

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
 2. Ensuring all questions are answered completely.
 3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
 4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
 5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
 6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.
- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.
 - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

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

1A. Continuum of Care (CoC) Identification

Instructions:

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

1A-1. CoC Name and Number: NJ-515 - Elizabeth/Union County CoC

1A-2. Collaborative Applicant Name: County of Union New Jersey

1A-3. CoC Designation: CA

1A-4. HMIS Lead: NJHMFA

1B. Continuum of Care (CoC) Engagement

Instructions:

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

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

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	No
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	No
Local Jail(s)	No	No
Hospital(s)	Yes	Yes
EMT/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

Prisoner Re-Entry Programs	Yes	Yes
Food Assistance Programs	Yes	Yes
Organizations Serving Undocumented Residents	Yes	Yes

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

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

The UC-CoC Committee is composed of housing developers/providers and advocates; emergency shelter providers; social service agencies; public entities, including public housing authorities, education liaisons, law enforcement and public assistance agencies, (TANF, GA, SNAP, Medicaid, etc.); faith based organizations; advocates and consumers. Every effort is made to ensure comprehensive representation deemed necessary to carry out the purpose of this committee. Members are encouraged to express opinions on agenda topics and are welcome to raise new topics and concerns as they arise. Guest speakers are regularly invited to provide information on new programs and initiatives. Subcommittees and work-groups are established based on the input and advice of the membership. The CoC chairperson reports on the committee activities at the Union County Human Services Advisory Committee (HSAC), thus securing the opinions of executive level agency staff on current issues related to homelessness.

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

Membership on the UC-CoC Committee is open to all interested parties on an ongoing basis. An Open Invitation to join this committee is located on the Union County website under the categories of Human Services & Homeless Services. An extensive email distribution list is utilized to disseminate information on issues related to homelessness, including the availability of shelter and permanent housing beds, availability of new housing programs/vouchers, and funding available for Rapid Re-Housing. This list serves as outreach to numerous organizations in an effort to solicit new members and raise awareness regarding homelessness and the needs of this most vulnerable population.

**1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals.
(limit 1000 characters)**

The CoC sends out a written solicitation for proposals, via email, for the HUD CoC Program Competition to all service provider organizations in the geographic area. In addition, the solicitation is placed on the UC Website under the categories of Human Services & Homeless Services. Lists of organizations serving the homeless, youth, veterans, victims of domestic violence, substance abuse and behavioral health programs, etc. are kept current by CoC staff. Any provider organization interested in applying for funds can meet with UC-CoC staff. The organization is provided an overview of the CoC regulations and discussion is held to determine the provider organization's capacity to meet the regulations. No provider organization is prevented from applying for HUD CoC funding. For the 2017 CoC Program Competition UC-CoC sent and posted the solicitation on August 7th.

1C. Continuum of Care (CoC) Coordination

Instructions:

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

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

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	No
Housing and service programs funded through Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
City Police Depts., UC Police & Sheriff's Depts.	Yes
Union County Emergency Management	Yes

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

(1) ESG Recipients located within the CoC geographic area include the City of Elizabeth and the County of Union. The City of Elizabeth and County of Union are active participants in the UC-CoC. As CoC the members, the City of

Elizabeth and County of Union work collaboratively to determine funding priorities and develop performance standards and methods for evaluating outcomes of ESG funded activities. Focus groups meet annually to review and update funding priorities based on current needs.

(2) Point in Time and Housing Inventory Count data are shared with the Consolidated Plan jurisdictions via reports and discussions at UC-CoC meetings. In addition, this information is sent out via email to all UC-CoC members. PIT findings are also posted on the Union County website.

(3) Because the Consolidated Plan jurisdictions are active participants in the UC-CoC, the information provided is clearly communicated and addressed in Consolidated Plan updates developed by these jurisdictions.

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

UC-CoC coordinates with the YWCA, a victim service provider, through the YW's participation in CoC meetings, & communication between agencies regarding victim needs. The YWCA provides DV emergency shelter, 24/hr. hotline, & other services for victims. Services are based on client empowerment & choice; locations are confidential & all facilities are secure with safety features such as controlled entry, video-monitors, etc. Safety planning is an integral part of services. Restraining orders/other legal remedies are not required for services; the agency complies with regulations stipulating all services are voluntary. The YW coordinates with non-victim service providers such as UCDS, mental health agencies, housing providers, health care, etc. to insure comprehensive services for clients. Referrals to non-victim service providers include a signed Release of Information & utilize the Coordinated Assessment System Tool. The YW provides counseling services to Rape Crisis Center clients.

