

## **Before Starting the Project Listings for the CoC Priority Listing**

**The CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be completed and submitted prior to the CoC Program Competition submission deadline stated in the NOFO.**

The CoC Priority Listing includes:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects or if a project applicant will transition from an existing component to an eligible new component.
- Project Listings:

- New;
- Renewal;
- UFA Costs;
- CoC Planning;
- YHPD Renewal; and
- YHDP Replacement.
- Attachment Requirement

- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- New and Renewal Project Listings – all project applications must be reviewed, approved and ranked, or rejected based on the local CoC competition process.
- Project applications on the following Project Listings must be approved, they are not ranked per the FY 2022 CoC Program Competition NOFO:

- UFA Costs Project Listing;
- CoC planning Project Listing;
- YHPD Renewal Project Listing; and
- YHDP Replacement Project Listing.
- Collaborative Applicants are responsible for ensuring all project applications accurately appear on the Project Listings and there are no project applications missing from one or more Project Listings.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND ranked BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on HUD’s website.  
[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

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

**Instructions:**

For guidance on completing this form, please reference the FY 2022 CoC Priority Listing Detailed Instructions and FY 2022 CoC Priority Listing Navigational Guide on HUD's website. [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

**Collaborative Applicant Name:** County of Union New Jersey

## 2. Reallocation

**Instructions:**

For guidance on completing this form, please reference the FY 2022 CoC Priority Listing Detailed Instructions and FY 2022 CoC Priority Listing Navigational Guide on HUD's website. [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

**2-1 Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in Calendar Year 2023 into one or more new projects?** No

## Continuum of Care (CoC) New Project Listing

**Instructions:**

Prior to starting the New Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD’s website.

To upload all new project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make the necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps. [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion
BWY/EH A 18U-2022	2022-09-28 08:59:...	PH	Elizabeth/Union C...	\$304,359	1 Year	18	PH Bonus	PSH	

## Continuum of Care (CoC) Renewal Project Listing

**Instructions:**

Prior to starting the Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of renewal projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.

The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
CAU Jaques-2022	2022-09-24 19:48:...	1 Year	Elizabeth /Union C...	\$195,951	12	PSH	PH		
BWY/PH A 35U-2022	2022-09-24 20:01:...	1 Year	Elizabeth /Union C...	\$573,057	2	PSH	PH		
CAU 96 & 116 West...	2022-09-24 20:11:...	1 Year	Elizabeth /Union C...	\$122,323	13	PSH	PH		

YWCA-2022	2022-09-24 20:35:...	1 Year	Elizabeth /Union C...	\$281,941	11	PSH	PH		
BWY/PH A 25U-2022	2022-09-26 09:43:...	1 Year	Elizabeth /Union C...	\$411,367	4	PSH	PH		
BWY-2022	2022-09-26 09:36:...	1 Year	Elizabeth /Union C...	\$30,149	9	PSH	PH		
BWY/PH A 15U-2022	2022-09-26 12:37:...	1 Year	Elizabeth /Union C...	\$236,064	8	PSH	PH		
Gateway YMCA Ind-...	2022-09-26 12:12:...	1 Year	Elizabeth /Union C...	\$339,904	15	PSH	PH		
ECHH/G ateway Join...	2022-09-26 13:33:...	1 Year	Elizabeth /Union C...	\$294,499	17		Joint TH & PH-RRH		
Gateway YMCA Madi...	2022-09-26 13:48:...	1 Year	Elizabeth /Union C...	\$90,397	16	PSH	PH		
BWY/PH A 11U-2022	2022-09-26 13:04:...	1 Year	Elizabeth /Union C...	\$170,353	3	PSH	PH		
Covenan t House NJ...	2022-09-26 13:24:...	1 Year	Elizabeth /Union C...	\$113,161	14	RRH	PH		
Gateway YMCA 14-C...	2022-09-26 11:51:...	1 Year	Elizabeth /Union C...	\$505,850	6	PSH	PH		
CAI Colonial/ Mors...	2022-09-28 08:29:...	1 Year	Elizabeth /Union C...	\$33,741	10	PSH	PH		
BWY/EH A 45U-2022	2022-09-28 10:11:...	1 Year	Elizabeth /Union C...	\$772,305	5	PSH	PH		
EHA/BW Y CH-2022	2022-09-28 10:22:...	1 Year	Elizabeth /Union C...	\$129,673	1	PSH	PH		
BWY/EH A 20U-2022	2022-09-28 09:54:...	1 Year	Elizabeth /Union C...	\$310,438	7	PSH	PH		

## Continuum of Care (CoC) Planning Project Listing

### Instructions:

Prior to starting the CoC Planning Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload the CoC planning project application submitted to this Project Listing, click the "Update List" button. This process may take a few minutes while the project is located in the e-snaps system. You may update each of the Project Listings simultaneously. To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If you identify errors in the project application, you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

Only one CoC planning project application can be submitted and only by the Collaborative Applicant designated by the CoC which must match the Collaborative Applicant information on the CoC Applicant Profile.

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Accepted?
Union County CoC ...	2022-09-28 17:13:...	1 Year	Elizabeth/Union C...	\$182,616	Yes

## Continuum of Care (CoC) YHDP Renewal Project Listing

**Instructions:**

Prior to starting the YHDP Renewal Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP renewal project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP renewal and replacement projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the YHDP Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing.

The Collaborative Applicant certifies all renewal permanent supportive housing and rapid rehousing projects listed on the Renewal Project Listing comply with program requirements and appropriate standards of quality and habitability.

The Collaborative Applicant does not have any renewal permanent supportive housing or rapid rehousing renewal projects.

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?	PSH/RRH	Consolidation Type
This list contains no items								



## Continuum of Care (CoC) YHDP Replacement Project Listing

### Instructions:

Prior to starting the YHDP Replacement Project Listing, review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide available on HUD's website.

