresented in the CoC population experiencing homelessness. The CoC also incorporates racial equity questions into the annual project monitoring process, and asks agencies to identify how frequently they monitor their project data with a racial equity lens, to identify any racial disparities or findings that were present in their data, and what steps they are taking to remediate them.

The CoC compares housing outcomes for households of different races–for example, comparing the rate at which Black households are served in Permanent Housing (PH) programs, as compared to their White counterparts. The CoC identified that Black/African Americans and Hispanic/Latinos are severely overrepresented in the CoC's population experiencing homelessness. 2024 PIT data indicates that 3% of the overall population in the CoC identify as Black/African American (B/AA) but B/AA individuals make up 30% of the county's homeless population, whereas 79% of the overall population in the CoC identify as White, but White individuals make up 56% of the homeless population. Meanwhile,  CoC-level data from HMIS reveals that only 22% of consumers who are served by permanent housing projects in the CoC identify as Black or African American (B/AA), versus 63% of consumers who identify of White. Similarly, 20% of consumer who are served by RRH identify as B/AA, compared to 69% of RRH consumers who identify as white.

| 1D-9b. | Implemented Strategies to Prevent or Eliminate Racial Disparities. | |
|---|---|---|
| | NOFO Section V.B.1.p | |

| | Select yes or no in the chart below to indicate the strategies your CoC is using to prevent or eliminate racial disparities. | |
|---|---|---|

| 1. | Are your CoC's board and decisionmaking bodies representative of the population served in the CoC? | No |
|---|---|---|
| 2. | Did your CoC identify steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC? | Yes |
| 3. | Is your CoC expanding outreach in your CoC's geographic areas with higher concentrations of underrepresented groups? | Yes |

| | | |
|---|---|---|
| 4. | Does your CoC have communication, such as flyers, websites, or other materials, inclusive of underrepresented groups? | Yes |
| 5. | Is your CoC training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness? | Yes |
| 6. | Is your CoC establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector? | Yes |
| 7. | Does your CoC have staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness? | Yes |
| 8. | Is your CoC educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity? | Yes |
| 9. | Did your CoC review its coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness? | Yes |
| 10. | Is your CoC collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system? | Yes |
| 11. | Is your CoC conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness? | Yes |
| | Other:(limit 500 characters) | |
| 12. | | |

| | | |
|---|---|---|
| 1D-9c. | Plan for Ongoing Evaluation of System-level Processes, Policies, and Procedures for Racial Equity. | |
| | NOFO Section V.B.1.p. | |

| |
|---|
| Describe in the field below your CoC's plan for ongoing evaluation of system-level processes, policies, and procedures for racial equity. |

## (limit 2,500 characters)

The CoC regularly reviews and solicits feedback on system-level processes, policies, and procedures from committees, especially the new lived experience advisory board, and conducts this evaluation with a racial equity lens. One of the advisory board members sits on the executive committee and directly participates in evaluation of system level processes and policies.

Secondly, data analysis is a critical component of the CoC's annual evaluation process. Every year, the CoC reviews PIT data and LSA data for racial disparities. The CoC also requires and scores agencies on having a process to analyze racial disparities in their project-level data.

In addition to these check-points, the CoC was awarded a grant from the State of NJ to increase the CoC's capacity to be data-driven in all decision making. Through this grant funding, the CoC has hired a full-type system data monitoring analyst that is able to monitor system-level processes and outcomes through Coordinated Entry. A cohort of 7 CoC members completed a 12 week training on data-driven performance management run by Harvard Kennedy School of Business Government Performance Lab & Delivery Associates. The vision has been to create a system where data driven decision making is the norm. The CoC uses data driven decision making to create strategic planning & logic models to aid in solving the homeless issue unique to its target population.

| | | |
|---|---|---|
| 1D-9d. | Plan for Using Data to Track Progress on Preventing or Eliminating Racial Disparities. | |
| | NOFO Section V.B.1.p. | |

| |
|---|
| Describe in the field below: |

| | 1. | the measures your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance; and |
| --- | --- | --- |
| | 2. | the tools your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance. |

**(limit 2,500 characters)**

1. The CoC plans to use measures such as: % of households experiencing homelessness during the PIT count who identify as Black and Hispanic, compared to the general Black and Hispanic population in the geographic region; comparison between the percentage of people from different races served in each project type; days homeless across racial and ethnic groups, returns to homelessness across racial and ethnic groups, and exit destinations across racial and ethnic groups. FY23 LSA data, for example, showed that 62% of White households exited to permanent destinations, while 53% of Black/African American (B/AA) households exited to permanent destinations; meanwhile 26% of White households exited to temporary destinations compared to 32% of their Black counterparts.

The CoC was also awarded state funding to train CoC members to be able use data in all CoC initiatives and decisions, and gain the capacity to regularly monitor CoC data, including progress on addressing and eliminating disparities. Data sharing & analysis will assist in better understanding of the population & increase transparency, participation from key stakeholders & shared accountability. The CoC will utilize data to drive education, advocacy efforts to help increase needed funding streams & resources within the community.

2. The CoC currently uses HMIS as the main tool for collecting data and tracking progress on preventing and eliminating disparities. The CoC also looks at data from Stella P, Point-in-Time surveys, and the Coordinated Entry Waiting list on an annual basis to assess progress on improving housing outcomes and eliminating disparities for Black and Hispanic individuals who are overrepresented in the population experiencing homelessness.

| | 1D-10. | Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking–CoC's Outreach Efforts. | |
| --- | --- | --- | --- |
| | | NOFO Section V.B.1.q. | |

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

**(limit 2,500 characters)**

The CoC previously sent out a Community Access Survey for agencies to distribute to its clients, to gain feedback on client experiences with services and access to services across the CoC. Based on survey results, over 50% of respondents indicated interest in further collaboration with the CoC. As a result, the Regional Integrated Services Subcommittee (RISS) took on the task of developing an action plan to engage people with lived experience and gain their sustained and authentic engagement in the CoC.

Since then, the CoC has established an active lived experience advisory board with whom they seek to partner on CoC decision-making. The CoC is encouraging persons with lived expertise (PWLE) on the advisory board to take an active stance in providing feedback on the homeless response system and joining decision-making bodies. One component of this project trains PWLE on what the CoC is and how the CoC formally operates and makes decisions. This training component is meant to prepare PWLE to understand the unique language and components of the CoC, and to equip them with the knowledge to authentically engage with other decision-making parties and to instill a level of confidence to take part in leadership roles. The CoC encouraged advisory board members to continue spreading the word to other consumers.

Additionally, the CoC annual monitoring process asks agencies how their board of directors or equivalent decision-making body includes more than one person with lived experience. The Local Selection process also asks about the percentage of direct and executive-level staff who have lived experience. The findings from the monitoring and local selection provide insight into whether further outreach is needed to engage clients in leadership roles.

| 1D-10a. | Active CoC Participation of Individuals with Lived Experience of Homelessness. | |
| | NOFO Section V.B.1.q. | |

| You must upload the Lived Experience Support Letter attachment to the 4B. Attachments Screen. |
| Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four categories listed: |

| | Level of Active Participation | Number of People with Lived Experience Within the Last 7 Years or Current Program Participant | Number of People with Lived Experience Coming from Unsheltered Situations |
|---|---|---|---|
| 1. | Routinely included in the decisionmaking processes related to addressing homelessness. | 8 | 1 |
| 2. | Participate on CoC committees, subcommittees, or workgroups. | 8 | 1 |
| 3. | Included in the development or revision of your CoC's local competition rating factors. | 1 | 0 |
| 4. | Included in the development or revision of your CoC's coordinated entry process. | 8 | 0 |

| 1D-10b. | Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness. | |
| | NOFO Section V.B.1.q. | |

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

(limit 2,500 characters)

The CoC routinely shares information through the CoC email listserv, including training and professional development opportunities for agencies to share with their clients. The CoC has sent out information from Garden State Leaders, which offers advocacy training designed to build leadership skills for people with lived experience (PLE) and provides opportunities for PLE to engage with state and local leaders from government and nonprofit. The training was offered free of cost.

The CoC continues to work to strengthen and engage within the three different counties. Methods of engagement included surveys, feedback, and development of new policies. This can be seen with the new subcommittee of DV. Additionally, the CoC has an advisory board who are being asked to provide feedback on  the types of professional development and employment opportunities they are looking for, and how the CoC can support their long-term professional development.

During the CoC annual monitoring and local selection, moreover, agencies are required to explain their efforts to hire those with lived experience and to indicate if they are establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the organization.

| 1D-10c. | Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness. | |
|---|---|---|
| | NOFO Section V.B.1.q. | |

| | Describe in the field below: |
|---|---|
| 1. | how your CoC gathers feedback from people experiencing homelessness; |
| 2. | how often your CoC gathers feedback from people experiencing homelessness; |
| 3. | how your CoC gathers feedback from people who received assistance through the CoC Program or ESG Program; |
| 4. | how often your CoC gathers feedback from people who have received assistance through the CoC Program or ESG Program; and |
| 5. | steps your CoC has taken to address challenges raised by people with lived experience of homelessness. |

(limit 2,500 characters)

The CoC has an active advisory board of persons with lived expertise (PWLE), who have an active stake in providing feedback on the homeless response system and are stepping into decision-making roles. The CoC has hosted focus group conversations to highlight some of the major system barriers. The advisory board has a representative on the CoC executive committee who also routinely provides feedback on behalf of the advisory board.

The CoC has an Executive Committee (EC) that meets bimonthly to address pressing issues and system barriers. The advisory board has a representative on the EC who is able to share feedback on behalf of the advisory board during EC meetings.

CoC providers are monitored every year and scored on whether the agency is regularly conducting consumer feedback surveys on their experience receiving assistance. The annual monitoring also scores on whether persons with lived experience serve on the agency's governing or policy-making board and have input on program design. The CoC does not receive ESG funding.

The advisory board has raised issues related to lack of awareness of the Coordinated Entry system and opportunities for streamlined access to services. The board has funneled this feedback to the Executive Committee, who has initiated conversations with the CE provider on barriers to sharing information about CE, and how to better market the project. As a result, the CE lead has updated flyers and is working on updating their information online.

| 1D-11. | Increasing Affordable Housing Supply. | |
|---|---|---|
| | NOFO Section V.B.1.s. | |

| | Describe in the field below at least two steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC's geographic area regarding the following: |
|---|---|
| 1. | reforming zoning and land use policies to permit more housing development; and |
| 2. | reducing regulatory barriers to housing development. |

**(limit 2,500 characters)**

The State of NJ monitors municipalities to ensure that they are providing their 'fair share' of the region's need for affordable housing for moderate- and low income people. The Mount Laurel Doctrine prohibits discrimination against the poor by the state and municipalities in the exercise of their land use powers. In 2024, the State of NJ passed a new law amending the Fair Housing Act to protect and expand the Mount Laurel Doctrine. The law upheld the ban on Regional Contribution Agreements, and codified the methodology used to determine municipal affordable housing obligations.

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

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

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
    - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

| | | |
|---|---|---|
| 1E-1. | Web Posting of Advance Public Notice of Your CoC's Local Competition Deadline, Scoring and Rating Criteria. | |
| | NOFO Section V.B.2.a. and 2.g. | |

| | | |
|---|---|---|
| 1. | Enter the date your CoC published its submission deadline and scoring and rating criteria for New Project applicants to submit their project applications for your CoC's local competition. | 05/23/2024 |
| 2. | Enter the date your CoC published its submission deadline and scoring and rating criteria for Renewal Project applicants to submit their project applications for your CoC's local competition. | 05/23/2024 |

| | | |
|---|---|---|
| 1E-2. | Project Review and Ranking Process Your CoC Used in Its Local Competition.  We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below. | |
| | NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e. | |

| | |
|---|---|
| You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen. |
| Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition: |

| | | |
|---|---|---|
| 1. | Established total points available for each project application type. | Yes |
| 2. | At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH). | Yes |
| 3. | At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness). | Yes |
| 4. | Provided points for projects that addressed specific severe barriers to housing and services. | Yes |
| 5. | Used data from comparable databases to score projects submitted by victim service providers. | Yes |

| | 6. | Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers. | Yes |
|---|---|---|---|

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

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

| | 1. | What were the maximum number of points available for the renewal project form(s)? | 41 |
|---|---|---|---|
| | 2. | How many renewal projects did your CoC submit? | 11 |
| | 3. | What renewal project type did most applicants use? | PH-PSH |

| | 1E-2b. | Addressing Severe Barriers in the Local Project Review and Ranking Process. | |
|---|---|---|---|
| | | NOFO Section V.B.2.d. | |

| Describe in the field below: |
|---|

| | 1. | how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing; |
|---|---|---|
| | 2. | how your CoC analyzed data regarding how long it takes to house people in permanent housing; |
| | 3. | how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and |
| | 4. | the severe barriers your CoC considered. |

(limit 2,500 characters)

1. Renewal projects are monitored on performance based on HMIS &/or Annual Performance Report data. This monitoring score is factored into the renewal local selection score. Full points are received during monitoring for projects where at least 85% of households remain housed for at least 12 months, exit to other permanent housing (PH), or continue in PH; Less than 10% of those exiting PH return to homelessness; 85% of households maintain or increase income at exit or annual assessment; 20% of adults who are not on SSI/SSD are employed at exit or annual assessment; 85% of households maintain or obtain mainstream non-cash benefits at exit or annual assessment; there is over 90% occupancy; there is less than 10% data quality errors

2.The CoC's Housing Prioritization list is analyzed daily for updates & monthly for possible removal of consumers who secured permanent housing, by staff overseeing CE. Staff also evaluates the data from Data Quality to assess the average length of time it takes for clients who are on the list to move into permanent housing.

3. The local selection included a review of applications for new and renewal projects. Projects demonstrating low barriers to entry, minimal criteria for program retention, use of the coordinated assessment process, and use of best practice service models specific to vulnerable populations are deemed appropriate for vulnerable populations and receive higher points in the local process. Renewal projects scoring criteria include housing stability rates and low rates of removing clients from the program for noncompliance. Both new and renewals demonstrating capability to serve vulnerable populations successfully receive higher scores in the local competition. This year the CoC chose to recommend the DV Bonus for a new expansion TH-RRH project, understanding that this population may face unique barriers and the project present lower performance, but that increasing housing for DV clients is a priority in the CoC.

4. Renewal projects were evaluated on program performance with consideration for the severity of need of the populations served. For example when the CoC evaluated whether a project met the CoC Performance Standards for the percentage of clients linkage to earned income, the # of participants this measure was applied to was adjusted/reduced according to the number of participants connected to SSI/SSDI so programs serving those with severe needs were not penalized.

| | 1E-3. | Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process. | |
| | | NOFO Section V.B.2.e. | |

| | | Describe in the field below: |
|---|---|---|
| | 1. | how your CoC used input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications; |
| | 2. | how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and |
| | 3. | how your CoC rated and ranked projects based on the degree that proposed projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and steps the projects took or will take to eliminate the identified barriers. |

**(limit 2,500 characters)**

1.The CoC lead assessed the Review Committee membership to make sure that Black/African American (B/AA) persons, who are overrepresented in the population experiencing homelessness, were represented on the Committee that determines rating factors.

2.The CoC lead assessed the Review Committee membership to make sure that Black/African American (B/AA) persons, who are overrepresented in the population experiencing homelessness, were represented on the Committee that conducts the local selection review, selection, and ranking of projects.

3.The Review Committee took into careful consideration whether projects prioritize the most vulnerable populations, including those vulnerable racial groups that are overrepresented in the CoC's homeless population. The CoC prioritizes projects that identify barriers and creates solutions. For example, the CoC highly ranked a project operated by an agency that employs several staff and board members with culturally diverse makeup and those who are persons with lived experience.

| 1E-4. | Reallocation–Reviewing Performance of Existing Projects. | |
|---|---|---|
| | NOFO Section V.B.2.f. | |

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

**(limit 2,500 characters)**

1.The CoC conducted a compliance monitoring of renewal projects, based on HMIS data and program data to see if funds were fully expended, utilized on eligible costs for eligible participants, & if agencies demonstrate capacity to operate the project. This process allowed project reviewers to determine whether project funds were essential to project operation, cost-effectiveness of a project, & whether any projects were low-performing or unable to complete the project in line with CoC performance objectives. Projects returning an average of 15%+ of funding over the previous 3 years & programs with significant compliance & outcome issues would be reviewed for reallocation. The committee may request additional information including current monthly expenditure rates & proposed changes to implementation before making final determinations. The committee additionally considers CoC priorities and the impact of potential reallocation on current participants & evaluates potential options to improve performance or move tenants on before approving reallocation.