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

The YWCA Union County (member of CoC) provides a basic one hour training annually to the CoC providers and operators of coordinated entry processes, on basics of domestic violence, screening, safety, and best practices in serving victims. Along with aggregate data from the county's providers, anecdotal information, and HMIS data, additional data from the NJ Uniform Crime Report, DV Counts, Point in Time Count and other census-related documents are reviewed annually to assess community needs. Based on this, the CoC reviews and updates safety and planning protocols in order to accurately address the needs of victims of domestic violence.

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

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

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Union County Housing Choice Voucher Program	0.00%	No
Housing Authority of the City of Elizabeth	0.25%	No
Housing Authority of Plainfield	3.00%	Yes-HCV
Housing Authority of Summit	0.00%	No
Housing Authority of Linden	0.00%	No

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

1C-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

The UC-CoC encourages all Public Housing Authorities within the CoC's geographic area to adopt general or limited homeless preference policies on an ongoing basis. The Housing Authority of the City of Elizabeth and the Plainfield Housing Authority are partners in seven UC-CoC funded projects for a total of 200 units of housing dedicated for homeless individuals and families. While the CoC will continue to advocate for the adoption of homeless preference policies, it must be noted that the waiting lists for Housing Choice Vouchers/Section 8/Public Housing in Union County are currently closed because they are several years long. PHAs are unable to open lists and accept new applications due to the massive numbers of individuals and families currently on waiting lists. In Union County, the demand for subsidized housing far exceeds the available vouchers.

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

**implementation of an anti-discrimination policy.
(limit 1000 characters)**

CoC organizations have developed anti-discrimination policies to address the needs of the LGBTQ community. Harassment on the basis of protected characteristic is prohibited. Under these policies, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her age, race, creed, color, national origin, nationality, ancestry, religion, sex (including pregnancy & sexual harassment), affectional or sexual orientation, marital status, domestic partnership status, civil union status, gender identity or expression, mental or physical disability, or that of his/her relatives, friends or associates, & that has the purpose or effect of creating an intimidating, hostile or offensive environment. HMIS data reveal CoC organizations serve LGBTQ persons, including 4 transgender persons since 2009. A CoC- wide Cultural Humility training is scheduled for 11/17. This training is provided by Rutgers University & the NJ Gay Health Initiative.

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

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

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

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

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

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

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

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

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>

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

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

Instructions

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

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

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

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

1E-2. Severity of Needs and Vulnerabilities

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

The CoC Priority Ranking Committee reviews the following severity of needs & vulnerabilities experienced by program participants in the project ranking & selection process: abuse or victimization; domestic violence; sexual assault; childhood abuse; criminal history; chronic homelessness; low/no income; & current/past substance abuse. Points are assigned to projects based on: overall organizational experience; number of chronically homeless individuals & families served; number of Veterans served; & services for persons with a history of victimization. A Power Point Presentation of the ranking tool is used during the meeting to visually show the committee the projects under discussion. Once consensus is reached, the Project Priority Listing is finalized. Project applications for programs targeting victims of domestic violence, abuse and other victimization as well as projects serving individuals with mental health issues & the working poor are prioritized in this application.

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

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

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

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

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

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

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

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

Reallocation: Option 1

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

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 09/05/2017

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

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 09/22/2017

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

Reallocation Supporting Documentation

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

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

Attachment Details

Document Description: Reallocation

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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

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

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

2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. Pages 3-7 in HMIS MOU

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

2A-3. What is the name of the HMIS software vendor? Foothold Technologies

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

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

FY2017 CoC Application	Page 17	09/27/2017
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in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	205	21	184	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	139	24	115	100.00%
Rapid Re-Housing (RRH) beds	194	0	194	100.00%
Permanent Supportive Housing (PSH) beds	466	0	466	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

**2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.
(limit 1000 characters)**

HMIS Bed Coverage Rate is 100% for all Project Types.

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 12

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

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

Instructions:

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

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

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

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

Instructions:

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

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

UC-CoC conducted the sheltered PIT count on January 24, 2017. All emergency shelter, hotel/motel placement, and transitional housing providers in the CoC geographic area, with the exception of DV providers, utilized HMIS to capture data on all sheltered homeless counted in the PIT. DV programs provided data via entering detailed interview surveys (including population and sub-population data and unique identifiers), in an online survey tool. All data was analyzed by UC-CoC staff to ensure accuracy and de-duplication was conducted. Follow-up calls were made to verify information as necessary. New in 2017, UC-CoC counted Code Blue beds separately. These are overflow beds utilized during periods of extreme weather. In past counts these beds were counted along with year round shelter beds, thus skewing the utilization rates reported. UC-CoC selected this methodology because it was deemed to be the most efficient and accurate system to collect data on the sheltered homeless.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes

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

Beds Added:	6
Beds Removed:	0
Total:	6

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

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

Beds Added:	0
Beds Removed:	0
Total:	0

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

No
 CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

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

UC-CoC utilized its Code Blue System (CB), a Street Count of known locations (between 3:00-7:00 AM), & Service Fairs to conduct the unsheltered PIT. Code Blue is a system by which unsheltered persons present themselves to UCDSS for immediate assistance during periods of extremely cold weather. Such persons are ineligible for shelter under mainstream programs & are placed in overflow emergency beds or motels. Referrals are made to CB by community based organizations & local law enforcement. Trained volunteers accompanied by UC Sheriff's Officers (plain clothes) located and surveyed persons living on the streets, woods, train stations and abandoned buildings, etc. Each adult was interviewed using a survey tool & unique identifier. Service Fairs were conducted in the cities of Elizabeth & Plainfield where additional surveys were completed. Surveys were entered into an online system & deduplication was conducted.

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

Yes

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

UC-CoC has taken extra measures to identify unaccompanied homeless youth

by planning and working with organizations targeting youth, such as Covenant House and Community Access Unlimited (CAU). A Runaway Youth Shelter (HHS-RHY funded) is operated in Union County by CAU. These providers have consistently assisted in both the sheltered and unsheltered PIT. Youth staying at the Runaway Youth Shelter were asked to provide locations where unsheltered youth congregate in an effort to assist in locating homeless youth. In addition, in 2017 the CoC utilized Social Media such as Facebook and Twitter to outreach to homeless youth. Postings included flyers and information about the PIT and were specifically designed to assuage fears about participation.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)

UC-CoC utilizes its Code Blue System (CB) to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. Code Blue is a system by which unsheltered persons present themselves to Union County Division of Social Services for immediate assistance during periods of extremely cold weather. Such persons are ineligible for shelter under mainstream programs & are placed in overflow emergency beds or motels. Code Blue was activated on the night of the PIT count in an effort to draw in individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness.

3A. Continuum of Care (CoC) System Performance

Instructions

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

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

1. The number of people experiencing homelessness for the first time increased by 74 people. 2. The UC-CoC Committee regularly discusses and identifies risk factors for people becoming homeless. The risk factors identified include: high rental costs, renters evicted due to foreclosures on properties they rent, unemployment and specifically under-employment, lack of living wage salaries, not enough resources and specifically subsidized housing opportunities for the working poor. 3. UC-CoC continues to fund prevention programs, including Rapid Re-housing. Local Homeless Trust Fund and Union County GAP funding are utilized in an attempt to fill the void in housing programs for the homeless and those at risk of becoming homeless. 4. Union County Division of Planning/CoC staff oversees the strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.

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

1. The average length-of-time individuals and families remained homeless was reduced by 24 bed nights. The current average is 121 bed nights. The median number of bed nights was reduced by 29. The current median bed nights is 57. 2. The CoC has continued to utilize RRH funds to move individuals and families to permanent housing as quickly as possible. In addition the CoC has secured new housing vouchers from NJDCA specifically targeting the chronic homeless

and Veterans. 3. The CoC utilizes HMIS to identify individuals and families with the longest length of time homeless. 4. Union County Division of Planning/CoC staff oversees the strategy to reduce the length of time individuals and families remain homeless.

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

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

1. Exits to permanent housing destinations from ES,TH and PH-RRH increased by 6%. Exits to and retention of permanent housing destinations increased by 2%. There was a 9% decrease in exits to permanent housing from Street Outreach. Because the CoC's success in outreach to the chronically homeless, those remaining on the street continue to be the most difficult to engage and most resistant to accepting services. 2. The CoC's retention rate is 98%. The CoC continues to seek permanent housing opportunities by applying for funding for PH, forging collaborations with developers and advocating for affordable rent and a living wage within the CoC geographic area. 3. Union County Division of Planning/CoC staff oversees the strategy for retention of, or placement in permanent housing.

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

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

1. Of the 271 persons exiting permanent housing 1% (3) returned to homelessness after 13 to 24 months. An additional 1% returned to homelessness after 2 years. Total returns to homelessness after 2 years overall were 9% or 67 persons. The highest percentage of persons returning to homelessness occurred in those sheltered in emergency shelter at 17%. Clearly permanent housing is more effective than emergency shelter. The CoC utilized HMIS data to identify returns to homelessness. 3. Because of the success rate experienced by persons in permanent housing, the CoC will continue to move as many individuals and families into permanent housing as possible. The CoC seeks and secures housing vouchers when they become available and will continue to utilize RRH strategies to house people quickly. 4. Union County Division of Planning/CoC staff oversees the CoC's efforts to reduce the rate of returns to homelessness.