To upload all YHDP replacement project applications submitted to this Project Listing, click the "Update List" button. This process may take a few minutes based upon the number of YHDP replacement projects submitted by project applicant(s) to your CoC in the e-snaps system. You may update each of the Project Listings simultaneously. To review a project on the YHDP Replacement Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If you identify errors in the project application(s), you can send the application back to the project applicant to make necessary changes by clicking the amend icon. It is your sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Accepted?
This list contains no items						

## Funding Summary

### Instructions

This page provides the total budget summaries for each of the project listings after the you approved, ranked (New and Renewal Project Listings only), or rejected project applications. You must review this page to ensure the totals for each of the categories is accurate. The "Total CoC Request" indicates the total funding request amount your CoC's Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
Renewal Amount	\$4,611,173
New Amount	\$304,359
CoC Planning Amount	\$182,616
YHDP Amount	\$0
Rejected Amount	\$0
<b>TOTAL CoC REQUEST</b>	<b>\$5,098,148</b>

## Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan (HUD-2991)	Yes	Certification of ...	09/28/2022
FY 2021 Rank Tool (optional)	No	Ranking Info	09/26/2022
Other	No	Ranking Mtg Stati...	09/26/2022
Other	No	Application Recom...	09/28/2022

## **Attachment Details**

**Document Description:** Certification of Consistency with the Consolidated Plan

## **Attachment Details**

**Document Description:** Ranking Info

## **Attachment Details**

**Document Description:** Ranking Mtg Statistical Info

## **Attachment Details**

**Document Description:** Application Recommendation

## Submission Summary

**WARNING: The FY2021 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.**

**WARNING: The FY2021 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.**

Page	Last Updated
<b>Before Starting</b>	No Input Required
<b>1A. Identification</b>	08/31/2022
<b>2. Reallocation</b>	09/23/2022
<b>5A. CoC New Project Listing</b>	09/28/2022
<b>5B. CoC Renewal Project Listing</b>	09/28/2022
<b>5D. CoC Planning Project Listing</b>	09/28/2022
<b>5E. YHDP Renewal</b>	No Input Required
<b>5F. YHDP Replace</b>	No Input Required
<b>Funding Summary</b>	No Input Required
<b>Attachments</b>	09/28/2022
<b>Submission Summary</b>	No Input Required

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# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: Elizabeth/Union County CoC NJ-515

Project Name: See Attached

Location of the Project: See Attached

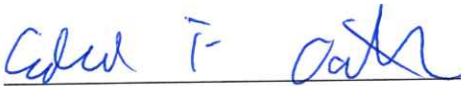
\_\_\_\_\_  
\_\_\_\_\_

Name of the Federal Program to which the applicant is applying: HUD FY2022 - Continuum of Care Homeless Assistance Program

Name of Certifying Jurisdiction: County of Union, NJ

Certifying Official of the Jurisdiction Name: Edward T. Oatman

Title: County Manager

Signature: 

Date: 9/27/2022

***FY2022 CoC SuperNOFO Application***

***due 9/30/2022***

**Applicant:** Elizabeth/Union County CoC NJ-515

**Certifying Jurisdiction:** County of Union, NJ

***New Project:***

- **Union County CoC Planning Project**  
10 Elizabethtown Plaza, Elizabeth, NJ 07207

***Renewal Projects:***

- **Bridgeway Supportive Housing**
- **Bridgeway/Plainfield Housing Authority 15U TRA**
- **Bridgeway/Plainfield Housing Authority 25U TRA**
- **Bridgeway/Plainfield Housing Authority 11U TRA**  
615 N. Broad St., Elizabeth, NJ 07208
  
- **Community Access Institute**  
88 W. Grand Street, Elizabeth, NJ 07202
  
- **Homefirst/Plainfield Housing Authority 35U TRA**  
1009 Park Ave., Plainfield, NJ 07060



# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: Elizabeth/Union County CoC NJ-515

Project Name: See Attached

Location of the Project: See Attached

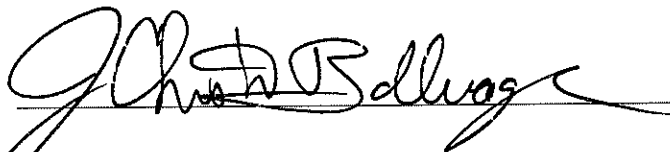
\_\_\_\_\_  
\_\_\_\_\_

Name of the Federal Program to which the applicant is applying: HUD FY2022 - Continuum of Care Homeless Assistance Program

Name of Certifying Jurisdiction: City of Elizabeth


Certifying Official of the Jurisdiction Name: J. Christian Bollwage



Title: Mayor

Signature: 

Date: \_\_\_\_\_

WITNESS:

  
Yolanda M. Roberts, R.M.C.  
Municipal Clerk

CITY OF ELIZABETH
APPROVED AS TO FORM

PHYSICAL CONDITIONS
TERMS & CONDITIONS

DESCRIPTION

***FY2022 CoC SuperNOFO Application***

***due 9/30/2022***

**Applicant:** Elizabeth/Union County CoC NJ-515

**Certifying Jurisdiction:** City of Elizabeth

**New Project:**

- **Bridgeway/Elizabeth Housing Authority 18U TRA**  
615 N. Broad St., Elizabeth, NJ 07208

**Renewal Projects:**

- **Bridgeway/Elizabeth Housing Authority 20U TRA**
- **Bridgeway/Elizabeth Housing Authority 45U TRA**  
615 N. Broad St., Elizabeth, NJ 07208
  
- **Community Access Unlimited – W. Grand**
- **Community Access Unlimited – Jaques**  
80 W. Grand St., Elizabeth, NJ 07202
  
- **Covenant House New Jersey - UC**  
231 Court Street, 2<sup>nd</sup> floor, Elizabeth, NJ 07207
  
- **Elizabeth Coalition to House the Homeless/The Gateway Family YMCA Joint TH-PH-RRH Project**  
135 Madison Ave., Elizabeth, NJ 07201
  
- **Elizabeth Housing Authority/Bridgeway & Prevention Links**  
688 Maple Ave., Elizabeth, NJ 07202
  
- **The Gateway Family YMCA – Madison**
- **The Gateway Family YMCA – Individual Supportive Housing**
- **The Gateway Family YMCA – Family Supportive Housing**
- **The Gateway Family YMCA – Family Supportive Housing**
- **The Gateway Family YMCA - ECHH TH-PH RRH**  
135 Madison Ave., Elizabeth, NJ 07201
  
- **The Gateway Family YMCA - BWY TH-PH RRH**  
135 Madison Ave., Elizabeth, NJ 07201
  
- **YWCA of Eastern Union County Supportive Housing**  
1131 E. Jersey St., Elizabeth, NJ 07201

UNION COUNTY CONTINUUM OF CARE (CoC)  
PROJECT PRIORITY LISTING AND RANKING PROCEDURE

**CoC PRIORITY RANKING COMMITTEE'S ROLE**

The Union County Continuum of Care Priority Ranking (CPR) Committee serves as the primary vehicle for evaluation of projects and sets the ranking priorities for the Continuum of Care application for the Union County Continuum of Care (UC-CoC). This is an Ad Hoc Subcommittee under the Union County Comprehensive Emergency Assistance System (CEAS) and Continuum of Care (CoC) Committee (hereafter referred to as CEAS/CoC).

The CPR Committee is a network of public and private entities. Committee members may not submit project applications or receive HUD CoC Homeless Assistance Program funding. Committee members must sign a conflict of interest form for the purpose of assessing any potential conflicts of interest. This ensures that the CPR Committee members have no direct benefit and allows for use of objective criteria. (See below for more detail.)