2.The CoC did not identify any low performing or less needed projects through this process.

3.The CoC did not reallocate any projects during its local competition this year.

4. In FY2023, the CoC already reallocated 25% of funding from a renewal project that had consecutively returned about 25% of its funding. This year the CoC did not identify a need to further reallocate funding that is being spent, nor did the CoC identify any low performing projects.

| 1E-4a. | Reallocation Between FY 2019 and FY 2024. | |
|---|---|---|
| | NOFO Section V.B.2.f. | |

| | Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2019 and FY 2024? | Yes |
|---|---|---|

| 1E-5. | Projects Rejected/Reduced–Notification Outside of e-snaps. | |
|---|---|---|
| | NOFO Section V.B.2.g. | |
| | You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen. | |

| 1. | Did your CoC reject any project application(s) submitted for funding during its local competition? | Yes |
|---|---|---|
| 2. | Did your CoC reduce funding for any project application(s) submitted for funding during its local competition? | No |
| 3. | Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition? | Yes |
| 4. | If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2024, 06/27/2024, and 06/28/2024, then you must enter 06/28/2024. | 09/11/2024 |

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

| | Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps.  If you notified applicants on various dates, enter the latest date of any notification.  For example, if you notified applicants on 06/26/2024, 06/27/2024, and 06/28/2024, then you must enter 06/28/2024. | 09/11/2024 |
|---|---|---|

| 1E-5b. | Local Competition Selection Results for All Projects. | |
|---|---|---|
| | NOFO Section V.B.2.g. | |
| | You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen. | |

| | Does your attachment include:<br>1. Project Names;<br>2. Project Scores;<br>3. Project Status–Accepted, Rejected, Reduced Reallocated, Fully Reallocated;<br>4. Project Rank;<br>5. Amount Requested from HUD; and<br>6. Reallocated Funds +/-. | Yes |
|---|---|---|

| 1E-5c. | Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline. | |
|---|---|---|
| | NOFO Section V.B.2.g. and 24 CFR 578.95. | |
| | You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen. | |

| | Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC's website or partner's website–which included:<br>1. the CoC Application; and<br>2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings. | |
|---|---|---|

## You must enter a date in question 1E-5c.

| 1E-5d. | Notification to Community Members and Key Stakeholders by Email that the CoC-Approved Consolidated Application is Posted on Website. | |
|---|---|---|
| | NOFO Section V.B.2.g. | |
| | You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen. | |

| | Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC's website or partner's website. | |
|---|---|---|

**You must enter a date in question 1E-5d.**

# 2A. Homeless Management Information System (HMIS) Implementation

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

- Notice of Funding Opportunity (NOFO)  Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
  - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
  - Frequently Asked Questions

| | | |
|---|---|---|
| **2A-1.** | HMIS Vendor. | |
| | Not Scored–For Information Only | |

| | | |
|---|---|---|
| | Enter the name of the HMIS Vendor your CoC is currently using. | Foothold Technology, Inc. |

| | | |
|---|---|---|
| **2A-2.** | HMIS Implementation Coverage Area. | |
| | Not Scored–For Information Only | |

| | | |
|---|---|---|
| | Select from dropdown menu your CoC's HMIS coverage area. | Multiple CoCs |

| | | |
|---|---|---|
| **2A-3.** | HIC Data Submission in HDX. | |
| | NOFO Section V.B.3.a. | |

| | | |
|---|---|---|
| | Enter the date your CoC submitted its 2024 HIC data into HDX. | 05/08/2024 |

| | | |
|---|---|---|
| **2A-4.** | Comparable Databases for DV Providers–CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers. | |
| | NOFO Section V.B.3.b. | |

| | | |
|---|---|---|
| | In the field below: | |
| 1. | describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases; and | |
| 2. | state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database–compliant with the FY 2024 HMIS Data Standards. | |

**(limit 2,500 characters)**

1.DV housing and service agencies provide de-identified aggregate data from their comparable databases to alert the CoC to trends and issues in serving victims of domestic violence. The VSPs also provide ongoing data to the CoC via referrals and prioritization scoring tools completed for the Coordinated Assessment process. In this way, the CoC can know in real-time what the needs are for permanent housing assistance for survivor households. Also, the VSPs participate in monthly Case Conferencing meetings around the Housing Prioritization List and provide updates on referrals and household needs. Furthermore, a new DV housing provider was funded by HUD for the first time through the FY2023 CoC competition, and is working with the CoC and their HUD representative to ensure data collection in a HMIS comparable database.


2.The DV housing and service providers are using a HUD-compliant comparable database complaint with FY2024 HMIS Data Standards.

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

| Using the 2024 HDX Competition Report we issued your CoC, enter data in the chart below by project type: | |
|---|---|

| Project Type | Adjusted Total Year-Round, Current Non-VSP Beds [Column F of HDX Report] | Adjusted Total Year-Round, Current VSP Beds [Column K of HDX Report] | Total Year-Round, Current, HMIS Beds and VSP Beds in an HMIS Comparable Database [Column M of HDX Report] | HMIS and Comparable Database Coverage Rate [Column O of HDX Report] |
|---|---|---|---|---|
| 1. Emergency Shelter (ES) beds | 274 | 57 | 274 | 20.80% |
| 2. Safe Haven (SH) beds | 0 | 0 | 0 | 0.00% |
| 3. Transitional Housing (TH) beds | 118 | 118 | 118 | 100.00% |
| 4. Rapid Re-Housing (RRH) beds | 48 | 48 | 48 | 100.00% |
| 5. Permanent Supportive Housing (PSH) beds | 121 | 58 | 121 | 47.93% |
| 6. Other Permanent Housing (OPH) beds | 0 | 0 | 0 | 0.00% |

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

| | For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe: |
|---|---|
| 1. | steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and |
| 2. | how your CoC will implement the steps described to increase bed coverage to at least 85 percent. |

**(limit 2,500 characters)**

Regarding Permanent Supportive Housing, the only 64 beds that are not covered in the CoC's HMIS are HUD-VASH beds. Apart from these HUD-VASH projects, the CoC has achieved 100% PSH HMIS bed coverage. The local VA Medical Center is a CoC member that shares data with the Veterans Committee and the master list, however, this partner is required to enter its data into a different reporting system than the CoC's HMIS. The CoC's main strategy for increasing the coverage rate for PSH is to create more PSH beds to incorporate into HMIS. So far, the New Jersey Housing and Mortgage Finance Agency, the state HMIS lead, has had initial conversations with the HUD VASH program to get these beds entered into HMIS.

Regarding ES, the CoC believes a large percent of these beds were inaccurately categorized as "year-round" when they should have been considered "overflow." The CoC plans to work with providers through targeted technical assistance to ensure their shelter beds are accurately categorized for 2025.

| 2A-6. | Longitudinal System Analysis (LSA) Submission in HDX 2.0. | |
|---|---|---|
| | NOFO Section V.B.3.d. | |
| | You must upload your CoC's FY 2024 HDX Competition Report to the 4B. Attachments Screen. | |

| Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by January 24, 2024, 11:59 p.m. EST? | Yes |
|---|---|

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

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

- Notice of Funding Opportunity (NOFO)  Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
    - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

| 2B-1. | PIT Count  Date. | |
|---|---|---|
| | NOFO Section V.B.4.a | |

| | Enter the date your CoC conducted its 2024 PIT count. | 01/23/2024 |
|---|---|---|

| 2B-2. | PIT Count Data–HDX Submission Date. | |
|---|---|---|
| | NOFO Section V.B.4.a | |

| | Enter the date your CoC submitted its 2024 PIT count data in HDX. | 05/09/2024 |
|---|---|---|

| 2B-3. | PIT Count–Effectively Counting Youth in Your CoC's Most Recent Unsheltered PIT Count. | |
|---|---|---|
| | NOFO Section V.B.4.b. | |

| | Describe in the field below how your CoC: | |
|---|---|---|
| 1. | engaged unaccompanied youth and youth serving organizations in your CoC's most recent PIT count planning process; | |
| 2. | worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC's most recent PIT count planning process; and | |
| 3. | included youth experiencing homelessness as counters during your CoC's most recent unsheltered PIT count. | |

### (limit 2,500 characters)

The CoC worked to expand the number of youth service providers involved in the PIT planning process for 2024. Special outreach was done to the local homeless liaisons in the school districts and training around the PIT process and survey was provided for those that might encounter homeless youth. This included the Homeless Youth Committee membership.

| 2B-4. | PIT Count–Methodology Change–CoC Merger Bonus Points. | |
|---|---|---|
| | NOFO Section V.B.5.a and V.B.7.c. | |

| | In the field below: | |
|---|---|---|
| 1. | describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable; |
| 2. | describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable; |
| 3. | describe whether your CoC's PIT count was affected by people displaced either from a natural disaster or seeking short-term shelter or housing assistance who recently arrived in your CoCs' geographic; and |
| 4. | describe how the changes affected your CoC's PIT count results; or |
| 5. | state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2024. |

(limit 2,500 characters)

1. The CoC used the same methodology for the 2023 and 2024 sheltered PIT count implementation, which entailed pulling HMIS data from HMIS-participating shelter (ES) and transitional housing (TH) programs and collecting paper surveys from non-HMIS participating ES and TH programs. There are no SH programs in the CoC. All data was deduplicated using the same methodology from 2023. In 2023 and 2024, the CoC improved and expanded on training on the PIT count with help of people with lived expertise, which massively increased awareness of the PIT within the CoC.

2. Changes to the unsheltered count included:
Enhanced training on planning for outreach and unsheltered count
Enhanced trainings for volunteers & agencies completing the survey to ensure full understanding of the changes to the data collection, CH definition & distinctions related to counting length of time & episodes of homelessness.
Increase in Project Homeless Connect events throughout the CoC geographic region
Increased connection with community-based services providers such as day centers, soup kitchens and medical facilities to identify, connect with, and provide donations to unsheltered persons

3. The CoC's PIT count was not affected by people displaced from a natural disaster or seeking short-term shelter or housing assistance who recently arrived in our CoC

4. We believe the expansion of in-person project homeless connect events, enhanced training, and increased connections with service providers contributed to the 108% increase we saw in unsheltered homelessness.

# 2C. System Performance

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

- Notice of Funding Opportunity (NOFO)  Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
    - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

| | | | |
|---|---|---|---|
| 2C-1. | Reducing the Number of First Time Homeless–Risk Factors Your CoC Uses. | | |
| | NOFO Section V.B.5.b. | | |

| | | |
|---|---|---|
| | In the field below: | |
| 1. | describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time; | |
| 2. | describe your CoC's strategies to address individuals and families at risk of becoming homeless; and | |
| 3. | provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time | |

### (limit 2,500 characters)

1. The CoC uses HMIS data to analyze the correlation between vulnerabilities/risk factors that contribute to becoming FTH. This data allows us to target funds for prevention efforts that best prevent at-risk persons becoming FTH. Based on data and provider feedback, the CoC has specifically identified the following risk factors used to identify those most at-risk: lack of ability to increase income; unsustainable rent; mental illness or substance abuse disorder; history of domestic violence; and level of education.

2. CoC CE points, including County Divisions of Social Services (DSS), always assess for & attempt diversion measures first. If unsuccessful, DSSs administer multiple prevention streams including SNAP, TANF/General Assistance & State-funded Support Services for the Homeless that can pay for temporary rental assistance, utilities, moving expenses, or transportation for housing search. DSSs also refer to CoC providers with State Housing Prevention Program funds, ESG Prevention/RRH, or to NORWESCAP for utility assistance. Each county has Comprehensive Eviction Defense & Diversion and Homelessness Prevention and Homelessness Diversion programs that works within the court system to prevent evictions. There are also COVID Homelessness Prevention and COVID Rehousing programs in each county that have been working to stabilize housing.

The CoC mobile outreach teams also work with the at-risk to engage in services & community education department staff do numerous outreach events to raise awareness of programs, resources, & engage those in need. The LIHEAP team does community-based outreach and application sessions to help alleviate the financial burden on households and will engage clients in conversations to help them to understand other resources that are available to decrease the burden on the household. The CoC's new data systems enhancement grant will also allow for enhanced data quality to better track risk factors. Additionally, the CoC has a lived experience advisory board, from whom they will be garnering feedback on how to better support at-risk households.

3.The CoC Executive Committee is responsible for overseeing CoC strategy to reduce households experiencing FTH.

| 2C-1a. | Impact of Displaced Persons on Number of First Time Homeless. | |
|---|---|---|
| | NOFO Section V.B.5.b | |

| | Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to: | |
|---|---|---|

| 1. | natural disasters? | No |
|---|---|---|
| 2. | having recently arrived in your CoC's geographic area? | No |

| 2C-2. | Reducing Length of Time Homeless–CoC's Strategy. | |
|---|---|---|
| | NOFO Section V.B.5.c. | |

| | In the field below: | |
|---|---|---|
| 1. | describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless; | |
| 2. | describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and | |

| | | |
|---|---|---|
| | 3. | provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless. |

**(limit 2,500 characters)**

1.In order to reduce average length of time (LOT) homelessness, the CoC prioritizes projects that serve chronically homeless persons with the longest lengths of homelessness. The CoC's goal is to ensure that those persons with the longest histories of homelessness are prioritized for permanent housing resources and services. The CoC also chose to prioritize a new TH-RRH project this year, with the goal of getting clients quickly into permanent housing and reducing their LOT.

2.The CoC's strategies to identify and house households with the longest LOT homeless include:

•Our Coordinated Entry System assess, identifies, and prioritizes households with longest histories of homelessness & most severe service needs per HUD Notice CPD16-11 & CoC policy. Those with longest histories of homelessness are also prioritized for shelter placement where they are continuously engaged, & all who are homeless/at risk are offered case management to end their housing crisis rapidly.

•If households in shelter are not diverted or re-housed, a full assessment is completed immediately to assess & prioritize those with longest lengths of time homeless, most severe service needs, & most barriers to obtaining housing for CoC permanent housing interventions, including all Housing First-oriented PSH, CoC/ESG RRH, & OPH.

•Addition of mobile outreach team, bringing the necessary resources to where individuals are, building trust, engaging them to move towards housing stabilization.

•The CoC also has a lived experience advisory board from whom they will garner feedback on  strategizing around reducing LOT homeless.

3.The Case Conferencing Committee is responsible for overseeing CoC strategy to reduce the LOT households are homeless.

| | | | |
|---|---|---|---|
| | 2C-3. | Successful Permanent Housing Placement or Retention –CoC's Strategy. | |
| | | NOFO Section V.B.5.d. | |

| | | |
|---|---|---|
| | | In the field below: |
| | 1. | describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations; |
| | 2. | describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and |
| | 3. | provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing. |

**(limit 2,500 characters)**

1.The Review Committee voted to fund a TH-RRH expansion project to increase the # of PH beds available & facilitate rapid exit to PH. Creating more low-barrier PH will help ES & TH projects place a higher % of clients in PH. By continuing to re-orient resources through reallocation to lower barrier TH-RRH project, the CoC is working with providers to have the lowest possible barriers through monitoring & CE policy & ensure that PH projects have low-barrier entry & termination criteria; the CE referral process has shown which programs have said they were Housing First (HF) oriented but were not. The CoC also monitors programs annually to ensure they work to avoid terminations by operating from a HF framework. One agency was identified as violating HF through the local process and has since begun receiving assistance from the CoC on revising policies to adhere to HF principles. The CoC also funds a CE project that staffs a Housing Navigator and builds relationships with landlords to explain the benefits of working with housing assistance programs and increase access to housing opportunities for clients.

2.To increase retention in PH the CoC has been, & will continue, increasing resources available for wraparound services to assist providers in stabilizing households through new PSH project design. To this end, the CoC RRH and TH-RRH projects include supportive services as well to ensure that participants maintain stable housing. The CoC Document Assistance and Support for Housing (DASH) program has also supported clients with housing navigation & developing an action plan and provide tenancy support post move-in to both client and participating landlord with follow-up calls and check-ins. The CoC has developed MOUs with Hunterdon County Housing Authority to meet the needs of youth exiting foster care of DCP&P services. The CoC also have Housing Navigators in each county to assist those who have been awarded housing vouchers with actually finding and being able to lease up & have been instrumental in successfully assisting households before the voucher expiration dates. Lastly, the Prioritization List is highly effective in identifying those who are the most in need of PSH units and connecting them with programs to meet their housing needs.