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

Describe: (1) the strategies that have been implemented to increase

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

The strategy used is one of inclusion & information sharing. UC-CoC meetings & email distribution keep organizations informed about new & existing programs & include information on how to access employment & benefits. "Job Connections", is an online employment service in UC. Participants utilize WIOA-American Job Centers. Information on job fairs & employment opportunities at locations such as Newark Liberty Airport, Blue Apron, etc., are distributed via email. Employment programs working collaboratively with the CoC include: CIC, Roselle 1st/Linden Employment & Training, Workforce Innovation Business Center, LINCS, UC College & PROCEED, Inc. The NJ Division of Vocational & Rehabilitation Services assists disabled homeless persons seeking employment. St. Joseph's Social Service Center conducts "Project Ready" a job readiness program. Union County Division of Planning/CoC staff oversees the strategy to increase job and income growth from employment & non-employment resources & benefits.

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

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

**3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016.
(mm/dd/yyyy)** 06/05/2017

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

Instructions

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

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	30	31	1

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

Total number of beds dedicated as Dedicated Plus	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	31
Total	31

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

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

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

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

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

The CoC continues to work toward rapidly rehousing homeless families within 30 days of becoming homeless. Strategies such as apartment sharing for families experiencing homeless are utilized to rapidly move families to PH. There are 2 active Home Sharing organizations within the CoC that match homeless persons with homeowners who are looking to share housing. In 2016, a new project to provide RRH to 6 households with children was proposed by Covenant House. This project was awarded funding and will begin operations in 2017. In this application, the CoC is proposing a new Joint TH-RRH project representing the collaborative effort of 3 organizations serving families & individuals. ESG & Homeless Trust Fund dollars are also dedicated for rental assistance and RRH. Funds are utilized to help pay 1st month's rent & security for homeless persons to move them rapidly from shelters to permanent housing. UC Div. of Planning staff oversees the strategy to rapid rehouse families with children.

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

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	4	42	38

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

UC-CoC policies and procedures prohibit involuntary family separation. CoC funded emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers adhere to anti-discrimination policies and do not deny admission to, or separate any family members from other members of

their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or housing. Congregate shelters without private sleeping facilities are not utilized for families with teenage/adult males for safety reasons. However, these families are served in alternate shelters with secure, private sleeping arrangements. Homeless individuals with criminal records with state-mandated restrictions, such as Megan's Law violators who pose a threat to children are not sheltered in facilities where children are present.

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

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

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

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

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

UC-CoC has increased the availability of housing and services for homeless youth and unsheltered homeless youth by working with organizations targeting youth, such as Covenant House (CH), and Community Access Unlimited (CAU). Local, state federal funds are supplemented through private foundation philanthropy, as well as donor cultivation and fundraising, to increase the availability of housing and services for youth experiencing homelessness.

Through experienced evidence and trauma-informed practices and CoC partnerships, in 2015, Community Access Unlimited, operator of the Runaway and Homeless Youth Shelter, (US Dept of Human Services-Administration for Children and Families-Family and Youth Services Bureau (US-HHS-ACF-FYSB) Basic Center funds) effectuated 93 out-of home youth placements, reducing youth homelessness within the CoC. Well-recognized Periodic Service Review (PSR) is used for bi-weekly monitoring of program staff performance and services, with audits performed by the Quality Assurance Dept. Additionally, the CoC uses HMIS to effectively track comprehensive youth homelessness and services data across CoC providers. These methods measuring quality and effectiveness are viewed as appropriate because they track services at program, CoC and locality levels to identify both performance outcomes and trends.

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

Local McKinney-Vento Education Liaisons and State Coordinators are listed in the annually updated Union County Homeless Services Directory utilized CoC-wide. UC-CoC homeless service providers have procured direct relationships with Education Liaisons & school districts. Local and State Education Liaisons are invited to CoC meetings and are included in all CoC correspondence. These liaisons reach out to CoC staff regularly for information and referral services. Representative of local Boards of Education are active members of the CoC. Homeless service providers ensure all children are enrolled in school and connected to appropriate community services, including early childhood education programs as part of the case management function. Because UCDHS is the Lead CoC Organization, serving as the administrator of all homeless assistance funding in the County, UCDHS requires, by contract, that all homeless service providers designate this task to the case managers as appropriate.