The UC-CoC has utilized a CPR Committee to rank new projects since 1998. In 2013 the CPR Committee began ranking both New and Renewal projects. The CPR Committee primary goal is to meet the national goals of preventing and ending homelessness in the County of Union, NJ. The CPR Committee uses objective, performance based scoring criteria and selection priorities that are outlined below to determine the extent to which each project **addresses HUD's policy priorities**.

The CPR Committee meets year-round to effectively implement a CoC NOFO planning process, including annually with the release of the CoC application. **Special meetings may be called provided that five (5) business days'** notice is given electronically or by mail to the members. At each meeting an agenda is developed and meeting minutes are prepared immediately following the meeting. Both items are maintained on file with the meeting sign in sheet, materials distributed and the Committee **member's** conflict of interest form.

The functions and purpose of the Committee are as follows:

- a. Assess provider organization(s) (applicant/sponsor) eligibility and capacity;
- b. Review and evaluate project readiness/eligibility;
- c. Review project quality;
  - % of permanent housing exit destinations
  - % increases in income
  - program participant eligibility
  - utilization rates
  - drawdown rates
  - frequency and/or amount of funds recaptured by HUD
- d. Review project match and all leveraging letter(s) to ensure they meet HUD requirements;
- e. Review site visit(s) and CoC Monitoring Findings;
- f. Review CoC membership involvement;
- g. Review HMIS participation status and data quality ensuring that youth, domestic violence & LGBTQ clients would be served;
- h. Assess cost effectiveness;
- i. Assess number of housed to be served and receive mainstream resources (cash and non-cash benefits);
- j. Assess number of households to be served and by various target populations;
- k. Assess provider organization experience;
- l. Assess spending (fast or slow); and
- m. Review HUD APR for Performance results.

**PROJECT RANKING PROCESS**

Renewal Project Scoring: Renewal projects approved by CPR for inclusion in the CoC project ranking will be scored according to an objective scoring tool based on their individual project performance, alignment with HUD and CoC policy priorities, and compliance. Performance and HMIS elements are heavily weighted measures used by HUD in determining the overall CoC score for the NOFO. Data used in the project scoring tool comes largely **from projects'** most recently submitted Annual Performance Report (APR). Scoring tools are provided in the Appendix. First-time renewals are projects that have not yet completed their first operating year, and thus,

cannot be scored for their performance due to not having a completed Annual Performance Report (APR). However, the CPR will evaluate each first time renewal to ensure that each project is achieving satisfactory progress.

New Project Selection: New project applicants will be assessed on the following: project design, how the project **addresses local priority needs, how the project aligns with local strategies and HUD's priority to end homelessness**, budget appropriateness and accuracy, project match, leveraging, CoC participation, community collaboration, organizational capacity, use of Housing First, and implementation timeline. There may be new projects that fail to score well enough to be included in the NOFO submission, or there may not be enough new project funding to fund all requests. New project applicants are highly encouraged to review the new project application guide and instructions while preparing their application, which provide a wealth of resources on best practices, policies, procedures, and requirements. Scoring tools are provided in the Appendix.

Ranking Order: **Renewal projects approved for inclusion in the CoC's project ranking will be** ranked in the following order

1. Renewal permanent supportive housing projects, ranked in order of highest to lowest percentage score (projects that have not completed a full operating year will be ranked at bottom of PSH programs)
2. Renewal rapid re-housing projects, ranked in order of largest number of units to smallest number of units

Coordinated Access SSO projects and new projects, including regular and domestic violence projects, will be ranked after the CPR Committee has evaluated all new and renewal projects. Coordinated Access SSO and new **projects will be ranked in such a way to (1) maximize the CoC's overall application score; (2) maximize the score of Tier 2 projects and ensure the highest possibility of having projects funded; (3) increase the CoC's system performance; and (4) effectively meet HUD policies and priorities.**

Tie-Breakers: Ties within the same project type will be broken in the following order:

- Highest % of clients exiting to or retaining permanent housing
- Highest utilization rate

The CPR may adjust individual projects up or down in the ranking or reallocate in order to fulfill HUD priorities, prevent potential losses of funding, and maximize the overall CoC application score.

If any project is rejected by the CPR Committee, a written letter is provided to the provider organization listing the reason(s) for denial. This letter is required to be sent to the provider organization no later than 15 days prior to the submission of the CoC consolidated application to HUD. The provider organization can appeal the process. (See below for more detail.)

All motions and other actions of the CPR Committee are to be approved by a majority vote. This recommendation is then presented at the CEAS/CoC Committee meeting. Once approved a copy of the Consolidated application **is uploaded to the County's website** ([www.ucnj.org](http://www.ucnj.org)) under the Continuum of Care unit and the UC-CoC consolidated application is submitted to HUD.

#### CONFLICT OF INTEREST POLICY

Members of the Continuum of Care Priority Ranking Committee are precluded from participating in their official capacity in discussions and/or decision making regarding funding of programs or monitoring of programs for which they are employed, serve as a board member, or as a volunteer, or have a financial interest. In addition, the potential for conflict of interest is reviewed.

For purposes of assessing potential conflict of interest, Continuum of Care Priority Ranking members are asked to disclose information on themselves, their spouse, and other family members\*.

*\*Family members include: children, parents, grandparents/grandchildren, uncles/aunts, siblings, in-laws, significant other, or other members of the immediate household.*

#### COUNTY'S ROLE

**The County's role in this** CPR Committee shall be through the Union County Department of Human Services Continuum of Care Unit (UC-CoC). This unit sends an email solicitation notification to the UC-CoC informing

them of the Continuum of Care application. This solicitation outlines the requirements for provider organizations interested in applying for these funds. Outreach is done to faith-based groups and all homeless social service provider agencies within the geographic area of UC-CoC. It is announced at the CEAS/CoC meeting and other meetings in the geographic area of UC-CoC.

UC-CoC staff provides information on HUD and Union County Independent Monitoring Unit (IMU) findings in an effort to assist CPR Committee members in the ranking of project applications. IMU findings include, but are not limited to: adherence to HUD regulations, participant eligibility documentation, level of service, and support services provided. HUD APRs are reviewed weekly by UC-CoC staff. UC-CoC staff provides all Project applications to the CPR Committee for review. Committee members ask questions and are provided the necessary information to rate all project applications.