3.The CoC Executive Committee is responsible for overseeing the CoC's strategy to increase the rate that individuals and families exit to or retain PH.

| 2C-4. | Reducing Returns to Homelessness—CoC's Strategy. | |
|---|---|---|
| | NOFO Section V.B.5.e. | |

| | In the field below: |
|---|---|
| 1. | describe your CoC's strategy to identify individuals and families who return to homelessness; |
| 2. | describe your CoC's strategy to reduce the rate that individuals and families return to homelessness; and |
| 3. | provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness. |

**(limit 2,500 characters)**

1)The CoC uses discharge data from HMIS & feedback from permanent housing(PH) providers to identify households who return to homelessness(R2H), & to assess factors causing their return.

2)The CoC monitors & scores projects based on performance in preventing R2H using HMIS discharge destination/cause data to ensure projects do not enforce restrictions causing households to R2H. The CoC supports providers in having the low-barrier termination criteria & will de-fund providers if termination criteria continues to cause R2H. ESG/CoC RRH providers also follow up with households at 3 & 6 mos. post-exit to ensure PH stability.
In addition, the CoC's Comprehensive Eviction Defense & Diversion, Homelessness Prevention, & Homelessness Diversion programs are highly effective in preventing evictions & R2H. Community education & outreach are instrumental in providing info about resources before a household reaches eviction & possible homelessness. The CoC Lead received a grant from the State Bar Foundation to support its Stabilizing Tenancy: Eviction Prevention Program (STEPP). This program offers a free weekly workshop series to educate landlords and tenants on their rights & responsibilities, with topics ranging from leases and rent increases to housing discrimination & eviction processes. The goal is to promote tenant empowerment and foster better cooperation between landlords and tenants. Moreover, Local Divisions of Social Services are CE access points & provide linkages to mainstream benefits/income to create sustainable outcomes when placed in PH. CoC agencies also provide financial literacy training, home energy assistance, case management & job training to consumers with subsidies to prevent R2H. Some agencies have certified Financial Counselors who provide seminars in money management, financial repair, budgeting, in addition to 1-on-1 sessions to address the specific needs of individual households. The CoC lead also offers free financial literacy classes.The 5-part Money Management Classes cover topics like credit reports, FICO scores, budgeting, debt management, & saving strategies. Each class provides practical knowledge (understanding & improving credit, creating a budget, managing debt) to foster financial independence. Lastly, the CoC aims to garner feedback from its Lived Experience Advisory Board to co-develop strategies for reducing R2H.

3)The CoC Executive Committee is responsible for overseeing CoC strategy to reduce R2H.

| 2C-5. | Increasing Employment Cash Income–CoC's Strategy. | |
|---|---|---|
| | NOFO Section V.B.5.f. | |

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

**(limit 2,500 characters)**

1.Renewal projects are scored against the CoC standard of having 54% of participants maintaining/increasing income & 20% non-SSI/D adults employed. The CoC uses these criteria to emphasize & monitor progress toward increasing access to employment & other forms of income. To increase access to employment, CoC clients are referred to the CoC lead's financial literacy classes that provide clients with the tools to manage their finances effectively, helping them build financial stability as they pursue job readiness programs such as:NORWESCAP's job readiness assistance programs (job fairs/training/financial literacy), Family Guidance Center (Supported Employment), Jobs4Life (8 week job training), Pathways 2 Prosperity (interview, resume, clothing, & transport),& Hunterdon Helpline's Work Connectivity Project
.

2.All CoC providers refer to County One-Stop Centers/local Workforce Investment Boards to help clients maintain eligibility for WorkFirst NJ TANF/General Assistance & to achieve employment. In addition to mainstream programs, CoC & ESG recipients are laser-focused on increasing income through increased work hours, additional part-time work, accessing child support, accessing partner or ex-partner benefits, & other measures possible to increase income to promote sustainability. Several agencies provide resources to assist with employment and education endeavors. Family Promise of Sussex County, the CoC Lead, added a computer lab, where clients can access computers with their case managers to do in addition to housing searches, can research employment, education opportunities, as well as applying for non-cash benefits. Project Self-Sufficiency also provides many referrals to providers and has a career center, access to business clothing, daycare facility, and food pantry. They are a one-stop location to support those who need childcare while taking classes to increase their employability. Nick's Hope on the other hand has a mobile thrift shop that provides pop-up events offering free clothing items. Individuals can obtain business clothing from these events. Lastly the local library has employment readiness programs through their Career Connection program, a DOL funded program. The program offers Job Club workshops on resume building, job searching, LinkedIn, interviewing, and networking in addition to computer courses and one-on-one job search assistance.
3.The CoC Executive Committee is responsible for overseeing CoC strategy for job/income growth.

| 2C-5a. | Increasing Non-employment Cash Income--CoC's Strategy | |
|---|---|---|
| | NOFO Section V.B.5.f. | |

| | In the field below: |
|---|---|
| 1. | describe your CoC's strategy to access non-employment cash income; and |
| 2. | provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income. |

**(limit 2,500 characters)**

1.Renewal projects are scored against the CoC standard of having 54% of participants maintaining/increasing income & 20% non-SSI/D adults employed. The CoC uses these criteria to emphasize and monitor progress toward increasing access to forms of non-employment income for all CoC participants. The CoC has also provided Social Security (SS) Training on SSI/D benefits with Metro Region SS office to help provider staff better help consumers increase mainstream benefit income. The County welfare agencies, Divisions of Social Services (DSSs), are all members of the CoC's Executive Committee and Case conferencing Committee to ensure that all non-employment income sources are being maximized in the CoC's referral process and policies. The CoC has several SOAR Certified staff who are certified to assist in applying for benefits through SSI/SSDI and can advocate on behalf of the client for benefits. Outreach events are also held throughout all three counties to increase awareness of the resource. Information is provided to the County offices for referral purposes. The resources are provided within the counties to support many of these system measures. Over the past year the state has been working to partner with the CoC in building a collaborative homeless response system. While the CoC will continue formalizing these efforts, the resources and the framework are available to build upon.

2.The CoC Executive Committee is responsible for overseeing CoC strategy for increasing non-employment cash income.

# 3A. Coordination with Housing and Healthcare

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

- Notice of Funding Opportunity (NOFO)  Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
    - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

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

| | | |
|---|---|---|
| | Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness? | Yes |

| | | |
|---|---|---|
| 3A-2. | New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources. | |
| | NOFO Section V.B.6.b. | |
| | You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen. | |

| | | |
|---|---|---|
| | Is your CoC applying for a new PH-PSH or PH-RRH  project that uses healthcare resources to help individuals and families experiencing homelessness? | Yes |

| | | |
|---|---|---|
| 3A-3. | Leveraging Housing/Healthcare Resources–List of Projects. | |
| | NOFO Sections V.B.6.a. and V.B.6.b. | |

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

| Project Name | Project Type | Rank Number | Leverage Type |
|---|---|---|---|
| Joint TH-RRH Expa... | Joint TH-RRH | 12 | Both |

# 3A-3. List of Projects.

**1. What is the name of the new project?**   Joint TH-RRH Expansion

**2. Enter the Unique Entity Identifier (UEI):**   LKL8A6LSBAW5

**3. Select the new project type:**   Joint TH-RRH

**4. Enter the rank number of the project on your CoC's Priority Listing:**   12

**5. Select the type of leverage:**   Both

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

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

- Notice of Funding Opportunity (NOFO)  Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
  - FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
  - Frequently Asked Questions

| 3B-1. | Rehabilitation/New Construction Costs–New Projects. | |
|---|---|---|
| | NOFO Section V.B.1.r. | |

| | | |
|---|---|---|
| | Is your CoC requesting funding for any new project application requesting $200,000 or more in funding for housing rehabilitation or new construction? | No |

| 3B-2. | Rehabilitation/New Construction Costs–New Projects. | |
|---|---|---|
| | NOFO Section V.B.1.r. | |

| | | If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with: |
|---|---|---|
| | 1. | Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and |
| | 2. | HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons. |

(limit 2,500 characters)

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

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

- Notice of Funding Opportunity (NOFO)  Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
  - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
  - Frequently Asked Questions

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

| | | |
|---|---|---|
| | Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes? | No |

| | | |
|---|---|---|
| 3C-2. | Cost Effectiveness of Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. | |
| | NOFO Section V.F. | |

| | |
|---|---|
| | You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen. |
| | If you answered yes to question 3C-1, describe in the field below: |
| 1. | how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and |
| 2. | how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act. |

**(limit 2,500 characters)**

# 4A. DV Bonus Project Applicants for New DV Bonus Funding

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

- Notice of Funding Opportunity (NOFO)  Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
  - 24 CFR part 578;
   - FY 2024 CoC Application Navigational Guide;
  - Section 3 Resources;
  - PHA Crosswalk; and
   - Frequently Asked Questions

| | | |
|---|---|---|
| 4A-1. | New DV Bonus Project Applicants. | |
| | NOFO Section I.B.3.j. | |

| | | |
|---|---|---|
| | Did your CoC submit one or more new project applications for DV Bonus Funding? | Yes |

| | | |
|---|---|---|
| 4A-1a. | DV Bonus Project Types. | |
| | NOFO Section I.B.3.j. | |

| | |
|---|---|
| | Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2024 Priority Listing. |

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

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

| | | |
|---|---|---|
| 4A-3. | Data Assessing Need for New DV Bonus Housing Projects in Your CoC's Geographic Area. | |
| | NOFO Section I.B.3.j.(1)(c) and I.B.3.j.(3)(c) | |

| | | |
|---|---|---|
| 1. | Enter the number of survivors that need housing or services: | 1,414 |
| 2. | Enter the number of survivors your CoC is currently serving: | 424 |
| 3. | Unmet Need: | 990 |

| 4A-3a. | How Your CoC Calculated Local Need for New DV Bonus Housing Projects. | |
|---|---|---|
| | NOFO Section I.B.3.j.(1)(c) | |

| | | Describe in the field below: |
|---|---|---|
| | 1. | how your CoC calculated the number of DV survivors needing housing or services in question 4A-3 element 1 and element 2; and |
| | 2. | the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects); or |
| | 3. | if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs. |

(limit 2,500 characters)

Domestic violence is a public health issue that effects millions of people nationwide & per Safe Way Out, it's the largest cause of homelessness in the US. There is a known correlation between domestic violence&homelessness, as DV survivors often have nowhere to go if they flee & are more likely to face eviction. Per the National Network to End Domestic Violence, 38% of all DV survivors face homelessness at some point in their lives.

The number of DV survivors experiencing a housing crisis in the TriCounty CoC area has exploded per the 2023 PIT count. The 2022 PIT Count saw 56 survivors, while the 2023 PIT saw 167, an almost 300% increase, and 40% of the total count of unsheltered people in the TriCounty CoC. More than a fifth of unsheltered people cited DV as the reason for their unsheltered status making it the number one reason for homelessness in the TriCounty CoC. It's well documented that domestic violence is underreported due to safety concerns, so the need in our community may be even higher. More than a quarter of unsheltered DV survivors in the CoC reported a disability and almost half were households with children, suggesting there is an higher level of need among this population.

Statistics from HMIS, the Homeless Management Information System, for the TriCounty CoC, showed that in 2023, the CoC served 3,535 clients, only 322 of whom reported a history of DV. That's only 12% of adults served (DV history is not routinely recorded for children in HMIS), a drastic difference from the 40% of unsheltered people that reported a history of DV during the PIT count. 40% of the 2,639 adults served would equal 1056 adults, which suggests that 734 adult survivors of DV are not receiving the services they need to stabilize their housing. If children are included in these estimates, and 12% are DV survivors, that would mean there are 424 DV survivors served in the CoC. Applying the 40% rate found in the PIT count to both adults and children suggests that there are 1,414 adults and children in our CoC that need services. This leaves an unmet need of 990.

In addition to high need, there's a shortage of services available to DV survivors who seek help. The National Network to End Domestic Violence's 18th Annual Domestic Violence Counts Report, the count conducted in September 2023 showed that in New Jersey, there were 1,455 adults a

| 4A-3b. | Information About Unique Project Applicant Requesting New DV Bonus Housing Project(s). | |
|---|---|---|
| | NOFO Section I.B.3.j.(1) | |

| Use the list feature  icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects—only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for. |
|---|

| Applicant Name |
|---|
| Family Promise of... |

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

| 4A-3b. | Information About Unique Project Applicant Requesting New DV Bonus Housing Project(s). | |
|---|---|---|
| | NOFO Section I.B.3.j.(1) | |

| | Enter information in the chart below on the project applicant that applied for one or more New DV Bonus housing projects included on your CoC's FY 2024 Priority Listing for New Projects: | |
|---|---|---|

| | | |
|---|---|---|
| 1. | Applicant Name | Family Promise of Sussex |
| 2. | Rate of Housing Placement of DV Survivors–Percentage | 78% |
| 3. | Rate of Housing Retention of DV Survivors–Percentage | 91% |

| 4A-3b.1. | Applicant's Housing Placement and Retention Data Explanation. | |
|---|---|---|
| | NOFO Section I.B.3.j.(1)(d) | |

| | For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below: | |
|---|---|---|
| 1. | how the project applicant calculated the rate of housing placement; | |
| 2. | whether the rate for housing placement accounts for exits to safe housing destinations; | |
| 3. | how the project applicant calculated the rate of housing retention; and | |
| 4. | the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects). | |

(limit 1,500 characters)

Out of the 247 DV survivors served by the agency in 2023, 239 have exited their programs. Of those who exited their programs, 165 or 78% departed to permanent housing situations. The placement rate has increased for 2024, as year to date, 147 or 83% of DV clients who have exited their programs, are now in permanent, stable housing.

Housing retention was calculated for adult DV clients in agency programs between January 1, 2022 through December 31, 2022. The individuals on this report were compared to a CoC-wide report of all intakes from January 1, 2023 through September 26, 2024 to determine how many adult DV survivors returned for services. Of the 211 clients who exited to permanent housing, 20, or 9%, returned to receive services between 2023 and 2024 YTD. That means that 91% of clients served by the agency in the 2022 calendar year continue to live in stable housing situations. This further indicates that the permanent housing locations met the clients' needs for safety, security, and sustainability.

All calculations were completed using HMIS data maintained by Family Promise of Sussex County and all HMIS participants in the Tri-County Continuum of Care.

| 4A-3c. | Applicant's Experience Housing DV Survivors. | |
|---|---|---|
| | NOFO Section I.B.3.j.(1)(d) | |

| | Describe in the field below how the project applicant: |
|---|---|
| 1. | ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing; |
| 2. | prioritized survivors–you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan; |
| 3. | determined survivors' supportive services needs; |
| 4. | connected survivors to supportive services; and |
| 5. | moved survivors from assisted housing to housing they could sustain–address housing stability after the housing subsidy ends. |

**(limit 2,500 characters)**

Family Promise of Sussex County has more than 25 years of experience providing housing stabilization services to domestic violence survivors. 32% of our clients so far in 2024 identified as survivors of domestic violence, and 31% of those individuals had their most recent experience with DV within the past year. Year to date, the agency helped 82% of our DV clients secure permanent housing.

To manage the increase in the number of households needing services, the agency increased its program offerings to 14, and continually adds to the supportive services that we offer. As of today, our programs include:

1. Emergency Shelter
2. Men's Day
3. Rapid Rehousing
4. HPRP2 – Homelessness Prevention and Rapid Rehousing
5. Housing Navigator
6. Coordinated Entry General
7. Homeless Prevention Program
8. Permanent Supportive Housing
9. Helping Hands Homelessness Diversion
10. Comprehensive Eviction Defense & Diversion
11. Transitional Housing- Rapid Rehousing for DV survivors
12. Document Assistance and Support for Housing
13. Rural and Suburban Outreach & Engagement
14. LIHEAP & USF utilities assistance

To deliver these programs, the agency has increased its staffing to 29 employees and will continue to expand to meet the growing needs of our community. Staff training has also grown to include training on trauma-informed practices, crisis services, safety planning, domestic violence and sexual assault advocate certification, diversity, equity, inclusion, and cultural competency. Staff complete required trainings on these topics, and many participate in elective trainings as well to ensure they are adequately prepared to serve our clients.

| 4A-3d. | Applicant's Experience in Ensuring DV Survivors' Safety. | |
|---|---|---|
| | NOFO Section I.B.3.j.(1)(d) | |

| | Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by: |
|---|---|
| 1. | taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors; |
| 2. | making determinations and placements into safe housing; |
| 3. | keeping survivors' information and locations confidential; |
| 4. | training staff on safety and confidentially policies and practices; and |
| 5. | taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality. |

### (limit 2,500 characters)

FPSC recognizes that safety and confidentiality are primary concerns for DV survivors. Staff is trained in trauma-informed care, client-centered care, and confidentiality practices. The agency provides DV clients with a private space that allows them to freely speak and uses noise-canceling machines so people outside the space cannot hear their conversations.