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

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	Yes
Birth to 3	No	No
Tribal Home Visiting Program	No	No

Other: (limit 50 characters)		

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

CoC staff utilizes HMIS to identify & refer homeless Veterans living in shelters who are eligible for Veterans Affairs services & housing to resources such as HUD-VASH, Supportive Services for Veteran Families (SSVF) programs & the VA Domiciliary located in Lyons, NJ. The Coordinated Assessment System (CAS) screening tool includes information on Veteran status. Once identified via HMIS or CAS screening, the Veteran is referred to the appropriate housing/service programs. Representatives from HUD-VASH & SSVF providers Catholic Charities and Community Hope are active in the CoC. The CoC was awarded 10 NJ Department of Community Affairs (NJDCOA) housing vouchers for Veterans. The City of Plainfield is currently seeking to convert a former halfway house into Transitional Housing for Veterans. They are currently assessing the availability of Grant and Per Diem funding for this project. CoC staff regularly emails CoC member organizations on available housing for Veterans.

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

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

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

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

Instructions:

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

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

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

4A-1a. Mainstream Benefits

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

A strategy of inclusion is utilized to supplement CoC funds from other public & private resources. Staff of CoC funded projects is required by contract to attend CoC/CEAS meetings. All CoC project participants are assisted in applying for mainstream benefits by program staff. Legal Services of Central Jersey & Community Health Law Project actively participate in CoC/CEAS meetings; offering assistance to those denied mainstream benefits. The CoC systematically keeps program staff up to date regarding available resources by including representatives from mainstream benefits programs such as SNAP, TANF, SSI, etc. in CoC meetings. New programs are invited to join the CoC & provide presentations including eligibility & referral procedures at meetings. New program and resource information is distributed at these meeting & is emailed to an extensive contact list to ensure wide dissemination of information.

UC staff & the CoC Coordinator are responsible for overseeing this strategy.

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

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

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

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

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

Street Outreach is provided by Bridgeway Rehab. Services (BW), Eliz. Coalition to House the Homeless (ECHH) & Community Access Unlimited (CAU). Street Outreach services are provided to all municipalities within the CoC geographic area. Street Outreach teams conduct regular street outreach in known areas & respond to requests for outreach when a homeless person/s is discovered on the streets or in other places not meant for human habitation. Local Police Departments, Sheriff's Department, Community Organizations & private citizens can access street outreach as needed. Contact information for these services is listed on the County's website under the heading of Homeless Services. BW, ECHH & CAU are recognized experts in addressing the needs of adults and youth with mental health issues & developmental disabilities making them uniquely qualified to reach those who are unlikely to request assistance. In addition, UC-CoC conducts an Annual Street Outreach and Count as part of the PITC.

4A-5. Affirmative Outreach
Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive

services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach.

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

Fair Housing is discussed at CoC meetings & is a standing agenda item. Organizations holding contracts with UC are required to offer housing & supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability. Fair Housing violations are reported to Legal Services of Central Jersey & the Community Health Law Project. The CoC is concerned that landlords discriminate against large families, & are "redlining" by requiring rent to be no more than 30% of income, using eviction records, background checks & credit scores to exclude individuals & families from housing. The CoC Chairperson recently wrote an editorial in a local newspaper referring to these barriers to housing as a "trifecta of hoops". Measures to provide effective communication to disabled persons & those with limited English proficiency include county-wide use of language line services, & adaptive technology.

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

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	21	194	173

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

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

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	No Rejected Parti...	09/26/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes		
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Re...	09/21/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC's Rating and ...	09/21/2017
05. CoCs Process for Reallocating	Yes	CoCs Process for ...	09/21/2017
06. CoC's Governance Charter	Yes	CoC's Governance ...	09/21/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy and P...	09/18/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Plan	09/27/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	HDX Performance M...	09/18/2017
14. Other	No		
15. Other	No		

Attachment Details

Document Description: No Rejected Participants

Attachment Details

Document Description:

Attachment Details

Document Description: CoC Rating and Review

Attachment Details

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

Attachment Details

Document Description: CoCs Process for Reallocating

Attachment Details

Document Description: CoC's Governance Charter

Attachment Details

Document Description: HMIS Policy and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Plan

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: HDX Performance Measures

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/27/2017
1B. Engagement	09/25/2017
1C. Coordination	09/27/2017
1D. Discharge Planning	08/28/2017
1E. Project Review	09/27/2017
1F. Reallocation Supporting Documentation	09/22/2017
2A. HMIS Implementation	09/27/2017
2B. PIT Count	09/27/2017
2C. Sheltered Data - Methods	08/29/2017
3A. System Performance	09/27/2017
3B. Performance and Strategic Planning	09/25/2017

4A. Mainstream Benefits and Additional Policies

09/25/2017

4B. Attachments

Please Complete

Submission Summary

No Input Required

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 voluntary reallocate:

- **Voluntary Reallocation** - **Currently-funded NOFA 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.