### APPEALS

It is the policy of Union County that any agency/organization participating in Continuum of Care funding processes shall have the recourse to an appeal based on procedural matters. To ensure a uniform and equitable means of applying this policy, the following guidelines shall structure the appeals procedures. Any agency/organization shall have the right to appeal any Union County CPR **Committee's funding recommendation** on a Procedural basis if:

- a) *The funding was not publicized; there was insufficient time to prepare a completed proposal; or the application requirements or processes were inappropriate for the funds requested; or*
- b) *A conflict of interest charge can be substantiated against any Committee member.*

**If any agency/organization chooses to appeal the funding disposition, the agency's** Executive Director and/or Chief Operating Office must:

- i. *Contact the Union County Division of Individual & Family Support Services as of the date specified in the letter of funding disposition in order to formally initiate an appeal. The first contact must be by telephone to 908-527-4839 to be followed by a formal letter setting forth the reason(s) for the appeal. \*\**
- ii. *Personally appear to present the appeal and submit any documents of evidence or proof of the procedural violation on the day/time of the appeal hearing as set forth by the Appeals Committee.*

*\*\* All appeals must be initiated by telephone (with follow-up letter) on or before the date specified in the notification letter to the Union County Division of Individual & Family Support Services, Administration Building – 4<sup>th</sup> Floor, Elizabeth, NJ 07207, or by FAX (908) 558-2562. Program staff will notify the appealing agency of the date, time and location of the appeal hearing by telephone during the afternoon preceding the scheduled appeal hearing.*

### Appeals Process

- A. **Agencies applying for funds are advised of "Appeals Process".**
- B. The Continuum of Care Priority Ranking (CPR) Committee makes tentative decisions regarding agency funding.
- C. All agencies submitting funding requests are advised of the tentative allocation recommendations in writing. Agencies not recommended for funding are given a brief explanation of the CPR **Committee's** decision, and are advised of procedures for appeal.
- D. The Committee will convene a meeting to hear appeal presentation(s) of agencies (up to 15 minutes allowed **per agency**). **The Committee can reject the agency's appeal which thereby upholds the CPR Committee's original funding recommendations. The Committee can concur with the agency's appeal. In this case, the** Committee must return documentation to serve as compelling reasons for the CPR Committee to review its original funding recommendations. In all cases, the final determining authority for all funding recommendations shall be the CPR Committee. The resulting recommendations are presented to CEAS/CoC.
- E. CEAS/CoC votes on the final funding recommendations. Persons in conflict shall abstain from the vote.

### AMENDMENTS

The Project Priority Listing and Ranking Procedure may be amended by the two-thirds (2/3) vote of the voting members of the CEAS/CoC Committee, following an electronic or written notice at least two (2) weeks in advance to all Committee members indicating the proposed amendment or revision.

## UNION COUNTY CONTINUUM OF CARE (CoC) - REALLOCATION PROCESS & PROCEDURE

### CoC **PRIORITY RANKING COMMITTEE'S ROLE**

The Union County Continuum of Care Priority Ranking (CPR) Committee serves as the primary vehicle for reallocation of any Continuum of Care projects for the Union County Continuum of Care (UC-CoC). This is an Ad Hoc Subcommittee under the Union County Comprehensive Emergency Assistance System (CEAS) and Continuum of Care (CoC) Committee (hereafter referred to as CEAS/CoC).

The CPR Committee is a network of public and private entities. Committee members may not submit project applications or receive HUD CoC Homeless Assistance Program funding. Committee members sign conflict of interest forms for the purpose of assessing any potential conflicts of interest.

### REALLOCATION PROCESS

The UC-CoC considers reallocation through the CPR Committee meeting(s). This process includes a review of HUD priorities, gaps analysis of homeless populations and types of housing and services available in the community, utilization rates, quarterly reviews of HMIS data including the PIT and HIC counts and data trends over time, annual monitoring and threshold review data of the current CoC and ESG funded programs, and prioritizing needs of subpopulations.

Any decision to reallocate is considered and recommended by the CPR Committee. The recommendation is then presented to the full CEAS/CoC Committee for review/approval.

CoC Projects can voluntarily ask to be reallocated:

- Voluntary Reallocation: Currently-funded NOFO project applicants interested in voluntarily reallocating should notify UC-CoC in writing of their intent no later than 2 weeks prior to the due **date of HUD's Grant Inventory Worksheet (GIW)**. The GIW will serve as UC-CoC tool to identify **Project Applicants' intent to reapply for CoC funding**.

For purpose of reallocated project funding (to create a new permanent housing project), strong preference will be given to those projects that voluntarily apply to reallocate.

This Reallocation Policy and Procedure incorporates the following general objectives:

- **To ensure the CoC's responsibility in submitting to HUD an application that is consistent with HUD guidelines and the HEARTH ACT;**
- To ensure the amount to be reallocated is sufficient to fund effective PH program(s); and,
- To best position the bulk of the existing transitional housing (TH) programs for continued HUD funding in an environment of changing strategies.

All renewal projects are reviewed by the Union County Department of Human Services (UCDHS) to determine if a project should be considered for reallocation. The UCDHS staff will provide technical assistance, correcting technical inaccuracies if they arise in conversation, and reminding the project funded agency of their responsibilities if they step outside their authority.

Through the reallocation process, the UC-CoC ensures that projects submitted with the CoC Collaborative Application best align with the HUD CoC funding priorities and contribute to a competitive application that secures HUD CoC dollars to address and end homelessness in Union County. The UC-CoC will make decisions based on alignment with HUD guidelines, performance measures, and unspent project funds. Reallocated projects will be encouraged to seek funders that will support the contributions these projects make to the CoC.

**Union County Continuum of Care  
FY2022 CoC SuperNOFO Application - Ranking Score Criteria**

Maximum points available – 105 base points, 10 bonus points available, 115 points maximum

**1. Performance Measures and Project Effectiveness (40 points total)**

- Housing stability – Measure 7 b.2
- Leavers income – Measure 4.6
- Stayers income – Measure 4.3
- Stayers earned income – Measure 4.1
- Annual updates - HMIS data question 6c
- Overall increase in income – System Performance Measures 4.1, 4.3, 4.6
- Timely submission of annual assessments - SAGE
- Utilization rate
  - By units – last completed APR
  - By beds – last completed APR
- Sponsor Capacity/Project Value
  - The agency has been effectively implementing the project under review or has implemented similar projects in a timely fashion. This data is derived from their efficiency and number of clients served in other County, State and Federal funding streams.
  - The project under review provides a valuable service/housing opportunity to the homeless in Union County.