The agency takes into consideration the safety of the community, access to law enforcement, and connections to DV counselors, and then works with each client to create a safety plan catered to their abilities, readiness, and individual needs.

The Transitional Housing scattered-site locations are confidential, not advertised, and will not be available to the public. Rapid Rehousing locations are the client's choice and clients can take their own safety and security into consideration when selecting the property.

Clients are guided to create an Individual Service Plan which will include an outline of client-identified goals and objectives, linkages to community resources and mainstream benefits, and an exit plan to clearly define the scope of services. Case managers provide education on landlord and tenant rights and responsibilities and can provide mediation if disagreements arise. Specific case management activities include counseling, securing and coordinating services, using the Coordinated Point of Access, obtaining information and referrals to other service providers, and ongoing risk assessment and safety planning with victims of domestic violence.

| 4A-3d.1. | Applicant's Experience in Evaluating Its Ability to Ensure DV Survivors' Safety. | |
|---|---|---|
| | NOFO Section I.B.3.j.(1)(d) | |

| Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement throughout the project's operation. |
|---|

### (limit 2,500 characters)

To ensure the agency can evaluate their ability to ensure DV survivor safety, close collaboration with the Tri-County's DV service providers, namely DASI, DASACC, and SAFE in Hunterdon will be necessary. As the service providers to the DV population, these agencies have the expertise on ensuring DV survivor safety. Training and consultation with DV service provider staff will continue throughout the project.

The agency's experienced and highly trained case managers and housing specialists will review and assess DV clients' needs on a weekly basis through intensive case management. Case managers will provide links to 24/7 support and educate DV clients on local police and DV service providers to prepare for emergencies. Input from the DV clients with respect to their safety will be assessed at every contact. Individual service plans developed by the DV client will be reviewed regularly to ensure that their safety plan is current and meets their needs.

Situations involving a breach of confidentiality or report of a safety concern will be reported immediately to a supervisor and addressed accordingly by the agency. The agency will report the incident, investigate, address the problem, review all policies and procedures, and retrain staff as necessary. When needed, consultation with DV service providers and other local service agencies will be sought.

| | | | |
|---|---|---|---|
| 4A-3e. | Applicant's Experience in Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches. | | |
| | NOFO Section I.B.3.j.(1)(d) | | |

| | | |
|---|---|---|
| | Describe in the field below the project applicant's experience in: | |
| 1. | prioritizing placement and stabilization of survivors; | |
| 2. | placing survivors in permanent housing; | |
| 3. | placing and stabilizing survivors consistent with their preferences; and | |
| 4. | placing and stabilizing survivors consistent with their stated needs. | |

**(limit 2,500 characters)**

FPSC has more than 25 years of experience providing housing stabilization services and has worked with hundreds of domestic violence survivors during that time. Staff receive training in trauma-informed care practices and working with domestic violence survivors so they can better support the agency's DV clients. Case managers respect the experiences of DV survivors, offer support and referrals for managing trauma and its lasting effects, and work to avoid retraumatizing survivors. The intake and assessment process is as minimally invasive as possible while still allowing staff to gather the necessary information.

The agency's prioritization system has recently undergone an overhaul to be more inclusive and more effective in assessing needs. Those with the most needs and highest urgency are placed at the top of the list, so they are the first to receive support. This approach ensures that even the most difficult to house individuals and families receive the support they need to achieve housing stability and sustainability.

The agency operates on a Housing First model, which prioritizes stabilizing housing, limiting barriers and honoring client choices. DV survivors are placed into the agency's current transitional housing units to quickly stabilize their housing and limit the trauma experienced as a result of homelessness. Case managers empower clients to set their own goals, make their own decisions and achieve their own successes. Housing navigators work with clients to find permanent housing options that are suited to the client's individual needs and in line with their personal preferences.

| 4A-3f. | Applicant's Experience in Trauma-Informed, Survivor-Centered Approaches. | |
|---|---|---|
| | NOFO Section I.B.3.j.(1)(d) | |

| | Describe in the field below examples of the project applicant's experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by: |
|---|---|
| 1. | establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures survivors and staff interactions are based on equality, and minimize power differentials; |
| 2. | providing survivors access to information on trauma, e.g., training staff on providing survivors with information on the effects of trauma; |
| 3. | emphasizing survivors' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations; |
| 4. | centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed; |
| 5. | providing a variety of opportunities for survivors' connections, e.g., groups, mentorships, peer-to-peer, spiritual needs; and |
| 6. | offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services. |

**(limit 5,000 characters)**

The agency's Coordinated Entry program facilitates the alignment of CoC services and comparable services in the community into a streamlined process of assessment, prioritization and referrals in a way that is both HUD compliant and community-based. It ensures that all applicants have equal access to all crisis response systems resources, that no one falls through the cracks, and that all callers, including survivors of domestic violence, have access to safe shelter at the time of access.

Intake specialists will walk the DV client through the process of completing a standardized intake form to obtain information and to assess crisis needs. The assessment process is a series of interactions in which as much information about a client's situation is gathered. Ongoing interactions with the client provide additional opportunities to assess the client/household's needs for housing stabilization. The intake process will be used as a tool to start the conversation with a client, obtain necessary information for evaluating how best to assist, and provide a crisis response for the safety of the client.

A phased assessment process allows for a series of situational assessments to occur over time and as necessary. Clients will be assessed for crisis, diversion, or prevention services, identifying housing resources and barriers, evaluating vulnerabilities, screening for specific program eligibilities and for the Prioritization Waitlist, and facilitating connections to local mainstream resources. The different assessments build on each other to provide a more complete snapshot of the client/household's needs. Effort will be made to thoroughly document throughout the process so that clients are not faced with having to repeat their trauma history.

The assessment process will work to not be overly invasive or retraumatizing and will seek to obtain only the necessary information required to provide supportive stabilization services. The assessment process will allow client autonomy and provide the opportunity for them to freely refuse to answer questions without retribution or limiting their access to assistance. The information gathered through the assessment process will provide a clear understanding to allow for meaningful recommendations and referrals to support the needs of clients. The process aims to be culturally competent, person-centered, user friendly and sensitive to the individual's lived experience.

Clients will be assessed for vulnerability and risk-factors based on the TriCounty CoC's prioritization standards to determine chronic homelessness status. If chronic homelessness is identified, the Tri-County Prioritization Tool will be completed, and client information is input to the waitlist in HMIS for referral to a permanent supportive housing unit. If the client cannot or does not wish to be put into HMIS, alternate arrangements will be made for prioritization.

The TH-RRH program will be focused on ensuring that clients receive referrals to appropriate agencies and programs to meet their needs for housing stabilization. Referrals will be made to supportive services to eliminate barriers, strengthen the household, and support any unmet needs. Survivors who are parents will receive referrals for services appropriate to their needs, including free and low cost child care, and will have access to FPSC's supportive services like school supplies and toys for the holidays.

A Housing First approach will be maintained throughout the coordinated entry process with referrals and follow-up support provided from the initial triage and

throughout various points during the process. There will be no disqualifying factors to receiving a referral. A participant's lack of responsiveness to questions throughout the assessment process will not prevent them from receiving services or referrals. There will be no prerequisites for participation in the program, including requirements for sobriety or mental health treatment, and a criminal record will not disqualify participants from services.

| 4A-3g. | Applicant's Experience Meeting Service Needs of DV Survivors. | |
|---|---|---|
| | NOFO Section I.B.3.j.(1)(d) | |

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

(limit 5,000 characters)

FPSC's case manager will work to advocate for, support, and guide the client throughout the process to housing stabilization. Case managers will leverage resources and work with the client to increase income, set goals, and improve their life situation. Staff will utilize effective engagement techniques to meet the client at their current level of need and to obtain a high level of engagement for voluntary services. The primary goal of the program will be to rapidly place clients into stable housing to provide housing stability and reduce the trauma impact of homelessness. Case management sessions will include credit history repair, housing search and counseling, and long-term housing stability safety planning.

FPSC currently offers the following supportive services to DV survivors:
•Emergency shelter
•Rental/mortgage assistance
•Hotel/motel lodging
•Financial assistance for security deposits, moving costs, utility bills, etc.
•Housing inspections
•Intensive Case Management services
•Housing Search and Placement, including Housing Navigator services
•Education on tenant rights and responsibilities
•Landlord advocacy and mediation
•Referrals for legal aid support
•Education of and assistance with mainstream benefits applications
•Application assistance for LIHEAP and other utility assistance programs
•Credit history repair strategies
•Budgeting and personal finance education
•Employment counseling, life skill training, job skills training and resume writing
•Access to food pantry, personal hygiene products, household goods and school supplies
•Transportation
•Workshops in financial literacy and landlord/tenant law
•Access to computers and high-speed internet

While the CoC strives to address and prevent homelessness in the Tri-County, the DV survivor population is particularly vulnerable and will require services offered by DV service providers particular to their DV situations. The agency's collaborating DV service providers in the Tri-County offer the following services:

•Emergency Shelter and Transitional Housing staffed with 24/7 upgraded security system
•24/7 hotline/helpline and 24/7 web chat: crisis intervention, counseling, safety planning, and community resource referrals
•Domestic Violence and Sexual Assault Response Teams: 24/7 confidential advocates for victims/survivors of domestic violence at local police stations or court houses
•Legal Advocacy: court preparation, accompaniment for temporary and final restraining orders; information support and referral for legal assistance including topics on child custody, divorce, and immigration
•Legal Advocacy workshops: Sexual Assault Survivors Protection Act (SASPA), Technology and Domestic Abuse, Title IX & Sexual Assault, Domestic Violence and the Child Welfare System
•Domestic Violence and Sexual Assault Counseling: Provided for individuals and groups; In-person appointments, phone and video teleconferencing available; specializations include LGBTQ+, substance abuse, mental health,

and vulnerable populations
•Safety Planning for DV survivors and survivors of sexual assault
•Long-term Case Management: Connections to services and community resources for those impacted by interpersonal violence
•Bi-lingual Spanish-speaking counselor support
•Abuse Intervention Program to help educate, assist, and hold accountable any person that's been abusive to a partner or ex-partner
•Violence Prevention Programs
•Domestic Violence Offender Programs
•Community Outreach and Education Programs: e.g. teen dating violence prevention
•Support Groups
•Children's Services
•Food Pantry
•Transportation

| 4A-3h. | Applicant's Plan for Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches in the New DV Bonus Housing Project(s). | |
|---|---|---|
| | NOFO Section I.B.3.j.(1)(e) | |

| | Describe in the field below how the project(s) will: |
|---|---|
| 1. | prioritize placement and stabilization of program participants; |
| 2. | place program participants in permanent housing; |
| 3. | place and stabilize program participants consistent with their preferences; and |
| 4. | place and stabilize program participants consistent with their stated needs. |

### (limit 2,500 characters)

The agency's prioritization system has recently undergone an overhaul to be more inclusive and more effective in assessing needs. Case managers will use the newly developed questionnaire to assess various factors to determine the level of need for each household. These factors include housing status, number of times homeless, disabilities, mental health, substance abuse, life skills, employment status, safety, support system, etc.

Individuals and families with the highest level of need and most barriers will be placed at the top of the prioritization list to ensure they receive support first. Households with DV survivors often have greater needs and barriers due to the trauma they have experienced, including mental and physical health issues. DV survivors will be placed into transitional housing units according to need and will have the opportunity to work on issues that may be causing barriers to housing stabilization. The time, space, and privacy offered by TH programs is often very beneficial to DV survivors. Staff will provide intensive case management to the households during their stay in transitional housing.

Once the client is ready for permanent housing, staff will work with them to find housing that is suitable to their needs and preferences. The agency has housing navigators on staff to aid in the search, and staff will work with landlords who may be reluctant to accept FPSC clients. Clients will receive financial assistance for security deposits, first month's rent, application fees, etc. to ensure the transition to permanent housing goes smoothly. Case managers may continue to work with clients for up to 60 days after financial assistance ends to foster housing sustainability.

| 4A-3i. | Applicant's Plan for Administering Trauma-Informed, Survivor-Centered Practices in the New DV Bonus Housing Project(s). | |
|---|---|---|
| | NOFO Section I.B.3.j.(1)(e) | |

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

**(limit 5,000 characters)**

The Joint TH-RRH Expansion program for the DV population will prioritize placement and stabilization in permanent housing consistent with the client's specific situation, needs, and preferences for services. Caseworkers will make every effort to ensure regular assessments and close coordination so that any changes in their situation and safety can be accommodated. Clients will be encouraged to take an active role in their individual service plan for housing stabilization and long-term housing safety.

Case managers will respect the DV client's high need for safety, desire for confidentiality, and sensitivity to re-traumatization. Case managers will be trained in trauma-informed care and strengths-based coaching and will allow DV clients to determine their readiness for services so that steps will be taken only when the client is ready. Staff will utilize compassionate engagement techniques to meet the client at their current level of need and to obtain a high level of engagement for voluntary services.

Case managers will provide access to trauma information and work with the client to reduce the trauma impact and minimize re-traumatization. The agency's intensive case management practices emphasize the need to engage the DV client's strengths and self-agency in developing their individual service plan and allow them the opportunity to change this plan over time and according to their changing situation.

FPSC's housing specialists are trained in equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible and trauma informed. The agency offers continuous training opportunities on these and other special needs of the DV population.

Case workers will provide referrals for program participants to seek services and support from the three DV service providers in the Tri-County region, to join support groups, and to connect them with community resources. Additionally, DV clients will referrals to legal services, court advocacy, children's services, counseling, parenting workshops, translators, and other helpful resources as needed.

| | 4A-3j. | Applicant's Plan for Involving Survivors in Policy and Program Development, Operations, and Evaluation in the New DV Bonus Housing Project(s). | |
|---|---|---|---|
| | | NOFO Section I.B.3.j.(1)(f) | |

| | | Describe in the field below how the new project will involve survivors: |
|---|---|---|
| | 1. | with a range of lived expertise; and |
| | 2. | in policy and program development throughout the project's operation. |

(limit 2,500 characters)

FPSC recognizes that it is primarily a housing agency and will need to collaborate with direct victim service providers in DV for this Joint TH-RRH Expansion program to better serve the DV population. FPSC maintains signed MOUs with DASAC, DASI and Safe in Hunterdon. FPSC will collaborate with the Tri-County's principal victim service providers and pave the way for developing new projects and programs with input and involvement from DV survivors with lived experience. The agency will also schedule planning meetings with the Tri-County's principal DV agencies to address the need for involvement from survivors in policy and program development. FPSC will continue to collaborate with the Tri-County CoC Board to develop a mission statement and strategic plan for working with persons with lived experience. The agency will also actively participate in the NJ Coalition on Domestic Violence and the NJ Coalition on Sexual Assault.