Christina Topolosky

From: Christina Topolosky
Sent: Tuesday, September 19, 2017 4:08 PM
To: 'Aaron Waltzer (awaltzer@ingerman.com)'; 'Adria Goldenkranz (agoldenkranz@ccannj.org)'; 'Alejandra Londono (alondono@ywcaunioncounty.org)'; 'Alison Millan (alison.millan@rescue.org)'; 'Allan Boyer (aboyer@voa-gny.org)'; 'Amira Abdur-Rahman (aabdur-rahman@elizabethnj.org)'; 'Amy Concepcion (amy_concepcion@horizonblue.com)'; 'Ana Claro (anaclaro@facsnj.org)'; 'Anthony Firetto (afiretto@hacenj.com)'; 'Anthony T. Flax (anthony.flax@gmail.com)'; 'April Gordon (agordon@ccannj.org)'; 'Brenda Acevedo (BrendaAcevedo@facsnj.org)'; 'Bruce Butts (barringer07@yahoo.com)'; 'Burnett, Nicola (Nicola.Burnett@va.gov)'; 'Charles Jones (ulunioncty@aol.com)'; 'Cheryl Jacko (cjacko@familypromise.org)'; 'Chinelo Shote (Chinelo.Shote@dcf.state.nj.us)'; 'Chris Kaiser (ckaiser@jfscentralnj.org)'; Christina Topolosky; Christina Vega (cvega@familypromise.org); Christine Op't Hof (copt-hof@ccannj.org); 'Claudia Santa Cruz (csantacruz@ywcaunioncounty.org)'; 'Courtney Fairbanks (Cfairbanks@tgfymca.org)'; Dario Valdivia; 'Darryl Clark (darryl_cla18@msn.com)'; 'Dave Kusinow (dkusinow@gmail.com)'; David Walker (dwalker@visionsandpathways.org); 'Debbie Morgan (dmorgan@lsnj.org)'; 'Deborah Pomianek (dpomianek@arcunion.org)'; 'Denise Moscaritolo (dmoscari@xbp.dhs.state.nj.us)'; Dennis McNany (DMcNany@TGFYMCA.org); 'Diana Zevallos (dzevallos@proceedinc.com)'; Donna Farrell; 'Donna Hudson (donna.hudson2@va.gov)'; 'Edie Grauer (homesharing@verizon.net)'; 'Elizabeth Jones (Elizabeth.Jones@USE.SalvationArmy.Org)'; Eric Graham; 'Ernie Melendez (emelendez@uloucnj.org)'; Esther Valentin (7evalentin@gmail.com); 'Felicia Frazier (feliciaf@factnj.org)'; 'Francesca Tatis (Francesca.tatis@bridgewayinc.com)'; 'Geleen Donovan (gdonovan@familypromise.org)'; 'Gene H. Tavera (GTavera@caunj.org)'; 'Gloria Jefferson (gloria.jefferson@use.salvationarmy.org)'; 'Hayes, April (April.Hayes@dol.nj.gov)'; Helen Alvarado; Helen Joyce (hjoyce@dhs.state.nj.us); 'Herman Jones (hejones@optonline.com)'; 'Isaias Rivera (isaias.rivera@ucc.edu)'; Ivette Anzelone; 'Jacqueline Salter (JacquelineS@hap-nj.org)'; 'Jaime Simon (jsimon@communityhope-nj.org)'; James Baker; 'James Carey (jcarey@eportcenter.org)'; James Frazilus; 'James L. Williams (JamesL.Williams@dcf.state.nj.us)'; 'James W. Horne Jr. (james.horne@uwguc.org)'; 'Janice Lilien (jlilien@ywcaunioncounty.org)'; Jasmine Fullman; 'Jeanie DeVincenzo (Jeanie.devincenzo@rootsandwingsnj.org)'; 'Jenni Briggs (jenni.briggs@rootsandwingsnj.org)'; 'Jerry Rota (GRota@njhmfa.gov)'; 'Jessica M. Topolosky (jtopolosky@elizabethnj.org)'; 'John Bosquett (JBOSQUETT@TRINITAS.ORG)'; 'Johnia Osias (josias@ccannj.org)'; 'Juanita Vargas (Juanita.Vargas@uwguc.org)'; Julia Goldburt (jgoldburt@voa-gny.org); Karen Dinsmore; 'Kevin Dowd (kdowd@Ingerman.com)'; Kim Cotton (k.cotton@eresc.com); 'Kimberly Meyer (kmeyer@gshnj.org)'; 'Kimberly Salomon (ksalomon@chlp.org)'; 'Laurie D. Egeth (legeth@chlp.org)'; Leslie J. Gutierrez; 'Leticia Fraser (LFraser@arcunion.org)'; 'Lilshaun Ashley Glass (Lilshaun.Glass@dca.nj.gov)'; 'Linda Flores Tober (linda@theelizabethcoalition.org)'; 'Lisa Blum (lblum.homesharing@verizon.net)'; 'LiSandra Davila (lisandra_davila@horizonblue.com)'; 'Lori Lewis (llewis@covenanthouse.org)'; 'Lt. Luke Barney (luke.barney@use.salvationarmy.org)'; 'Luis Rodriguez (Luis_Rodriguez@horizonnjhealth.com)'; 'Lynda Wald (lynda.wald99@gmail.com)'; 'Maria Mendez (maria.mendez@doe.state.nj.us)'; 'Mary Ellen Tango (mtango@linden-nj.org)'; Maureen Segale-Glenn; 'Medina Wingo (mwingo@ccannj.org)'; 'Medji Jean (mjean.baywayfsc@preventionlinks.org)'; 'Meghan Leigh (mleigh@covenanthouse.org)'; 'Melissa Angling-Williams (mangling@facsnj.org)'; Melissa Lespinasse; 'Mercedes Quintana (MQuintana@proceedinc.com)'; 'Mercy Mwaura