**2. Serving High Need Populations (20 points total)**

- **Priority - Chronic Homelessness, Victims of Domestic Violence, and Most Vulnerable populations**
- *Chronic Homelessness – HMIS data quality Q.26*
- *Victims of Domestic Violence – HMIS data quality Q.14*
- *Most Vulnerable – Number of 2 or more disabling conditions, HMIS data Q.13 a 2*

As seen in the past few Continuum of Care funding cycles, our Continuum is placing a large emphasis on the ability to house the chronically homeless, veterans and victims of domestic violence. For this reason, the following points will be awarded based on the percentage of households being specifically served within the project by the provider:

- **10** points will be awarded to any project that has dedicated 100% of their beds to the chronically homeless, veterans and / or victims of domestic violence.
- **8** points will be awarded to any project that has dedicated 75% of their beds to the chronically homeless, veterans and / or victims of domestic violence.
- **6** points will be awarded to any project that has dedicated or prioritized at least 50% of their beds to chronically homeless, veterans and / or victims of domestic violence.
- **4** points will be awarded to any project that dedicated or prioritized at least 35% of their beds to the chronically homeless, veterans and / or victims of domestic violence.
- **2** points will be awarded to any project that dedicated or prioritized at least 25% of their beds to the chronically homeless, veterans and / or victims of domestic violence.
- **Housing First Model** – From Internal Monitoring Reviews and Quarterly Voucher Submission  
The CoC has been successful in utilizing best practices to work towards ending homelessness. One of the most effective best practices has been for projects to utilize a Housing First approach to housing. To receive the **10** points associated with being a housing first project, the project must:
  - Demonstrate that they are a low barrier program by showing that participants are not screened out of their program due to any of the below reasons.
    - Having too little of no income.
    - Active or history of substance abuse.

- Having a criminal record with exceptions for State-Mandated restrictions.
- History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement), and
- Demonstrate that the clients are not terminated from the program for the reasons outlined in any of the below.
  - Failure to participate in supportive services.
  - Failure to make progress on service plan.
  - Loss of income or failure to improve income.
  - Being a victim of domestic violence.
  - Any other activity not covered in a lease agreement typically found in the project's geographic area.

### 3. **Equity Factors (20 points total)**

- Serving/served persons who:
  - Identify as LGBTQIA+ - HMIS data quality Q.10
  - BIPIOC - Black and Indigenous people of color - HMIS data quality Q.12a
  - Hispanic/Latino - HMIS data quality 12b
  - Persons with disabilities (2 or more, as all of the CoC projects serve persons with disabilities) - *Number of 2 or more disabling conditions, HMIS data Q.13 a 2*
  - Mental Health - HMIS data quality Q.13a1
  - Substance Abuse - HMIS data quality Q.13a1

### 4. **Project Financial Information (15 total points)**

- **Percent of CoC funding expended last operating years**
  - CoC Amount Awarded Last Operating Year – Grant Agreements
  - CoC Amount Expended Last Operating Year – from LOCCS

- **Budget Appropriateness**

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

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

### 5. **Participation in Local Priorities (10 Points)**

Our Continuum has continued to put an emphasis on collaboration and participation in local priorities, such as ending veteran homelessness, chronic homelessness, and survivors of Domestic Violence - as well as the requirement of participating in the coordinated assessment system of the community. Full points will be awarded for agencies that fully participate in all local homelessness initiatives.

- PIT Participation – List of the participants during the unsheltered count verbally shared
- CEAS/CoC – Meeting Minutes
  - The agency has attended at least 4 of the Comprehensive Emergency Assistance System and Continuum of Care (CEAS/CoC) Committee meetings held in the last year.

### 6. **Bonus Points (up to 10 Points)**

This is a section where additional points can be added or deducted based on the performance of the project, whether criteria has been met or not during previous years, such as:

- Match – exceeding the 25% required match - Match percentage from the APR
  - Leasing – drawing all rental assistance and/or leasing – unspent percentage of total funds from LOCCS
  - Serving Youth (25 and under) – HMIS data quality Q.5



**Union County Continuum of Care  
FY2022 CoC SuperNOFO Application - Ranking Score Sheet**

**Renewal Projects**

**Name Project:** 156, 157, 158, 159, 160, 162, 171, 173, 174, 271, 311, 334, 389, 392, 483, 538, 563

**Evaluator's Number:** \_\_\_\_\_

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- |  |                         |       |
|--|-------------------------|-------|
| <b>1. Performance Measures and Project Effectiveness</b> | <b>(40 points)</b>      | _____ |
| <b>2. Serving High Need Populations</b>                  | <b>(20 points)</b>      | _____ |
| <b>3. Equity Factors</b>                                 | <b>(20 points)</b>      | _____ |
| <b>4. Project Financial Information</b>                  | <b>(15 points)</b>      | _____ |
| <b>5. Participation in Local Priorities</b>              | <b>(10 points)</b>      | _____ |
| <b>6. Bonus Points</b>                                   | <b>(up to 5 points)</b> | _____ |

**Which agency has been most cooperative?**

in implementing Coordinated Entry  
in answering phones and emails  
in receiving referrals  
in housing your clients  
in running service fairs  
served the most clients (not just CoC)  
in returning contracts

in submitting vouchers in a timely manner  
in having accurate voucher forms  
in responding to IMU letters  
and making the necessary corrections  
in performing street outreach  
people who do not speak English  
HMIS dollars - CAU

**Union County Continuum of Care  
FY2022 CoC SuperNOFO Application - Ranking Score Sheet**

**NEW Project(s)**

**Name Project:** ECHH/JFS Joint (RHH) / Family Promise 4U PH-RRH / EHA-BWY Joint 25 U PH

**Evaluator's Number:** \_\_\_\_\_

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- |  |                         |       |
|--|-------------------------|-------|
| <b>1. Performance Measures and Project Effectiveness</b> |                         | _____ |
|  | <b>(40 points)</b>      |       |
| <b>2. Serving High Need Populations</b>                  |                         | _____ |
|  | <b>(20 points)</b>      |       |
| <b>3. Equity Factors</b>                                 |                         | _____ |
|  | <b>(20 points)</b>      |       |
| <b>4. Project Financial Information</b>                  |                         | _____ |
|  | <b>(15 points)</b>      |       |
| <b>5. Participation in Local Priorities</b>              |                         | _____ |
|  | <b>(10 points)</b>      |       |
| <b>6. Bonus Points</b>                                   |                         | _____ |
|  | <b>(up to 5 points)</b> |       |