# 4B. Attachments Screen For All Application Questions

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

| | | |
|---|---|---|
| 1. | You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete. | |
| 2. | You must upload an attachment for each document listed where 'Required?' is 'Yes'. | |
| 3. | We prefer that you use PDF files, though other file types are supported–please only use zip files if necessary.  Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images.  Many systems allow you to create PDF files as a Print option.  If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube. | |
| 4. | Attachments must match the questions they are associated with. | |
| 5. | Only upload documents responsive to the questions posed–including other material slows down the review process, which ultimately slows down the funding process. | |
| 6. | If you cannot read the attachment, it is likely we cannot read it either. | |
| | . We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time). | |
| | . We must be able to read everything you want us to consider in any attachment. | |
| 7. | After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include. | |
| 8. | Only use the "Other" attachment option to meet an attachment requirement that is not otherwise listed in these detailed instructions. | |

| Document Type | Required? | Document Description | Date Attached |
|---|---|---|---|
| 1C-7. PHA Homeless Preference | No | 1C-7. PHA Homeles... | 10/18/2024 |
| 1C-7. PHA Moving On Preference | No | 1C-7. PHA Moving ... | 10/18/2024 |
| 1D-10a. Lived Experience Support Letter | Yes | | |
| 1D-2a. Housing First Evaluation | Yes | | |
| 1E-2. Local Competition Scoring Tool | Yes | 1E-2. Local Compe... | 10/18/2024 |
| 1E-2a. Scored Forms for One Project | Yes | 1E-2a. Scored For... | 10/18/2024 |
| 1E-5. Notification of Projects Rejected-Reduced | Yes | | |
| 1E-5a. Notification of Projects Accepted | Yes | | |
| 1E-5b. Local Competition Selection Results | Yes | | |
| 1E-5c. Web Posting–CoC-Approved Consolidated Application | Yes | | |
| 1E-5d. Notification of CoC-Approved Consolidated Application | Yes | | |

| | | | |
|---|---|---|---|
| 2A-6. HUD's Homeless Data Exchange (HDX) Competition Report | Yes | | |
| 3A-1a. Housing Leveraging Commitments | No | | |
| 3A-2a. Healthcare Formal Agreements | No | | |
| 3C-2. Project List for Other Federal Statutes | No | | |
| Other | No | | |

# Attachment Details

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

# Attachment Details

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

# Attachment Details

Document Description:

# Attachment Details

Document Description:

# Attachment Details

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

# Attachment Details

Document Description:   1E-2a. Scored Forms for One Project

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# Submission Summary

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

| Page | Last Updated |
|------|--------------|
| 1A. CoC Identification | 10/02/2024 |
| 1B. Inclusive Structure | 10/18/2024 |
| 1C. Coordination and Engagement | 10/18/2024 |
| 1D. Coordination and Engagement Cont'd | 10/18/2024 |
| 1E. Project Review/Ranking | Please Complete |
| 2A. HMIS Implementation | 10/18/2024 |
| 2B. Point-in-Time (PIT) Count | 10/18/2024 |
| 2C. System Performance | 10/18/2024 |
| 3A. Coordination with Housing and Healthcare | 10/18/2024 |
| 3B. Rehabilitation/New Construction Costs | 10/18/2024 |
| 3C. Serving Homeless Under Other Federal Statutes | 10/18/2024 |

| | |
|---|---|
| **4A. DV Bonus Project Applicants** | 10/18/2024 |
| **4B. Attachments Screen** | Please Complete |
| **Submission Summary** | No Input Required |

# 1C-7. PHA Homeless Preference

a. Warren County Housing Authority Section 8 Admin Plan homeless preference
b. Hunterdon County Housing Authority Section 8 Admin Plan homeless preference
c. New Jersey Department of Community Affairs Section 8 Admin Plan

Warren County Housing Program
337 Water Street
Belvidere, NJ 07823
(908) 475-3989 Fax (908) 475-8637

Dear Applicant,

As per your request, enclosed is an application for Section 8 Housing Assistance Payments Program. All completed applications must be **MAILED** to our office at the above address.

The program is available to assist in paying part of the rent for tenants who have annual incomes that do not exceed the below maximum income guidelines for their family size:

| **Family Size** | **Maximum Income** |
|---|---|
| 1 | $34,450 |
| 2 | $39,350 |
| 3 | $44,250 |
| 4 | $49,150 |
| 5 | $53,100 |
| 6 | $57,050 |

When we receive your completed application it will be placed on the programs waiting list if we make a preliminary determination that you are eligible for assistance based on the information you submit. You will be notified by letter of our determination of your eligibility. If it is determined that you are not eligible for the program you will be informed of the reason.

When an opening for assistance becomes available under the program we are required to select eligible applicants from the programs waiting list in accordance with the rules and regulations of the program. Generally this means that applicants are selected based on the date that their applications are received, after the consideration of any preferences which the applicant is eligible to receive. This means that in some cases certain applicants may be selected for assistance before other applicants who applied for the program at an earlier date.

Currently the program places an application on the waiting list based on the following preferences:

| Number | Preference |
| --- | --- |
| **1** | Elderly/Disabled |
| **2** | Resident |
| **3** | Working |
| **4** | Domestic Violence/Homeless |
| **5** | Income Target |

The definitions that apply to theses preferences are as follows:

1. **Elderly/Disabled**- A family whose head or spouse or whose sole member is at least 62 years of age. A family where the head or spouse meets any of the criteria for a disabled person. (A person who has a disability as defined in section 223 of Social Security Act. (42U.S.C.423). The law defines "disability" as the inability to engage in any substantial gainful activity by reason of any medically determined physical or mental impairment(s) which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months.

2. **Resident-** A person or family whose residence or job location prior to program placement and after program placement is within Warren County. The legal residence of the household is determined in accordance with state and local law. (Other than the Town of Phillipsburg which has its own Public Housing Agency and Authority.)

3. **Working**- Families who are graduates or active participants in educational and training programs designed to prepare persons for the job market. Families with at least one adult who is employed. This preference is extended equally to elderly families' whose head or spouse is receiving income based on their inability to work.

4. **Domestic Violence Victim/Homeless**- The household has documented actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family. To qualify for this preference, the abuser must still reside in the unit of which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the housing agency gives prior written approval. A homeless family is one lacking a fixed, regular, and adequate nighttime residence and having a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations or an institution providing temporary residence for individuals intended to be institutionalized or a public or private place not ordinarily used as sleeping accommodations for human beings.

5. **Income Target**- Applicant meets very low-income eligibility requirements as established by HUD. Income schedules are revised annually by HUD and are as follows:

| Family Size | Target Income |
| --- | --- |
| 1 | $20,650 |
| 2 | $23,600 |
| 3 | $26,550 |
| 4 | $29,500 |
| 5 | $31,900 |
| 6 | $35,160 |

Due to the above selection requirements, it is not possible for our office to estimate the amount of time that it will take for the program to assist you. In addition, applicants are only selected from the programs waiting list when an opening occurs in our current funding as a result of someone leaving the program or when new funding is received to assist additional tenants. For these reasons we cannot give you a time estimate or guarantee that your position on the waiting list will not change as a result of additional applications being received with more preferences. You will be notified by mail when we are able to assist you. We regret that we are unable to be more specific in regards to the above time frame.

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


Sincerely,

Warren County Housing Program

b. Hunterdon County Housing Authority Section 8 Admin Plan homeless preference

| PHA Certifications of Compliance with PHA Plans and Related Regulations | U.S. Department of Housing and Urban Development |
|---|---|
| | Office of Public and Indian Housing |
| | OMB No. 2577-0226 |
| | Expires 4/30/2011 |

## PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-*Year and Annual* PHA Plan

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the___ 5-Year and/or  X  Annual PHA Plan for the PHA fiscal year beginning _2017_____, hereinafter referred to as " the Plan ", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
    - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
    - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
    - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
    - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
    - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
    (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
    (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
    (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Hunterdon County Division of Housing

NJ084

PHA Name

PHA Number/HA Code

_____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

X _____ Annual PHA Plan for Fiscal Years 20__17__ - 20____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)
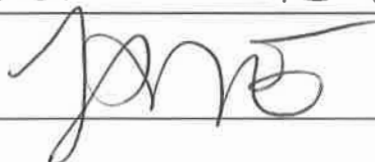
| Name of Authorized Official | Title |
| --- | --- |
| Jennifer Short | Director |
| Signature | Date |
| | 10/20/2016 |

**J.    VERIFICATION OF WAITING LIST PREFERENCES** [24 CFR 982.207]

The Hunterdon County Division of Housing uses local preference and will use homelessness preference for their future waiting list lottery drawings.  The Hunterdon County Division of Housing will ask for verification of Hunterdon County residency and/or proof of employment during the time of the lottery and verify the employment is still in Hunterdon for eligibility.

While the HUD regulations maintain four categories for defining people who are homeless, the PIH definition for IMS-PIC reporting (Form 50058) is narrowed to the following two categories:

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

a.   An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or

b.   An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low- income individuals); or

c.   An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Category 4: Any individual or family who:

i.      Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and

ii.     Has no other residence; and

iii.    Lacks the resources or support networks, e.g., family, friends, and faith- based or other social networks, to obtain other permanent housing

12/04

7-19

## J.   VERIFICATION OF WAITING LIST PREFERENCES [24 CFR 982.207]

The Hunterdon County Division of Housing uses local preference and will use homelessness preference for their future waiting list lottery drawings.  The Hunterdon County Division of Housing will ask for verification of Hunterdon County residency and/or proof of employment during the time of the lottery and verify the employment is still in Hunterdon for eligibility.

c. New Jersey Department of Community Affairs Section 8 Admin Plan

# HOUSING CHOICE VOUCHER PROGRAM

# Administrative Plan

State of New Jersey

Department of Community Affairs
Division of Housing and Community Resources

State Fiscal Year 2020
(July 1, 2020 – June 30, 2021)

**EQUAL HOUSING
OPPORTUNITY**

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

# Chapter 5

## SELECTION OF HOUSEHOLDS FORPARTICIPATION

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

Residency is a secondary preference that is used to further rank those applicants with a local preference and applicants without a preference. Applicants living in the county are offered assistance before non-residents of the county. The residency preference will not have the purpose or effect of delaying or denying admission because of the applicant's age, race, color, religion, sex, national origin, or other protected class. The standards instituted by the DCA for verification of a local preference are presented in (Appendix A: EXHIBIT 5-2). Applicants who have not claimed a preference are afforded the opportunity to claim a preference at any time while on the waiting list. However, a change from no preference to a local preference will not be implemented without supporting documentation. Applicants are notified of their right to an informal review if their claim of a local preference is denied. Date of placement on the waiting list is the final criteria used in the selection of applicants

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

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

Applicants selected from the waiting list must provide all required documentation within fifteen (15) business days of the date of the notice from the Housing Choice Voucher Program. Extenuating circumstances will be considered in order to provide a reasonable accommodation, on a case-by-case basis. Programs that require variations to the standard selection policy are identified in (Appendix A: EXHIBIT 5-4).

## 5.1 Single Member Households

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

**ILLUSTRATION OF THE DCA'S APPLICANT SELECTION POLICY**

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

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

Tier 3. No Preference

Residents

- - - - - - - - - - - - - - - - - -

Non-Residents

Residents

- - - - - - - - - - - - - - - - - - - - - - - - - - - - -

Non-Residents

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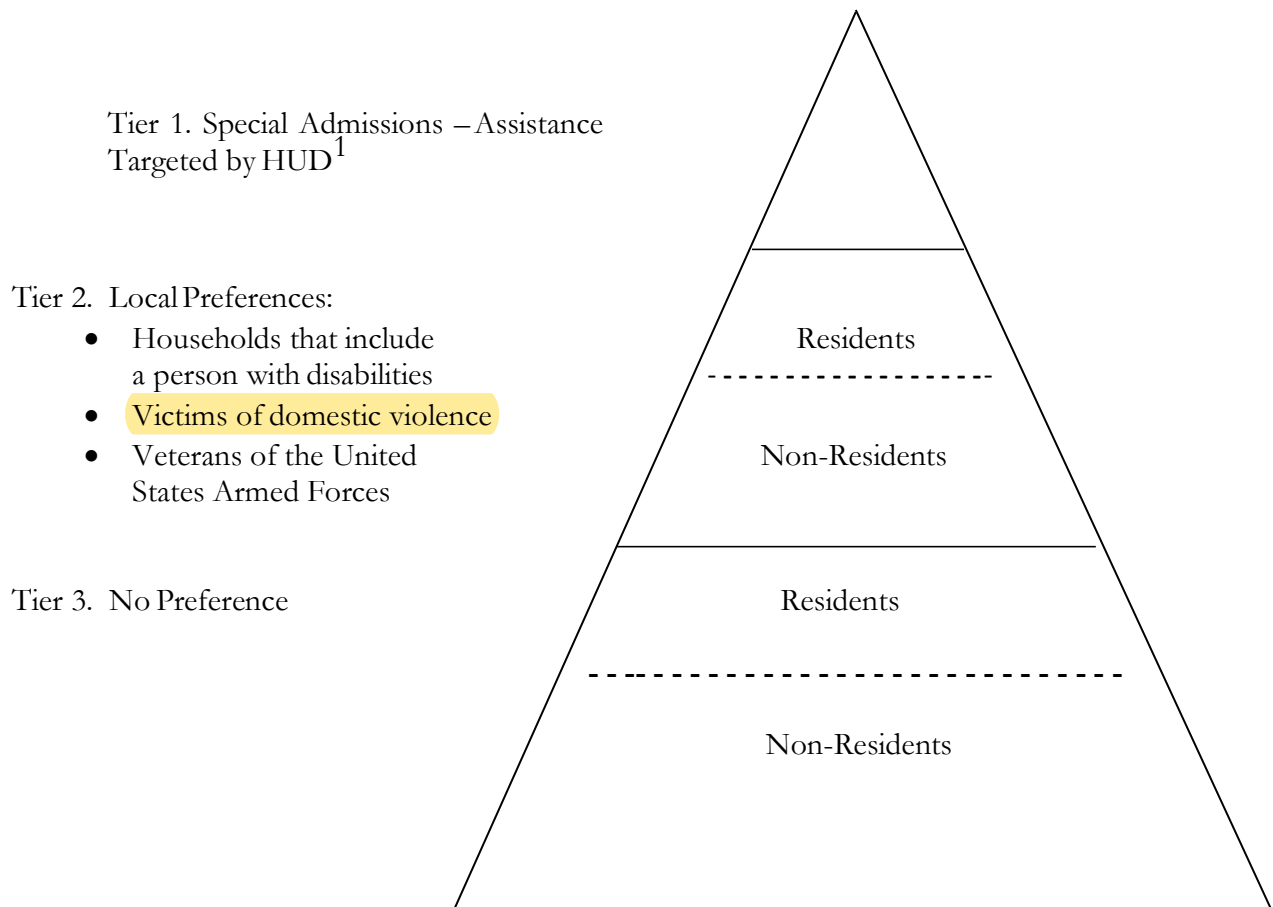
[1] The DCA will select a household that is not included on the waiting list, or without considering the household's waiting list position, if HUD awards the program funding that is targeted for households living in specified units.

EXHIBIT 5.2

## Verification Standards for the Local Preferences

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

**Households That Include a Person with Disabilities**

1. Documentation from the Social Security Administration that a member of the household is a disabled person who is receiving Social Security Disability or Supplemental Security Income benefits; or

2. Certification from a physician, on a Certification of Disability form (Appendix A: EXHIBIT 5-3), that a member of the household is a person with disabilities.

**Victims of Domestic Violence**

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

1. Is currently living in a housing unit in which a member of the household engages in such violence. The actual or threatened violence must be of a continuing nature and have occurred within the past 120 days; or

2. The applicant has been displaced because of domestic violence and is not currently residing in standard, permanent replacement housing, to avoid the threat of continued abuse.

**Veteran of the United States Armed Forces**

Only veterans discharged or released from active duty in the armed forces under honorable

1C-7. PHA Moving On Preference


1.  New Jersey DCA Moving On Plan

# STATE OF NEW JERSEY
## 2018 Annual Action Plan



**State of New Jersey**

**Phil Murphy, Governor**

**Department of Community Affairs**

**Lt. Governor Sheila Oliver, Commissioner**

500 households who are involved with the child welfare system.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Discussion**

**State Rental Assistance Program: Moving On Initiative**

**Introduction:**
The NJ Department of Community Affairs (DCA) will issue up to 500 State Rental Assistance Program (SRAP) tenant-based vouchers to eligible disabled households who are currently receiving rental assistance from a HUD Continuum of Care (CofC) permanent supportive housing voucher program or are a recipient of another supportive housing voucher program and no longer require the level of supportive services associated with that program. This initiative will do the following:
1. Enable tenants who have achieved stability in supportive housing to transition to more independent living.
2. Enable the CofCs to refill their vacated vouchers with individuals or families in need of supportive housing.

**SRAP Moving On:**
SRAP provides an unlimited-term, tenant-based rental assistance voucher to eligible disabled households. Under the program, a disabled head of household will pay 25% of their adjusted income for their portion of the rent.