To: (mercy@homefirstinc.org); 'Michael R. Swayze (michael.swayze@njcommunityresources.info); Michelle Davis (mdavis6140@gmail.com); 'Michelle Mobley (mmobley@caunj.org); 'Nancy Schneeloch (nancy.schneeloch@bridgewayinc.com); Natalie Zarrillo; 'Natasha Mora (nmora@facsnj.org); Pamela Burns-Wyatt; 'Paulette Drogon (drpaulette@hotmail.com); 'Peter Briggs Jr. (pbriggs411@gmail.com); Portia Smith (psmith@partnershipmch.org); Priscilla Machado (pmachado@preventionlinks.org); Rani Cherian (scherian@covenanthouse.org); 'Rashara Fuller (rashara.fuller@plainfieldnj.gov); Ravenell Williams (rwilliams@plainfieldymca.org); Raymond Gora; 'Rev. Tracey L. Brown (admin@ruthfellowship.com); Richard Thompson; 'Rise Grady (rgrady@familypromise.org); 'Ron Amadeo (ramadeo@hacenj.com); 'Rosa Marsal (rmarsal@xbp.dhs.state.nj.us); 'Sally Ann Benjamin (niacrisicenter@verizon.net); Sebastian Delia; 'Sharon Robinson-Briggs (smr0905@aol.com); Shayra Bustamante; 'Shirley Pajuelo (spajuelo@ywcaunioncounty.org); Sidney Blanchard (SBlanchard@caunj.org); 'Srabanti Sarkar (ssarkar@proceedinc.com); 'Stanley Neron (sneron@elizabethnj.org); 'Susan Eagle (seagle@xbp.dhs.state.nj.us); 'Susan Pepper (SPepper@TGFYMCA.org); 'Tanisha Hansford-Colon (thansford-colon@lsnj.org); 'Terresita Rankins (Terresita.Rankins@dcf.state.nj.us); 'Theresa Blount (tblount@communityhope-nj.org); 'Theresa Donatiello Neidich (fishhospsw@verizon.net); Theresa McCoy (tmccoy@plainfieldymca.org); 'Thomas Connell (tconnell@ucnj.org); 'Thomas J. Eicher (tomeicher@eportcenter.org); Vera Atkinson (vera.a@bndcdc.org); 'Winona Cleveland (winona.cleveland@plainfieldnj.gov); Woody Philippe (wphilippe@jeffersonparks.com); 'Yates House (theyateshouseforveterans@gmail.com); 'Zena Sutton (zenas@hap-nj.org); Zoila Gonzalez (zgonzalez@visionsandpathways.org); 'Carole Cook (fishhosp@verizon.net); 'Daniel LaPorte (daniel.laporte@rescue.org); Maureen Segale-Glenn; Richard Thompson; Sebastian Delia; Ana Y. Martinez (amartinez@ywcaunioncounty.org); Barbara J. Johnson (bjohnson@hacenj.com); Bernadette Griswold (BGriswold@caunj.org); Buddy Garfinkle (buddy.garfinkle@bridgewayinc.com); Carolee Marano; Catherine J. Hart (cjhart@hacenj.com); Cory Storch (cory.storch@bridgewayinc.com); Danielle Cioffi (dcioffi@tgfymca.org); Debbie-Ann Anderson; Earnestine Brookins (EBrookins@TGFYMCA.org); Fran Tatis (Francesca.Tatis@bridgewayrehab.org); Jacqueline Miller (JacquelineM@hap-nj.org); 'Janice Lilien (Jlilien@ywcaeduc.org); Joanne Oppelt (Joppelt@caunj.org); 'Krystal Canady (kcanady@ymcaeduc.org); 'Michael Zemble (Michael@homefirstinc.org); Millie Aurigemma (maurigemma@caunj.org); Nicole McKenzie (nicole@homefirstinc.org); Randall Wood; Robin Foy (robin.foy@bridgewayinc.com); Tess U. Mabini (Teresita.Mabini@bridgewayinc.com)