## FY2022 Continuum of Care Applicants

217.67% \$ 566,012

H & D = Homeless & Disabled

Project Name	Operations	Supportive Services	HMIS	Leasing	Rental Assistance	Administration	Application Total	Target Population	# of Households to be served	2020 Award	2020 Expended
<i>EHA/BWY 18U NEW</i>					\$ 281,328	\$ 23,031	\$ 304,359	H, D, Vet & DV MH	14	n/a	n/a
<i>Family Promise-RRH NEW</i>		\$ 27,800			\$ 89,736	\$ 8,227	\$ 125,763	H	4	n/a	n/a
<i>Elizabeth Coalition/JFS-RRH NEW</i>		\$ 97,000			\$ 30,000	\$ 8,890	\$ 135,890	H	40	n/a	n/a
<i>CoC Planning NEW</i>						\$ 182,616	\$ 182,616	n/a	n/a	n/a	n/a
156 - Bridgeway	\$ 13,690	\$ 14,737				\$ 1,722	\$ 30,149	H & D-MH	6	\$ 30,149.00	\$ 22,702.00
157 - EHA/Bridgeway-20U					\$ 293,520	\$ 16,918	\$ 310,438	H & D-MH	20	\$ 342,838.00	\$ 252,995.87
158 - EHA/Bridgeway-45U					\$ 730,428	\$ 41,877	\$ 772,305	H & D-MH	45	\$ 853,065.00	\$ 586,833.24
159 - PHA/Bridgeway-25U					\$ 388,980	\$ 22,387	\$ 411,367	H & D-MH	25	\$ 454,339.00	\$ 239,454.55
160 - CAU-W. Grand	\$ 9,229	\$ 40,235		\$ 66,319		\$ 6,540	\$ 122,323	H & D	6	\$ 122,323.00	\$ 47,169.07
162 - CAU-Jaques & HMIS	\$ 116,136	\$ 21,000	\$ 48,117			\$ 10,698	\$ 195,951	H & D	8	\$ 195,951.00	\$ 116,663.83
171 - PHA/Bridgeway-35U					\$ 541,884	\$ 31,173	\$ 573,057	H & D	35	\$ 632,925.00	\$ 360,705.55
173 - Gateway-Y Ind.		\$ 141,044		\$ 180,146		\$ 18,714	\$ 339,904	H & D	14	\$ 339,904.00	\$ 224,768.67
174 - YWCA	\$ 42,731	\$ 52,421		\$ 172,523		\$ 14,266	\$ 281,941	D.V.	8	\$ 281,941.00	\$ 187,937.33
271 - PHA/Bridgeway-15U					\$ 223,212	\$ 12,852	\$ 236,064	H & D-MH	15	\$ 260,712.00	\$ 111,187.87
311 - Gateway-Y CH Fam	\$ 168,597	\$ 9,250		\$ 303,531		\$ 24,472	\$ 505,850	CH/ CSA/ Vet	10	\$ 505,850.00	\$ 290,268.78
334 - Comm. A. Institute	\$ 32,121					\$ 1,620	\$ 33,741	H & D	6	\$ 33,741.00	\$ 25,353.84
389 - PHA/Bridgeway-11U					\$ 161,436	\$ 8,917	\$ 170,353	H & D-MH	11	\$ 188,173.00	\$ 130,498.67
392 - Gateway-Y Madison		\$ 84,484				\$ 5,913	\$ 90,397	H & D	4	\$ 90,397.00	\$ 49,442.70
483 - EHA/Bridgeway					\$ 129,636	\$ 37	\$ 129,673	H & D; CH; V	7	\$ 144,025.00	\$ 84,095.00
538 - CovH 6U-RRH					\$ 106,488	\$ 6,673	\$ 113,161	Y	6	\$ 124,969.00	\$ 60,911.68
563 - Gateway/ECHH	\$ 100,000	\$ 65,000			\$ 111,948	\$ 17,551	\$ 294,499	H	8	\$ 306,883.00	\$ 222,366.85
<i>Grand Total:</i>	\$ 482,504	\$ 552,971	\$ 48,117	\$ 722,519	\$ 3,088,596	\$ 465,094	\$ 5,359,807			\$ 4,908,185.00	\$ 3,013,355.50
These projects have HMIS \$.	Operations	Supportive Services	HMIS	Leasing	Rental Assistance	Administration	Application Total		% Expended:	61.39%	

New Project

Last Revised: 9/11/2022 cmt

These projects have Leasing or Rental Assistance \$.



# HSAC

UNION COUNTY HUMAN SERVICES ADVISORY COUNCIL  
DEPARTMENT OF HUMAN SERVICES, DIVISION OF PLANNING  
ADMINISTRATION BUILDING, ELIZABETH, N.J. 07207  
Office: (908) 527-4843 Fax: (908) 558-2562



TO: Comprehensive Emergency Assistance System and Continuum of Care  
(CEAS/CoC) Committee Members

FROM: Union County Continuum of Care Priority Ranking Committee

DATE: Thursday, September 15, 2022

RE: FY2022 SuperNOFO CoC Application: Projects Accepted

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The Union County Continuum of Care Priority Ranking Committee met on Wednesday, September 14<sup>th</sup>, 2022 to review the FY2022 SuperNOFO Continuum of Care Application.

At this meeting the following FY2022 SuperNOFO Continuum of Care projects were accepted:

- Bridgeway Supportive Housing
- Bridgeway/Elizabeth Housing Authority 14U (NEW)
- Bridgeway/Elizabeth Housing Authority 20U-TRA
- Bridgeway/Elizabeth Housing Authority 45U-TRA
- Bridgeway/Plainfield Housing Authority 11U CH-F-TRA
- Bridgeway/Plainfield Housing Authority 15U-TRA
- Bridgeway/Plainfield Housing Authority 25U-TRA
- Bridgeway/Plainfield Housing Authority 35U-TRA
- Community Access Institute-Colonial/Morse
- Community Access Unlimited-Jaques
- Community Access Unlimited-W. Grand
- Covenant House 6U-RRH
- Elizabeth Housing Authority/BWY-TRA
- Gateway/ECHH TH-PH RRH
- Gateway Family YMCA 14U-CH Family
- Gateway Family YMCA Ind.-PH
- Gateway Family YMCA Madison
- Union County CoC-Planning Project (NEW)
- YWCA Eastern Union County

Should you have any questions, please contact Nicole DeAugustine at (908) 527-4874 or email her at [ndeaugustine@ucnj.org](mailto:ndeaugustine@ucnj.org).

Attachments: FY2022-CoC-Project Ranking-Worksheet

C: FY2021 CoC Application File

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#### Subcommittees:

Executive - Comprehensive Emergency Assistance System & Continuum of Care (CEAS/CoC) - Legislative Policy & Planning - Resource Allocations & Contract Review - Welfare to Work/Work First New Jersey

# HSAC

UNION COUNTY HUMAN SERVICES ADVISORY COUNCIL  
DEPARTMENT OF HUMAN SERVICES, DIVISION OF PLANNING  
ADMINISTRATION BUILDING, ELIZABETH, N.J. 07207  
Office: (908) 527-4843 Fax: (908) 558-2562



TO: Comprehensive Emergency Assistance System and Continuum of Care  
(CEAS/CoC) Committee Members

FROM: Union County Continuum of Care Priority Ranking Committee

DATE: Thursday, September 15, 2022

RE: FY2022 SuperNOFO CoC Application: Projects Rejected/  
Reduced

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The Union County Continuum of Care Priority Ranking Committee met on Wednesday, September 14<sup>th</sup>, 2022 to review the FY2022 SuperNOFO Continuum of Care Application.