**Eligibility Requirements for SRAP Tenancy:**
1. Be an active participant on a HUD CofC permanent supportive housing voucher program or other supportive housing voucher program.
   a. No longer require the level of supportive services associated with that program, as demonstrated by an assessment according to the CSH Acuity Index*; and
   b. Be in good standing with the current program's regulations and policies.
2. Have household income at or below 30% of Area Median Income.
3. Have not been convicted of a violent criminal act in the last 5 years; please note that DCA will consider extenuating circumstances on a case by case basis.
4. Are not subject to a lifetime registration requirement under the State sex-offender registration program.
*Please utilize the attached matrix created by the Corporation for Supportive Housing to assist you in identifying potential households (please note that the matrix was based on the Connecticut Supportive Housing Assessment and Acuity Index).*

**Next Steps:**
**Letter of Intent:** DCA is requesting a Letter of Intent from interested New Jersey Continuum of Care lead representatives. The Letter of Intent which is due to DCA by January 11, 2017 must identify the following:
1. A description of the targeted population for the SRAP vouchers using HMIS and any other relevant data
2. A commitment by the CofC to backfill any voucher program slots vacated by tenants moving onto the SRAP vouchers with eligible homeless households. Please also include a brief description of the CofC's need for these slots and timeline/outreach plan for backfill.

3. The number of SRAP vouchers being requested; please note that there is no guarantee that a CofC will receive a certain number of SRAP vouchers. These vouchers will be issued on a first come/first serve basis statewide with the assumption that all SRAP participants will be leased up within a 60 day timeframe. Due to this strict timeline, leasing in place will be encouraged. Successful CofCs will have a mechanism in place to ensure that complete and accurate SRAP applications are submitted in a timely fashion. If this timeline is not met, the SRAP voucher may be withdrawn and issued to another eligible household, and the tenant will remain on the CofC permanent housing voucher.
4. A description of case management follow-up; DCA will require the CofC to ensure that the current permanent supportive housing grantee agency follow-up at least once a month during the six months of SRAP tenancy, to ensure that the program participants are transitioning appropriately.
5. Contact person's name, phone number and e-mail address.

**Conference Call:** DCA has scheduled a conference call for Friday, January 6, 2017 at 10 AM to answer questions on this initiative. Please e-mail Lisa Downes at lisa.downes@dca.nj.gov if you are interested in participating in the call.

**Notification:** DCA will notify the CoCs that have been selected to participate in this initiative by January 30, 2017.  A conference call to discuss the application process will be scheduled shortly after the announcement. After notification by DCA, selected CofCs may begin submitting SRAP applications. Please note that selected CofCs are not guaranteed access to SRAP vouchers; the number of SRAP vouchers awarded to the selected CofCs will be dependent on the timeliness of the SRAP application submission and the amount of funds available.

Attachment

1E-2. Local Competition Scoring Tool
   1. 2024 Competition Scoring Tool – New & Renewal
      Projects
   2. Monitoring Scoring Tool – PH Projects
   3. Monitoring Scoring Tool – CE Project
   4. Monitoring Scoring Tool – HMIS Project
   5. Monitoring Performance Standards

1. 2024 Competition Scoring Tool – New & Renewal Projects

**Agency Name**
**Project Name:**
**Project Type:**
**New or Renewal:**

**DV Bonus Project?**

**Reviewer Name:**

| | | Total Possible Points |
|---|---|---|
| | **A. Project Information. Full points will be received where:** | |
| 1 | Applicant adequantely demonstrates: Understanding of the needs of the clients to be served; The type, scale and location of the housing fits the needs of the clients to be served; The type, scale and supportive services, regardless of funding source, meet the needs of the clients; How clients will be assisted in obtaining and coordinating the provision of mainstream benefits | 15 |
| 2 | Applicant maintains adequate staffing levels for services and program operation | 4 |
| 3 | Applicant details strong relationships with CoC agencies in the application | 5 |
| 4 through 6 | Applicant's level of service delivery is appropriate for the target population and services are client-focused | 6 |
| 7 through 9 | Applicant identifies as low barrier based on eligibility and termination critiera | 6 |

| | | | |
|---|---|---|---|
| | **B. New Projects ONLY. Full points will be received where:** | | |
| 1 | Applicant demonstrates a successful history of providing housing and services to target population | | 5 |
| 2 | Applicant demonstrates a successful history of working with HUD or other federal funding sources | | 1 |
| 3 | Applicant management and leadership positions include BIPOC and LGBTQIA+ representation. | | 5 |
| 4 | Applicant demonstrates that the project is filling an unmet need in the CoC, and references a reputable source of information. | | 5 |
| 5 | Applicant has a clear and efficent process to monitor and evaluate housing outcomes | | 5 |
| 6 | Agency reviews data related to underserved populations and equity and uses data to create plans for more equitable program outcomes. | | 5 |
| 7 | Applicant has a clear process for using input from persons with lived experience in service delivery and project administration | | 5 |
| 8 | Project leverages housing resources with housing units not funded through the CoC or ESG programs | | 5 |
| 9 | Project leverages health resources, including a partnership commitment with a healthcare organization. | | 5 |
| 10 | Applicant agrees to serve all three counties of the CoC equally | | 5 |
| 11 | Applicant agrees to become an active member of the CoC | | 2 |
| 12 | Applicant agrees to participate in the CoC's established Coordinated Entry System | | 2 |
| 13 | Applicant agrees to participate in HMIS or a comparable database for Domestic Violence programs | | 2 |
| 14 | Applicant staff and administration are reflective of poulations served | | 2 |
| 15 | Applicant is utilizing multiple strategies listed to address racial disparities | | 5 |

| | | | |
|---|---|---|---|
| | **C. New DV Bonus Projects ONLY. Full points will be received where:** | | |
| 1 | Applicant demonstrates the ability to utilize trauma-informed, victim-centered approaches to ensure housing, resources and safety needs of clients are met. | | 2.5 |
| 2 | Applicant demonstrates a process for addressing client's safety needs including maximizing client choice for housing and services and ensuring confidentiality. | | 2.5 |

| | | | |
|---|---|---|---|
| | **D. Fiscal. Full points will be received where:** | | |
| | Applicant demonstrates long-term fiscal capacity to maintain the project in case there is a decrease in HUD funding | | 2.5 |
| Budget Worksheet | Budget includes a 25% match | | 2.5 |

| | | |
|---|---|---|
| **Funding Priorities: Bonus** | | |
| New TH-RRH projects (+5) | | 0 |
| Does this project serve persons with mental illness and/or with substance use disorders? (+5) | | 0 |

| | Points Received | Maximum Points | Total Score % |
|---|---|---|---|
| 2024 Monitoring | | | #DIV/0! |
| RLI Score | 0 | 105 | 0% |
| **FINAL APPLICATION SCORE** | | | #DIV/0! |

## 2. Monitoring Scoring Tool – PH Projects

Agency: _____

Project: _____

Project type: _____

Project Operating Year: _____

Is project dedicated to CH?

| PART I | | |
|---|---|---|
| **1. HMIS** | **Points Earned** | **Total Possible Points** |
| Are staff regularly attending HMIS training? | | 5 |
| **Notes:** | | |
| | | |
| **2. Client Referrals** | **Points Earned** | **Total Possible Points** |
| Did all new clients that entered the program in 2023 come through CES? | | 5 |
| Is the agency notifying CE about vacancies within a timely manner? | | 5 |
| For projects with supportive services, is the agency providing case management and documentation support to clients while waiting for referral to get approved? | | 5 |
| Does your project serve all three counties (Warren, Sussex, and Hunterdon Counties)? | | 10 |
| **Notes:** | | |
| | | |
| **3. Housing First** | **Points Earned** | **Total Possible Points** |
| Are there selection policies are in place, to ensure the project is prioritizing those with the highest needs? | | 10 |
| Does the project create client-centered plans and goals using proven evidence based or best practices? | | 10 |
| Are the services that are being provided to the clients tracked and recorded? | | 10 |
| Are there no to minimal barriers to program enrollment? (criminal background, active substance use, poor credit, limited income) | | 10 |
| Does the program termination policy avoid terminating clients due to criminal background, active substance use, failure to participate or progress in services, loss of income, domestic violence? | | 10 |
| Are individualized service plans created with all clients in program? | | 10 |
| Leases do not include nontraditional stipulations, such as participating in supportive services? | | 10 |
| Does the agency provide adequate effort to engage service resistant clients? | | 10 |
| Does the agency work with clients to overcome and avoid eviction, including keeping the person in the program even after threat of eviction? | | 10 |
| How does your agency obtain consumer feedback regarding the services provided through this program? | | 10 |
| **Notes:** | | |
| | | |
| **4. Oversight - Have program staff completed training on:** | **Points Earned** | **Total Possible Points** |
| Trauma-informed care | | 2 |
| Coordinated Entry | | 2 |
| Best Practices on safety planning protocols in serving survivors of DV, including safety and confidentiality policies and practices | | 2 |
| Equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, and accessible | | 2 |
| **Notes:** | | |
| | | |
| **5. Diversity, Equity, & Inclusion:** | **Points Earned** | **Total Possible Points** |
| Does the agency have more than one person on your agency board with lived experience? | | 10 |
| Are the racial demographics of clients served is reflected in staff and leadership? | | 10 |
| Describe the steps your agency has taken to engage and/or hire those with lived experience of homelessness in leadership roles and decision-making processes. | | 10 |
| | | |
| **6. Program Performance & Data** | **Points Earned** | **Total Possible Points** |
| Is there evidence that the agency follows a process to reviews and analyzes program data to improve | | 10 |
| | | |
| **PART II** | | |
| **7. Program Records - Do Records Contain:** | **Points Earned** | **Total Possible Points** |
| Program policies & procedures | | 5 |
| Program goals | | 2 |
| Termination criteria | | 5 |
| Monitoring and evaluation plan | | 5 |
| Agency Appeals/Grievance Policy | | 5 |
| CoC Grievance Policy | | 5 |
| Conflict of Interest Policy | | 2 |
| Staff Training Expectations | | 2 |
| Client Confidentiality policy | | 5 |
| Signed copy of most recent grant agreement | | 5 |
| (For Agencies with Subrecipients) MOU/Agreement with Subrecipient. Written agreement should include evidence that the grant agreement requirements have been shared with the subrecipient | | 2 |
| (For Agencies with Subrecipients) Monitoring process for program partners | | 2 |
| **Notes:** | | |
| | | |
| **8. Client Files** | **Points Earned** | **Total Possible Points** |
| Did all client files have documentation demonstrating homelessness eligibility? | | 5 |
| Did all client files have documentation demonstrating disability? (N/A for RRH) | | 5 |
| If project is dedicated to the chronically homeless, did client files have documentation demonstrating chronic homelessness? | | 5 |
| Did all client files contain an HMIS consent form? | | 2 |
| Did all client files contain required HQS inspection? | | 2 |
| Did all client files contain documentation of rent reasonableness? (N/A for leasing) | | 2 |
| Did all client files contain an executed lease? | | 2 |
| Did all client files contain income and rent calculation documentation? | | 2 |
| Did all client files contain evidence of supportive services? | | 2 |
| **Notes:** | | |
| | | |

| 9. Financial | Points Earned | Total Possible Points |
|---|---|---|
| **9A. Internal Controls - Does the Agency Have:** | | |
| Does the organization have a written policy manual specifying approval authority for financial transactions? OR An organizational chart showing titles and lines of authority for all individuals involved in approving or recording financial (and other) transactions AND written position descriptions detailing the responsibilities of all key employees involved in financial transactions? | | 1 |
| Does the organization have a chart of accouts and an accounting manual which includes written procedures for the authoriza | | 1 |
| Does the organization have documentation of adequate separation of duties for all financial transactions (that is, all financial t | | 1 |
| Does the organization have evidence that it maintains adequate control of access to accouting records, blank forms and check | | 1 |
| **Notes:** | | |
| | | |
| **9B. Drawdown Documentation** | Points Earned | Total Possible Points |
| Does the organization (or agency) document that on a regular, on-going basis it compares actual expenditures for the award with the budgeted amounts (including the amount budgeted for each line category)? | | 2 |
| Does the agency conduct drawdowns at least quarterly? | | 3 |
| Based on the most recently submitted APR, has the project utilized at least 85% of HUD funding? | | 5 |
| Is the agency taking actions to prevent returning a large portion of funding to HUD (ex. Overleasing, adjustment of budget line items)? | | 3 |
| **Notes:** | | |
| | | |
| **9C. Backup & Match Documentation** | Points Earned | Total Possible Points |
| Does the organization maintain backup documentation for all funding provided through the budget line items for the grant? | | 2 |
| If the agency receives supportive service funding or utilizes administrative funds for staff, are timesheets maintained as backup for the funding? | | 2 |
| Based on the most recent APR, is the adequate match being provided by the project for all funds requested? | | 5 |
| Does the organization have MOUs for any organization that is being utilized as a source of match for the project? | | 3 |
| If staff time is used for program match, are timesheets maintained that support the amount of match listed? | | 2 |
| **Notes:** | | |
| | | |
| **9D. Program Administration** | Points Earned | Total Possible Points |
| Does the agency have a current and approved Code of Ethics on file with HUD? | | 1 |
| Does the agency have a signed copy of the most recent grant agreement? | | 3 |
| Did the project submit the most recent Annual Performance Report to HUD within the 90 day window? | | 5 |
| If the project has been monitored by HUD in the last 12 months, have they cleared all monitoring findings/concerns? | | 3 |
| **Notes:** | | |
| | | |
| **9E. Audits** | Points Earned | Total Possible Points |
| Did the organization have an audit completed within the last 12 months that was conducted consistent with the standards of OMB A-133? | | 1 |
| If there were audit citings, have steps been taken to ensure a timely resolution of these findings/citings? | | 3 |
| **Notes:** | | |
| | | |
| **10. CoC Participation - meeting attendance should be at least 80% at:** | Points Earned | Total Possible Points |
| CoC | | 5 |
| Data Quality | | 5 |
| Case Conferencing | | 5 |
| **Notes:** | | |

| Scoring Category | Total Score | Total Possible Score |
|---|---|---|
| 1. HMIS | | 5 |
| 2. Client Referrals | | 25 |
| 3. Housing First | | 100 |
| 4. Oversight | | 8 |
| 5. Diversity, Equity, & Inclusion | | 30 |
| 6. Program Performance & Data | | 10 |
| 7. Program Records | | 45 |
| 8. Client Files | | 27 |
| 9A. Internal Controls | | 4 |
| 9B. Drawdown Documentation | | 13 |
| 9C. Backup & Match Documentation | | 14 |
| 9D. Program Admin | | 12 |
| 9E. Audits | | 4 |
| 10. CoC Participation | | 15 |
| Total Points | | 312 |
| Monitoring Score (%) | | |

| | |
|---|---|
| Monitoring Score | |
| Performance Review | |
| FINAL Monitoring Score | |