At this meeting the following FY2022 SuperNOFO Continuum of Care Letters of Intent proposals were rejected based on the FY2022 application guidelines, composite evaluation completed by each evaluator, and group discussion on each project:

- Elizabeth Coalition to House the Homeless/JFS – RRH
- Family Promise Union County – RRH

Should you have any questions, please contact Nicole DeAugustine at (908) 527-4874 or email her at [ndeaugstine@ucnj.org](mailto:ndeaugstine@ucnj.org).

CC: FY2022 CoC Application File

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Subcommittees:

Executive - Comprehensive Emergency Assistance System & Continuum of Care (CEAS/CoC) - Legislative Policy & Planning - Resource Allocations & Contract Review - Welfare to Work/Work First New Jersey



# HSAC

**UNION COUNTY HUMAN SERVICES ADVISORY COUNCIL  
DEPARTMENT OF HUMAN SERVICES, DIVISION OF PLANNING  
ADMINISTRATION BUILDING, ELIZABETH, N.J. 07207  
Office: (908) 527-4843 Fax: (908) 558-2562**



Ms. Linda Flores-Tober, Executive Director  
Elizabeth Coalition to House the Homeless  
118 Division St.  
Elizabeth, NJ 07201-2874

Thursday, September 15<sup>th</sup>, 2022

**Re: Response to FY2022 Continuum of Care (CoC) SuperNOFO New Project  
Application Letter of Intent for Funding**

Dear Ms. Flores-Tober:

On behalf of the Union County Continuum of Care (CoC) Priority Ranking Committee, we regret to inform you that your proposal submitted for the FY2022 Continuum of Care (CoC) SuperNOFO application has not been recommended for funding consideration in this year's grant application.

Please be advised that the recommendations are contingent upon the outcome of an Appeals Process. The CoC Priority Ranking Committee considered the 3 proposals received from 4 providers that were determined to be responsive to the Letter of Intent solicitation and CoC Application guidelines. The Letters of Intent submitted totaled \$521,689 in requested funding or approximately 200.62% of the amount available for distribution. The Committee's recommendations were based on the FY2022 application guidelines, composite evaluation completed by each evaluator, and group discussion on each project.

If you choose to appeal this disposition on a procedural matter (see attached), County staff must receive your written request on agency letterhead signed by the agency Executive Director and/or Chief Operating Officer, ***on or before Monday, September 19<sup>th</sup>, 2022 before 12:00pm.*** The appeal request may be transmitted via email to [ctopolosky@ucnj.org](mailto:ctopolosky@ucnj.org) in order to be considered received by the September 19<sup>th</sup> deadline; the original document can be mailed immediately thereafter or hand delivered. The written appeal must state the basis of the appeal and briefly explain it. Please refer to the attached "Notice of Appeal Policy and Appeals Process". The FY2022 CoC SuperNOFO Application recommendations will be presented at the September 22<sup>nd</sup>, 2022 CEAS/CoC Committee meeting.

If you have any questions, please contact Melissa Lespinasse at (908) 527-4862 / [mlespinasse@ucnj.org](mailto:mlespinasse@ucnj.org).

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Sarkar", is written over a faint, larger blue signature.

Srabanti Sarkar Ph. D. MPM  
CoC Priority Ranking Committee Chair

**Attachment:** Appeal Policy/Process

cc: D. Anderson/K. Dinsmore/M. Lespinasse, C. Topolosky, E. Paskewich, N. DeAugustine, T. Beck-JFS, FY2022 CoC Committee  
S:\Planning\Planning\OHHCoC\Subcontract\CoC-G\2022\Application\Ranking\Rejection Ltrs\ECHH-JFS.docx

**Subcommittees:**

**Executive - Comprehensive Emergency Assistance System & Continuum of Care (CEAS/CoC) –  
Legislative - Resource Allocations & Contract Review**

# Union County Continuum of Care (CoC) Priority Ranking Committee

## NOTICE OF APPEAL POLICY – FY2022 CoC SuperNOFO Application

It is the policy of Union County that any agency/organization participating in Continuum of Care funding processes shall have the recourse to an appeal **based on procedural matters**. To ensure a uniform and equitable means of applying this policy, the following guidelines shall structure the appeals procedures. Any agency/organization shall have the right to appeal any Union County CPR Committee's funding recommendation on a **Procedural** basis if:

- a) *The funding was not publicized; there was insufficient time to prepare a completed proposal; or the application requirements or processes were inappropriate for the funds requested; or*
- b) *A conflict of interest charge can be substantiated against any Committee member.*

If any agency/organization chooses to appeal the disposition, the agency's Executive Director and/or Chief Operating Office must:

- i. *Contact the Union County Division of Individual & Family Support Services as of the date specified in the letter of disposition in order to formally initiate an appeal. The first contact must be by telephone to (908) 527-4862 to be followed by a formal letter setting forth the reason(s) for the appeal.\*\**
- ii. *Personally appear to present the appeal and submit any documents of evidence or proof of the procedural violation on the day/time of the appeal hearing as set forth by the Appeals Committee.*

*\*\* All appeals must be initiated by telephone (with follow-up letter) on or before the date specified in the notification letter to the Union County Division of Individual & Family Support Services, Administration Building – 4<sup>th</sup> Floor, Elizabeth, NJ 07207, or by email to [ctopolosky@ucnj.org](mailto:ctopolosky@ucnj.org). Program staff will notify the appealing agency of the date, time and location of the appeal hearing by telephone during the afternoon preceding the scheduled appeal hearing.*

### APPEALS PROCESS

1. Agencies applying for funds are advised of "Appeals Process".
2. The Continuum of Care Priority Ranking (CPR) Committee makes tentative decisions regarding agency application disposition.
3. All agencies submitting funding requests are advised of the application disposition in writing. Agencies not recommended are given a brief explanation of the CPR Committee's decision, and are advised of procedures for appeal.
4. The Committee will convene a meeting to hear appeal presentation(s) of agencies (up to 15 minutes allowed per agency). The Committee can reject the agency's appeal which thereby upholds the CPR Committee's original funding recommendations. The Committee can concur with the agency's appeal. In this case, the Committee must return documentation to serve as compelling reasons for the CPR Committee to review its original funding recommendations. In all cases, the final determining authority for all application dispositions shall be the CPR Committee. The resulting recommendations are presented to CEAS/CoC.
5. CEAS/CoC votes on the final recommendations. Persons in conflict shall abstain from the vote.