**Date Completed** _____

**Staff Completing Monitoring:** _____

# 3. Monitoring Scoring Tool – CE Project

Agency: _____

Project: _____

Project Operating Year: _____

| PART I | | |
|---|---|---|
| **1. Assessment & Prioritizatoin** | **Points Earned** | **Total Possible Poir** |
| Please describe how your project implements a comprehensive assessment process to understand individuals' needs. | | 5 |
| Please describe how your project prioritizes individuals based on vulnerability, ensuring those most at risk receive timely assistance | | 5 |
| **Notes:** | | |
| | | |
| **2. Access** | **Points Earned** | **Total Possible Poir** |
| Please describe how your project ensures that everyone experiencing homelessness have access to the prioritization tool and the process for accessing housing | | 10 |
| Please describe the hours and location that your CE project operates. | | 5 |
| Please describe how your agency ensures the CE system is accessible to all three counties. | | 5 |
| **Notes:** | | |
| | | |
| **3. Centralized Information System** | **Points Earned** | **Total Possible Poir** |
| How is the list maintained for victims of domestic violence or clients that may not be in HMIS? | | 5 |
| Does the CE utilize a system that ensures data privacy and security for all consumer data? | | 5 |
| **Notes:** | | |
| | | |
| **4. Collaboration & Partnership** | **Points Earned** | **Total Possible Poir** |
| Please describe what your agency does to develop strong community partnerships with local service providers, government agencies, and community organizations, ensuring that special populations are served through CE (DV, Youth, Veterans, Disability/Special Needs, Elderly, Families). | | 10 |
| Agencies feel they are receiving referrals from CEP in a timely manner? | | |
| **Notes:** | | |
| | | |
| **5. Client-Centered Approach** | **Points Earned** | **Total Possible Poir** |
| Please describe how your project adapts interventions to individual needs through client-centered planning | | 5 |
| Please describe how your project involves clients in decision-making processes to empower them and increase program effectiveness, specifically addressing the following: | | |
| o  Do clients have the ability to deny a housing referral and still remain on the list, allowing for client-choice in their housing outcome? | | 5 |
| o  Do clients have the ability to provide input on the type of housing outcome they will be referred to? (e.g. if a client has preferences or past experiences that may lead them to need a specific housing approach or response). | | 5 |
| o  Can clients remain on the list and receive services if they do not provide all information needed to complete the prioritization tool and/or complete a housing referral? | | 5 |
| **Notes:** | | |
| | | |
| **6. Training** | **Points Earned** | **Total Possible Poir** |
| Please describe the training that CE staff receive, including the frequency of training | | 5 |
| Is staff regularly attending HMIS training? | | 5 |
| **Notes:** | | |
| | | |
| **7. Housing First Model** | **Points Earned** | **Total Possible Poir** |
| Please describe how your project prioritizes a "Housing First" approach, focusing on quickly moving individuals into stable housing | | 10 |
| **Notes:** | | |
| | | |
| **8. Cultural Competence** | **Points Earned** | **Total Possible Poir** |
| Please describe how the project addresses the unique needs of specific demographic groups within the homeless population. (LGBTQ, Youth, DV, Veterans, Single Parents) | | 10 |
| **Notes:** | | |
| | | |
| **9. Diversity, Equity, Inclusion** | | |
| Does the agency have more than one person on your agency board with lived experience? | | 10 |
| Are the racial demographics of clients served is reflected in staff and leadership? | | 10 |
| Describe the steps your agency has taken to engage and/or hire those with lived experience of homelessness in leadership roles and decision-making processes. | | 10 |
| **Notes:** | | |
| | | |
| **PART II** | | |
| **10. Program Records - Do Records Contain:** | **Points Earned** | **Total Possible Poir** |
| Program policies & procedures | | 5 |
| Program goals | | 5 |
| Termination criteria | | 5 |
| Monitoring and evaluation plan | | 5 |
| Grievance Policy | | 5 |
| Conflict of Interest Policy | | 5 |
| Staff Training Expectations | | 5 |
| Client Confidentiality policy | | 5 |
| Signed copy of most recent grant agreement | | 5 |
| (For Agencies with Subrecipients) MOU/Agreement with Subrecipient. Written agreement should include evidence that the grant agreement requirements have been shared with the subrecipient | | 5 |

| | Points Earned | Total Possible Points |
|---|---|---|
| (For Agencies with Subrecipients) Monitoring process for program partners | | 5 |
| **Notes:** | | |

| **11. Internal Controls - Does the Agency Have:** | Points Earned | Total Possible Points |
|---|---|---|
| A written policy manual specifying approval authority for financial transactions OR an organizational chart showing titles and lines of authority for all individuals involved in approving or recording financial (and other) transactions AND written position descriptions detailing the responsibilities of all key employees involved in financial transactions? | | 5 |
| A chart of accounts and an accounting manual which includes written procedures for the authorization and recording of transactions? | | 5 |
| Documentation of adequate separation of duties for all financial transactions (that is, all financial transactions require the involvement of at least two individuals)? | | 5 |
| Evidence that it maintains adequate control of access to accounting records, blank forms and checkbooks, and confidential records? | | 5 |
| **Notes:** | | |

| **12. Drawdown Documentation** | Points Earned | Total Possible Points |
|---|---|---|
| Does the organization (or agency) document that on a regular, on-going basis it compares actual expenditures for the award with the budgeted amounts (including the amount budgeted for each line category)? | | 5 |
| Does the agency conduct drawdowns at least quarterly? | | 5 |
| Based on the most recent close out certification, were any funds returned to HUD or not spent in the past grant year? If yes, how much and why? | | 5 |
| What actions has your organization taken to prevent excess funding from returning to HUD (ex. Overleasing, adjustment of budget line items)? | | 5 |
| **Notes:** | | |

| **13. Backup & Match Documentation** | Points Earned | Total Possible Points |
|---|---|---|
| Based on the most recent APR, is the adequate match being provided by the project for all funds requested? | | 5 |
| Does the organization maintain backup documentation for all funding provided through the budget line items for the grant? | | 5 |
| If the agency receives supportive service funding or administrative funds for staff, are timesheets maintained as backup for the funding? | | 5 |
| Does the organization have MOUs for any organization that is being utilized as a source of match for the project? | | 5 |
| If staff time is used for program match, are timesheets maintained that support the amount of match listed? | | 5 |
| **Notes:** | | |

| **14. Program Admin** | Points Earned | Total Possible Points |
|---|---|---|
| Does your organization have a current and approved code of ethics on file with HUD? | | 5 |
| Was your project monitored by HUD in the last 12 months? | | 5 |
| If your project has been monitored, have all findings and concerns been cleared? | | 5 |
| Did the project submit the most recent APR to HUD within the 90-day window? | | 5 |
| How long are program records retained for? | | 5 |
| **Notes:** | | |

| **15. Audits** | Points Earned | Total Possible Points |
|---|---|---|
| 1. Did the organization have an audit completed within the last 12 months that was conducted consistent with the standards of OMB A-133? | | 1 |
| 2. If there were audit citings, have steps been taken to ensure a timely resolution of these findings/citings? | | 3 |
| **Notes:** | | |

| Scoring Category | Total Score | Total Possible Score |
|---|---|---|
| 1. Assessment & Prioritizatoin | | 10 |
| 2. Access | | 20 |
| 3. Centralized Information System | | 10 |
| 4. Collaboration & Partnership | | 10 |
| 5. Client-Centered Approach | | 20 |
| 6. Training | | 10 |
| 7. Housing First Model | | 10 |
| 8. Cultural Competence | | 10 |
| 9. Diversity, Equity, Inclusion | | 30 |
| 10. Program Records | | 55 |
| 11. Internal Controls | | 20 |
| 12. Drawdown Documentation | | 20 |
| 13. Backup & Match Documentation | | 25 |
| 14. Program Admin | | 25 |
| 15. Audits | | 4 |
| Total Points | | 189 |
| Final Score (%) | | |

**Date Completed** _____

**Staff Completing Monitoring:** _____

# 4. Monitoring Scoring Tool – HMIS Project

Agency: _____

Project: _____

Project Operating Year: _____

| 1. HMIS Clean Up Assistance | Points Earned | Total Possible Points |
|---|---|---|
| 1. Is the HMIS lead reviewing duplicate client records and overlapping program stays and working to | | 3 |
| 2. Does the HMIS lead provide adequate individual end user support? | | 5 |
| **Notes:** | | |
| | | |

| 2. Policies & Security | Points Earned | Total Possible Points |
|---|---|---|
| 1. Does the HMIS lead regularly review, revise, and approve a privacy and security plan for HMIS? | | 5 |
| 2. Does the HMIS lead monitor HMIS stakeholders to ensure that the privacy and security plan for HMIS have been accurately implemented and operationalized? | | 5 |
| 3. Does the HMIS lead provide quality improvement strategies, training and capacity building opportunities, and corrective action planning to agencies and end users based on findings of the end user monitoring process related to privacy and security? | | 3 |
| **Notes:** | | |
| | | |

| 3. Vendor Evaluation | Points Earned | Total Possible Points |
|---|---|---|
| Does the HMIS lead regularly monitoring the HMIS software vendor to ensure compliance with all | | 5 |
| **Notes:** | | |
| | | |

| 4A. Internal Controls | Points Earned | Total Possible Points |
|---|---|---|
| 1. Does the organization have a written policy manual specifying approval authority for financial transactions? OR An organizational chart showing titles and lines of authority for all individuals involved in approving or recording financial (and other) transactions AND written position descriptions detailing the responsibilities of all key employees involved in financial transactions? | | 1 |
| 2. Does the organization have a chart of accouts and an accounting manual which includes written procedures for the authorization and recording of transactions? | | 1 |
| 3. Does the organization have documentation of adequate separation of duties for all financial transactions (that is, all financial transactions require the involvment of at least two individuals)? | | 1 |
| 4. Does the organization have evidence that it maintains adequate control of access to accouting records, blank forms and checkbooks, and confidential records? | | 1 |
| **Notes:** | | |
| | | |

| 4B.  Drawdown Documentation | Points Earned | Total Possible Points |
|---|---|---|
| 1. Does the organization (or agency) document that on a regular, on-going basis it compares actual | | 2 |
| 2. Does the agency conduct drawdowns at least quarterly? | | 3 |
| 3. Based on the most recently submitted APR, has the project utilized at least 85% of HUD funding? | | 5 |
| 4. Is the agency taking actions to prevent returning a large portion of funding to HUD (ex. Overleasing, adjustment of budget line items)? | | 3 |
| **Notes:** | | |
| | | |

| 5. Backup & Match | Points Earned | Total Possible Points |
|---|---|---|
| 1. Does the organization maintain backup documentation for all funding provided through the budget line items for the grant? | | 2 |
| 2. If the agency receives supportive service funding or utilizes administrative funds for staff, are timesheets | | 2 |
| 3. Based on the most recent APR, is the adequate match being provided by the project for all funds requested? | | 5 |
| 4. Does the organization have MOUs for any organization that is being utilized as a source of match for the project? | | 3 |
| 5. If staff time is used for program match, are timesheets maintained that support the amount of match listed? | | 2 |
| **Notes:** | | |
| | | |

| 6. Program Administration | Points Earned | Total Possible Points |
|---|---|---|
| 1. Does the agency have a current and approved Code of Ethics on file with HUD? | | 1 |
| 2. Does the agency have a signed copy of the most recent grant agreement? | | 3 |
| 3. Did the project submit the most recent Annual Performance Report to HUD within the 90 day window? | | 5 |
| 4. If the project has been monitored by HUD in the last 12 months, have they cleared all monitoring findings/concerns? | | 3 |
| **Notes:** | | |
| | | |

| 7. Audits | Points Earned | Total Possible Points |
|---|---|---|
| 1. Did the organization have an audit completed within the last 12 months that was conducted consistent | | 1 |
| 2. If there were audit citings, have steps been taken to ensure a timely resolution of these findings/citings? | | 3 |
| **Notes:** | | |
| | | |

| Scoring Category | Total Score | Total Possible Score |
|---|---|---|
| 1. HMIS Clean Up Assistance | | 8 |
| 2. Policies & Security | | 13 |
| 3. Vendor Evaluation | | 5 |
| 4A. Internal Controls | | 4 |
| 4B. Drawdown Documentatoin | | 13 |
| 5. Backup & Match | | 14 |
| 6. Program Administration | | 12 |
| 7. Audits | | 4 |
| Total Points | | 73 |
| Final Score (%) | | |

**Date Completed** _____

**Staff Completing Monitoring:** _____

# 5. Monitoring Performance Standards

**Permanent Supportive Housing Program:**_____

| Goals | Required Performance Standard | | % | Points Awarded |
|---|---|---|---|---|
| 1. Households residing in permanent housing will remain in this housing for a minimum of 1 year or exit to other permanent housing. | 85% will remain housed for a least 12 months, exit to other permanent housing, or continue in permanent housing | ≥85%=10<br>80%-84%= 8<br>65%-79%= 4<br>55%-64%= 1<br>≤55%= 0 | | |
| 2. Households exiting permanent housing will not return to homelessness (Including transitional housing) | <10% of those exiting permanent housing return to homelessness | ≤10%= 10<br>11%-20%= 4<br>21%-30%= 3<br>31-45%= 1<br>≥31%= 0 | | |
| 3. Households will maintain or increase earned and unearned income (Includes wages and mainstream resources) | 85% will maintain or increase income at exit or annually | ≥85%= 10<br>75%-84%= 7<br>65%-74%= 5<br>50%-64%= 3<br>≤49%= 0 | | |
| 4. Adults will obtain or maintain employment while in the program and will exit the program employed.* | 20% of adults who are not on SSI/D will be employed at program exit or annually | ≥20%= 10<br>10%-19%= 6<br>5%-9%= 3<br>≤5%= 0 | | |
| 5. Households will maintain or obtain mainstream non-cash benefits | 85% will maintain or obtain mainstream non-cash benefits at exit or annually | ≥85%= 10<br>75%-84%= 7<br>65%-74%= 5<br>50%-64%= 3<br>≤49%= 0 | | |
| 6. Program operates at full capacity, with low vacancy rate, and quickly fills vacancies | >90% occupancy during reporting period | ≥90%= 10<br>70%-89%= 7<br>51%-69%= 4<br>≤50%= 0 | | |
| 7. Program maintains adequate data quality in HMIS | <10% data quality errors | <10%= 10<br>11%-20%= 7<br>21%-30%= 4<br>31-45%= 1<br>≥31% =0 | | |
| | | | Total: | |

**Of 70**

*Projects serving 100% chronically homeless or SSI/SSD clients exempt from this measure

All data is taken directly from HMIS using the following dates:

    The following HMIS reports are used:

        1. The CoC Annual Performance Report run through HMIS

**Rapid Rehousing Program:** _____

| Goals | Performance Standard | Points | % | Points Awarded |
|---|---|---|---|---|
| 1. Households exiting Rapid Rehousing will remain in permanent housed for a minimum of 6 months or will exit to other permanent housing | 85% will remain housed for a least 6 months or will exit to other permanent housing | ≥85%=10<br>70%-84%= 8<br>50%-69%= 4<br>31%-49%= 1<br>≤30%= 0 | | |
| 2. Households exiting Rapid Rehousing housing will not return to homelessness (Including transitional housing) | <10% of those exiting rapid rehousing housing return to homelessness | ≤10%= 10<br>11%-20%= 4<br>21%-30%= 3<br>31-45%= 1<br>≥45%= 0 | | |
| 3. Households will maintain or increase earned and unearned income (Includes wages and mainstream resources) | 85% will maintain or increase income at exit or annually | ≥85%= 10<br>75%-84%= 7<br>65%-74%= 5<br>50%-64%= 3<br>≤49%= 0 | | |
| 4. Adults who are not enrolled in SSI/D will obtain or maintain employment while in the program and will exit the program employed. | 40% of adults who are not on SSI/D will be employed at program exit or annually | ≥40%= 10<br>30%-39%= 6<br>20%-29%= 3<br>≤20%= 0 | | |
| 5. Program maintains adequate data quality in HMIS | <10% data quality errors | <10%= 10<br>11%-20%= 7<br>21%-30%= 4<br>31-45%= 1<br>≥31% =0 | N/A | |
| | | | Total: | |

**Of 50**

All data is taken directly from HMIS using the following dates:
  The following HMIS reports are used:
    1. The CoC Annual Performance Report run through HMIS

**Transitional Housing** Program:_____

| Goals | Required Performance Standard | | % | Points Awarded |
|---|---|---|---|---|
| 1. Households residing in transitional housing will have low average lengths of stay among households | % of households whose length of stay in transitional housing does not exceed 18 months | ≥45%= 10 <br> 31-45%= 7 <br> 21%-30%= 5 <br> 11%-20%= 3 <br> ≤10%= 0 | | |
| 2. Households exiting transitional housing programs will move directly to permanent housing. | 75% will obtain permanent housing | ≥75%= 10 <br> 60%-74% = 7 <br> 40%- 59%= 5 <br> 25%-39%= 3 <br> ≤24%= 0 | | |
| 3. Households will maintain or increase earned and unearned income. (Includes wages or mainstream resources) | 54% will maintain or increase income | ≥54%= 10 <br> 45%-53%= 7 <br> 35%-44%= 5 <br> 25%-34%= 3 <br> ≤25%= 0 | | |
| 4. Adults will obtain or maintain employment while in the program and will exit the program employed.* | 20% of adults who are not on SSI/D will be employed at program exit or annually | ≥20%= 10 <br> 10%-19%= 6 <br> 5%-9%= 3 <br> ≤5%= 0 | | |
| 5. Households will maintain or obtain mainstream non-cash benefits between entry and exit. | 25% will maintain or obtain mainstream non-cash benefits | ≥25%= 10 <br> 21%-24%= 7 <br> 11%-20%= 3 <br> ≤10%= 0 | | |
| 6. Program operates at full capacity | >90% occupancy | ≥90%= 10 <br> 70%-89%= 8 <br> 51%-69%= 5 <br> ≤50%= 0 | | |
| 7. Program maintains adequate data quality in HMIS | <10% data quality errors | <10%= 10 <br> 11%-20%= 7 <br> 21%-30%= 4 <br> 31-45%= 1 <br> ≥31% =0 | N/A | |
| | | | Total: | |

**Of 70**

*Projects serving 100% chronically homeless or SSI/SSD clients exempt from this measure

All data is taken directly from HMIS using the following dates:
> The following HMIS reports are used:
>> 1. The CoC Annual Performance Report run through HMIS

1E-2a. Scored Forms for One Project
    1. 2024 Local Competition Scored Form
    1a. 2024 Monitoring Scored Form

1. 2024 Local Competition Scored Form

| Agency | Project | New Or Renewal? | RLI Score | Monitoring Score | FINAL Competition Score |
|---|---|---|---|---|---|
| Family Promise of Sussex County | PSH for CH Renewal | Renewal | 101% | 95% | 98% |

| | | | |
|---|---|---|---|
| **Agency Name** | Family Promise of Sussex County | | |
| **Project Name:** | PSH for CH | | |
| **Project Type:** | PSH for CH | | |
| **New or Renewal:** | Renewal | | |
| **DV Bonus Project?** | No | | |
| **Reviewer Name:** | | | |

| | **A. Project Information. Full points will be received where:** | **Points Received** | **Total Possible Points** |
|---|---|---|---|
| 1 | Applicant adequantely demonstrates: Understanding of the needs of the clients to be served; The type, scale and location of the housing fits the needs of the clients to be served; The type, scale and supportive services, regardless of funding source, meet the needs of the clients; How clients will be assisted in obtaining and coordinating the provision of mainstream benefits | 13.3 | 15 |
| 2 | Applicant maintains adequate staffing levels for services and program operation | 3.4 | 4 |
| 3 | Applicant details strong relationships with CoC agencies in the application | 4.4 | 5 |
| 4 through 6 | Applicant's level of service delivery is appropriate for the target population and services are client-focused | 5.7 | 6 |
| 7 through 9 | Applicant identifies as low barrier based on eligibility and termination critiera | 5.8 | 6 |

| | **B. New Projects ONLY. Full points will be received where:** | **Points Received** | **Total Possible Points** |
|---|---|---|---|
| 1 | Applicant demonstrates a successful history of providing housing and services to target population | N/A | 5 |
| 2 | Applicant demonstrates a successful history of working with HUD or other federal funding sources | N/A | 1 |
| 3 | Applicant management and leadership positions include BIPOC and LGBTQIA+ representation. | N/A | 5 |
| 4 | Applicant demonstrates that the project is filling an unmet need in the CoC, and references a reputable source of information. | N/A | 5 |
| 5 | Applicant has a clear and efficent process to monitor and evaluate housing outcomes | N/A | 5 |
| 6 | Agency reviews data related to underserved populations and equity and uses data to create plans for more equitable program outcom | N/A | 5 |
| 7 | Applicant has a clear process for using input from persons with lived experience in service delivery and project administration | N/A | 5 |
| 8 | Project leverages housing resources with housing units not funded through the CoC or ESG programs | N/A | 5 |
| 9 | Project leverages health resources, including a partnership commitment with a healthcare organization. | N/A | 5 |
| 10 | Applicant agrees to serve all three counties of the CoC equally | N/A | 5 |
| 11 | Applicant agrees to become an active member of the CoC | N/A | 2 |
| 12 | Applicant agrees to participate in the CoC's established Coordinated Entry System | N/A | 2 |
| 13 | Applicant agrees to participate in HMIS or a comparable database for Domestic Violence programs | N/A | 2 |
| 14 | Applicant staff and administration are reflective of poulations served | N/A | 2 |
| 15 | Applicant is utilizing multiple strategies listed to address racial disparities | N/A | 5 |

| | **C. New DV Bonus Projects ONLY. Full points will be received where:** | **Points Received** | **Total Possible Points** |
|---|---|---|---|
| 1 | Applicant demonstrates the ability to utilize trauma-informed, victim-centered approaches to ensure housing, resources and safety needs of clients are met. | N/A | 2.5 |
| 2 | Applicant demonstrates a process for addressing client's safety needs including maximizing client choice for housing and services and ensuring confidentiality. | N/A | 2.5 |

| | **D. Fiscal. Full points will be received where:** | | |
|---|---|---|---|
| | Applicant demonstrates long-term fiscal capacity to maintain the project in case there is a decrease in HUD funding | 2.07 | 2.5 |
| Budget Worksheet | Budget includes a 25% match | 2.5 | 2.5 |

| **Funding Priorities: BONUS POINTS** | | |
|---|---|---|
| New TH-RRH projects (+5) | 0 | 0 |
| Does this project serve persons with mental illness and/or with substance use disorders? (+5) | 4.14 | 0 |

| | **Points Received** | **Maximum Points** | **Total Score %** |
|---|---|---|---|
| 2024 Monitoring | 353 | 367 | 95% |
| RLI Score | 41.31 | 41 | 101% |
| **FINAL APPLICATION SCORE** | | | 98% |

# 1a. 2024 Monitoring Scored Forms

# Performance Review

Agency: <u>Family Promise of Sussex County</u>
Project: <u>PSH for CH</u>
Project type: <u>PSH</u>
Project Operating Year: <u>08/01/2022 - 07/31/2023</u>
Is project dedicated to CH? <u>Yes</u>

| Goals | Required Performance Standard | | % | Points Awarded |
|---|---|---|---|---|
| 1. Households residing in permanent housing will remain in this housing for a minimum of 1 year or exit to other permanent housing | 85% will remain housed for a least 12 months, exit to other permanent housing, or continue in permanent housing | ≥85%=10<br>80%-84%= 8<br>65%-79%= 4<br>55%-64%= 1<br>≤55%= 0 | 100% | 10 |
| 2. Households exiting permanent housing will not return to homelessness (Including transitional housing) | <10% of those exiting permanent housing return to homelessness | ≤10%= 10<br>11%-20%= 4<br>21%-30%= 3<br>31-45%= 1<br>≥31%= 0 | 100% | 10 |
| 3. Households will maintain or increase earned and unearned income (Includes wages and mainstream resources) | 85% will maintain or increase income at exit or annually | ≥85%= 10<br>75%-84%= 7<br>65%-74%= 5<br>50%-64%= 3<br>≤49%= 0 | 86% | 10 |
| 4. Adults will obtain or maintain employment while in the program and will exit the program employed.* | 20% of adults who are not on SSI/D will be employed at program exit or annually | ≥20%= 10<br>10%-19%= 6<br>5%-9%= 3<br>≤5%= 0 | 42% | 10 |
| 5. Households will maintain or obtain mainstream non-cash benefits | 85% will maintain or obtain mainstream non-cash benefits at exit or annually | ≥85%= 10<br>75%-84%= 7<br>65%-74%= 5<br>50%-64%= 3<br>≤49%= 0 | 73% | 5 |
| 6. Program operates at full capacity, with low vacancy rate, and quickly fills vacancies | >90% occupancy during reporting period | ≥90%= 10<br>70%-89%= 7<br>51%-69%= 4<br>≤50%= 0 | 100% | 10 |
| 7. Program maintains adequate data quality in HMIS | <10% data quality errors | <10%= 10<br>11%-20%= 7<br>21%-30%= 4<br>31-45%= 1<br>≥31%= 0 | 5% | 10 |
| | | | Total: | 65 |

Total Possible: 70
Score: 93%

# Site Monitoring

Agency: <u>Family Promise of Sussex County</u>
Project: PSH for CH
Project type: PSH
Project Operating Year: <u>08/01/2022 - 07/31/2023</u>
Is project dedicated to CH? <u>Yes</u>

**PART I**

| 1. HMIS | Points Earned | Total Possible Points |
|---|---|---|
| Are staff regularly attending HMIS training? | 5 | 5 |
| **Notes:** | | |

| 2. Client Referrals | Points Earned | Total Possible Points |
|---|---|---|
| Did all new clients that entered the program in 2023 come through CES? | 5 | 5 |
| Is the agency notifying CE about vacancies within a timely manner? | 5 | 5 |
| For projects with supportive services, is the agency providing case management and documentation support to clients while waiting for referral to get approved? | 5 | 5 |
| Does your project serve all three counties (Warren, Sussex, and Hunterdon Counties)? | 10 | 10 |
| **Notes:** | | |

| 3. Housing First | Points Earned | Total Possible Points |
|---|---|---|
| Are there selection policies are in place, to ensure the project is prioritizing those with the highest needs? | 10 | 10 |
| Does the project create client-centered plans and goals using proven evidence based or best practices? | 10 | 10 |
| Are the services that are being provided to the clients tracked and recorded? | 10 | 10 |
| Are there no to minimal barriers to program enrollment? (criminal background, active substance use, poor credit, limited income) | 10 | 10 |
| Does the program termination policy avoid terminating clients due to criminal background, active substance use, failure to participate or progress in services, loss of income, domestic violence? | 10 | 10 |
| Are individualized service plans created with all clients in program? | 10 | 10 |
| Leases do not include nontraditional stipulations, such as participating in supportive services? | 10 | 10 |
| Does the agency provide adequate effort to engage service resistant clients? | 10 | 10 |
| Does the agency work with clients to overcome and avoid eviction, including keeping the person in the program even after threat of eviction? | 10 | 10 |
| How does your agency obtain consumer feedback regarding the services provided through this program? | 10 | 10 |
| **Notes:** | | |

| 4. Oversight - Have program staff completed training on: | Points Earned | Total Possible Points |
|---|---|---|
| Trauma-informed care | 2 | 2 |
| Best Practices on safety planning protocols in serving survivors of DV, including safety and confidentiality policies and practices | 2 | 2 |
| Equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, and accessible | 2 | 2 |
| **Notes:** | | |

| 5. Diversity, Equity, & Inclusion: | Points Earned | Total Possible Points |
|---|---|---|
| Does the agency have more than one person on your agency board with lived experience? | 10 | 10 |
| Are the racial demographics of clients served is reflected in staff and leadership? | 10 | 10 |
| Describe the steps your agency has taken to engage and/or hire those with lived experience of homelessness in leadership roles and decision-making processes. | 10 | 10 |

| 6. Program Performance & Data | Points Earned | Total Possible Points |
|---|---|---|
| Is there evidence that the agency follows a process to reviews and analyzes program data to improve | 10 | 10 |
| **Notes:** <span style="color:red">In the future, it would be helpful to see what program-specific data this agency is looking at.</span> | | |

**PART II**

| 7. Program Records - Do Records Contain: | Points Earned | Total Possible Points |
|---|---|---|
| Program policies & procedures | 5 | 5 |
| Program goals | 2 | 2 |
| Termination criteria | 5 | 5 |
| Monitoring and evaluation plan | 4 | 5 |
| Agency Appeals/Grievance Policy | 4 | 5 |
| CoC Grievance Policy | 0 | 5 |
| Conflict of Interest Policy | 2 | 2 |
| Staff Training Expectations | 2 | 2 |
| Client Confidentiality policy | 5 | 5 |
| Signed copy of most recent grant agreement | 5 | 5 |
| (For Agencies with Subrecipients) MOU/Agreement with Subrecipient. Written agreement should include evidence that the grant agreement requirements have been shared with the subrecipient | N/A | N/A |
| (For Agencies with Subrecipients) Monitoring process for program partners | N/A | N/A |
| **Notes:** <span style="color:red">Questionnaire includes description of monitoring plan, but performance monitoring and evaluation plan should be part of program records/manual. Grievance process is mentioned in program manual and anti-discrimination policy; recommendation is for agency to maintain a separate grievance policy</span> | | |

| 8. Client Files | Points Earned | Total Possible Points |
|---|---|---|
| Did all client files have documentation demonstrating homelessness eligibility? | 5 | 5 |
| Did all client files have documentation demonstrating disability? (N/A for RRH) | 5 | 5 |
| If project is dedicated to the chronically homeless, did client files have documentation demonstrating chronic homelessness? | 5 | 5 |
| Did all client files contain an HMIS consent form? | 2 | 2 |
| Did all client files contain required HQS inspection? | 2 | 2 |
| Did all client files contain documentation of rent reasonableness? (N/A for leasing) | 2 | 2 |
| Did all client files contain an executed lease? | 2 | 2 |
| Did all client files contain income and rent calculation documentation? | 2 | 2 |

| | Points Earned | Total Possible Points |
|---|---|---|
| Did all client files contain evidence of supportive services? | 2 | 2 |
| **Notes:** | | |

**9. Financial**

| 9A. Internal Controls - Does the Agency Have: | Points Earned | Total Possible Points |
|---|---|---|
| Does the organization have a written policy manual specifying approval authority for financial transactions? OR An organizational chart showing titles and lines of authority for all individuals involved in approving or recording financial (and other) transactions AND written position descriptions detailing the responsibilities of all key employees involved in financial transactions? | 1 | 1 |
| Does the organization have a chart of accouts and an accounting manual which includes written procedures | 1 | 1 |
| Does the organization have documentation of adequate separation of duties for all financial transactions (th | 1 | 1 |
| Does the organization have evidence that it maintains adequate control of access to accouting records, blank | 1 | 1 |
| **Notes:** | | |

| 9B. Drawdown Documentation | Points Earned | Total Possible Points |
|---|---|---|
| Does the organization (or agency) document that on a regular, on-going basis it compares actual expenditures for the award with the budgeted amounts (including the amount budgeted for each line category)? | 2 | 2 |
| Does the agency conduct drawdowns at least quarterly? | 3 | 3 |
| Based on the most recently submitted APR, has the project utilized at least 85% of HUD funding? | 5 | 5 |
| Is the agency taking actions to prevent returning a large portion of funding to HUD (ex. Overleasing, adjustment of budget line items)? | N/A | N/A |
| **Notes:** | | |

| 9C. Backup & Match Documentation | Points Earned | Total Possible Points |
|---|---|---|
| Does the organization maintain backup documentation for all funding provided through the budget line items for the grant? | 2 | 2 |
| If the agency receives supportive service funding or utilizes administrative funds for staff, are timesheets maintained as backup for the funding? | 2 | 2 |
| Based on the most recent APR, is the adequate match being provided by the project for all funds requested? | 5 | 5 |
| Does the organization have MOUs for any organization that is being utilized as a source of match for the project? | 3 | 3 |
| If staff time is used for program match, are timesheets maintained that support the amount of match listed? | 0 | 2 |
| **Notes:** Timesheest required for in-kind match | | |

| 9D. Program Administration | Points Earned | Total Possible Points |
|---|---|---|
| Does the agency have a current and approved Code of Ethics on file with HUD? | 1 | 1 |
| Does the agency have a signed copy of the most recent grant agreement? | 3 | 3 |
| Did the project submit the most recent Annual Performance Report to HUD within the 90 day window? | 5 | 5 |
| If the project has been monitored by HUD in the last 12 months, have they cleared all monitoring findings/concerns? | N/A | N/A |
| **Notes:** | | |

| 9E. Audits | Points Earned | Total Possible Points |
|---|---|---|
| Did the organization have an audit completed within the last 12 months that was conducted consistent with the standards of OMB A-133? | 1 | 1 |
| If there were audit citings, have steps been taken to ensure a timely resolution of these findings/citings? | N/A | N/A |
| **Notes:** | | |

| 10. CoC Participation - meeting attendance should be at least 80% at: | Points Earned | Total Possible Points |
|---|---|---|
| CoC | 5 | 5 |
| Data Quality | 5 | 5 |
| Case Conferencing | 5 | 5 |
| **Notes:** | | |

| Scoring Category | Total Score | Total Possible Score |
|---|---|---|
| 1. HMIS | 5 | 5 |
| 2. Client Referrals | 25 | 25 |
| 3. Housing First | 100 | 100 |
| 4. Oversight | 6 | 6 |
| 5. Diversity, Equity, & Inclusion | 30 | 30 |
| 6. Program Performance & Data | 10 | 10 |
| 7. Program Records | 34 | 41 |
| 8. Client Files | 27 | 27 |
| 9A. Internal Controls | 4 | 4 |
| 9B. Drawdown Documentation | 10 | 10 |
| 9C. Backup & Match Documentation | 12 | 14 |
| 9D. Program Admin | 9 | 9 |
| 9E. Audits | 1 | 1 |
| 10. CoC Participation | 15 | 15 |
| TOTAL | 288 | 297 |
| Monitoring Score (%) | 97% | |

| | | |
|---|---|---|
| Monitoring Score | 97% | |
| Performance Review | 93% | |
| **FINAL Monitoring Score** | **95%** | |

**Date Completed** 11-Apr-24

**Staff Completing Monitoring:** Ashni Mathew