# HSAC

**UNION COUNTY HUMAN SERVICES ADVISORY COUNCIL  
DEPARTMENT OF HUMAN SERVICES, DIVISION OF PLANNING  
ADMINISTRATION BUILDING, ELIZABETH, N.J. 07207  
Office: (908) 527-4843 Fax: (908) 558-2562**



Ms. Geleen G. Donovan, Executive Director  
Family Promise Union County  
402 Union Avenue  
Elizabeth, NJ 07208

Thursday, September 15<sup>th</sup>, 2022

**Re: Response to FY2022 Continuum of Care (CoC) SuperNOFO New Project  
Application Letter of Intent for Funding**

Dear Ms. Donovan:

On behalf of the Union County Continuum of Care (CoC) Priority Ranking Committee, we regret to inform you that your proposal submitted for the FY2022 Continuum of Care (CoC) SuperNOFO application has not been recommended for funding consideration in this year's grant application.

Please be advised that the recommendations are contingent upon the outcome of an Appeals Process. The CoC Priority Ranking Committee considered the 3 proposals received from 4 providers that were determined to be responsive to the Letter of Intent solicitation and CoC Application guidelines. The Letters of Intent submitted totaled \$521,689 in requested funding or approximately 200.62% of the amount available for distribution. The Committee's recommendations were based on the FY2022 application guidelines, composite evaluation completed by each evaluator, and group discussion on each project.

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If you have any questions, please contact Melissa Lespinasse at (908) 527-4862 / [mlespinasse@ucnj.org](mailto:mlespinasse@ucnj.org).

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Sarkar", is written over the typed name.

Srabanti Sarkar Ph. D. MPM  
CoC Priority Ranking Committee Chair

**Attachment:** Appeal Policy/Process

cc: D. Anderson/K. Dinsmore/M. Lespinasse, C. Topolosky, E. Paskewich, N. DeAugustine, FY2022 CoC Committee  
S:\Planning\Planning\OHHCoC\Subcontract\CoC-G\2022\Application\Ranking\Rejection Ltrs\FP.docx

**Subcommittees:**

**Executive - Comprehensive Emergency Assistance System & Continuum of Care (CEAS/CoC) –  
Legislative - Resource Allocations & Contract Review**

# Union County Continuum of Care (CoC) Priority Ranking Committee

## NOTICE OF APPEAL POLICY – FY2022 CoC SuperNOFO Application

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### APPEALS PROCESS

1. Agencies applying for funds are advised of "Appeals Process".
2. The Continuum of Care Priority Ranking (CPR) Committee makes tentative decisions regarding agency application disposition.
3. All agencies submitting funding requests are advised of the application disposition in writing. Agencies not recommended are given a brief explanation of the CPR Committee's decision, and are advised of procedures for appeal.
4. The Committee will convene a meeting to hear appeal presentation(s) of agencies (up to 15 minutes allowed per agency). The Committee can reject the agency's appeal which thereby upholds the CPR Committee's original funding recommendations. The Committee can concur with the agency's appeal. In this case, the Committee must return documentation to serve as compelling reasons for the CPR Committee to review its original funding recommendations. In all cases, the final determining authority for all application dispositions recommendations shall be the CPR Committee. The resulting recommendations are presented to CEAS/CoC.
5. CEAS/CoC votes on the final recommendations. Persons in conflict shall abstain from the vote.

## FY2022 Continuum of Care Project Ranking

#	Project Name	Expiring Grant #	Project Type	Component Type	Amount Requested	Amount Ranked	Running Total	%	Scoring
1	Elizabeth Housing Authority/BWY TRA	483	Rental Assistance	PSH	\$ 129,673	\$129,673	\$129,673	3%	105.25
2	Bridgeway/Plainfield Housing Authority 35U-TRA	171	Rental Assistance	PSH	\$ 573,057	\$573,057	\$702,730	14%	100.75
3	Bridgeway/Plainfield Housing Authority 11U CH-F-TRA	389	Rental Assistance	PSH	\$ 170,353	\$170,353	\$873,083	17%	98.5
4	Bridgeway/Plainfield Housing Authority 25U-TRA	159	Rental Assistance	PSH	\$ 411,367	\$411,367	\$1,284,450	25%	97.5
5	Bridgeway/Elizabeth Housing Authority 45U-TRA	158	Rental Assistance	PSH	\$ 772,305	\$772,305	\$2,056,755	40%	97.25
6	Gateway Family YMCA 14U-CH Family	311	Leasing	PSH	\$ 505,850	\$505,850	\$2,562,605	50%	97
7	Bridgeway/Elizabeth Housing Authority 20U-TRA	157	Rental Assistance	PSH	\$ 310,438	\$310,438	\$2,873,043	56%	95.5
8	Bridgeway/Plainfield Housing Authority 15U-TRA	271	Rental Assistance	PSH	\$ 236,064	\$236,064	\$3,109,107	61%	94.75
9	Bridgeway Supportive Housing	156	Operations/SS	PSH	\$ 30,149	\$30,149	\$3,139,256	62%	94.75
10	Community Access Institute-Colonial/Morse	334	Operations	PSH	\$ 33,741	\$33,741	\$3,172,997	62%	94
11	YWCA Eastern Union County	174	Leasing	PSH	\$ 281,941	\$281,941	\$3,454,938	68%	93
12	Community Access Unlimited-Jaques	162	Operations/SS/HMIS	PSH	\$ 195,951	\$195,951	\$3,650,889	72%	92
13	Community Access Unlimited-W. Grand	160	Leasing	PSH	\$ 122,323	\$122,323	\$3,773,212	74%	91.25
14	Covenant House 6U-RRH	538	Rental Assistance	PSH-RRH	\$ 113,161	\$113,161	\$3,886,373	76%	89.5
15	Gateway Family YMCA Ind.-PH	173	Leasing	PSH	\$ 339,904	\$339,904	\$4,226,277	83%	89.25
16	Gateway Family YMCA Madison	392	Support Services	PSH	\$ 90,397	\$90,397	\$4,316,674	85%	87
17	Gateway / ECHH TH/PH RRH	563	Rental Assistance	TH/PH-RRH	\$ 294,499	\$294,499	\$4,611,173	90%	86.25
18	Bridgeway/Elizabeth Housing Authority 18U (NEW)	n/a	Rental Assistance	PSH	\$ 304,359	\$304,359	\$4,915,532	96%	n/a
19	Union County CoC-Planning Project (NEW)	n/a	Planning	Planning	\$ 182,616	\$182,616	\$5,098,148	100%	n/a

**Tier 1: \$4,380,614**