Cc: Melissa Lespinasse; Maureen Segale-Glenn; Raymond Gora

Subject: FY2017 CoC Application Ranking/Reallocation Procedures

Attachments: UC-CoC Reallocation Process.pdf; UC-CoC Project Priority Listing & Ranking Procedure.pdf

Importance: High

The Continuum of Care (CoC) Priority Ranking Committee will be meeting shortly to prioritize and rank the FY2017 CoC applications. The recommendations from this meeting will be presented at the September 22nd CEAS/CoC meeting for vote.

HUD again is requiring that the Reallocation Process & Procedure and Project Priority Listing & Ranking Procedure be developed by each CoC. One was developed in 2013 and is attached for your reference.

Christina M. Topolosky, Assistant Director

Union County Department of Human Services

Division of Planning

10 Elizabethtown Plaza - 4th Floor

Elizabeth, New Jersey 07207

Phone: (908) 527-4839

Fax: (908) 558-2562

E-Mail: ctopolosky@ucnj.org

Website: [Union County Division of Planning](#)

Connect with me on: [Linkedin](#)

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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 ranking the annual 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 sign conflict of interest forms for the purpose of assessing any potential conflicts of interest. (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 meets annually dependent on the release of the Continuum of Care 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. 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 it meets HUD requirements;
- e. review site visit(s) and CoC Monitoring Findings;
- f. review CoC membership involvement;
- g. review HMIS participation status;
- h. assess cost effectiveness;
- i. assess provider organization experience;
- j. assess spending (fast or slow); and
- k. review HUD APR for Performance results.

The HUD approved CoC Ranking Tool is utilized during the annual meeting as the Committee reviews and assesses each project's priority listing. Priority is given to projects that target specialized populations, such as:

- Youth
- Chronic Homeless
- Veterans
- Families with children

Each project is then evaluated to ensure that it meets the Project Threshold Requirements listed below:

- Coordinated Entry Participation
- Housing First/Low Barrier Implementation
- Documented, secured minimum match

- Project has reasonable costs per permanent housing exit, as defined by UC CEAS/CoC
- Project is financially feasible
- Applicant is active CoC Participant
- Data quality at or above 85%
- Bed/Unit utilization rate at or above 90%

Lastly, they review the severity of needs and vulnerabilities experienced by program participants for in the project ranking and selection process:

- Abuse/victimization or a history of victimization/abuse, Domestic Violence, Sexual Assault
- Childhood Abuse
- Criminal Histories
- Chronic Homelessness
- Low or no income
- Current or past substance abuse

The spreadsheet also details the project's target population. A Power Point Presentation of the ranking tool is utilized during the meeting to visually show Committee members the projects they are discussing. After discussion and once consensus is reached, the Project Priority Listing is finalized.

If any project is rejected by the Committee, a written letter is provided to the provider organization listing the reason 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 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) 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 detailed 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, length of stay, support services provided and audit findings which, if

found, are disclosed to the committee. HUD APRs are reviewed monthly by UC-CoC staff and negative APR results are shared with the CPR Committee. UC-CoC staff provides all Project applications to the CPR Committee for review. Committee members ask detailed questions and are provided the necessary information to rate 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 Planning 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 Planning, Administration Building – 4th 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).

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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 voluntary reallocate:

- **Voluntary Reallocation** - **Currently-funded NOFA 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.

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UNION COUNTY
Comprehensive Emergency Assistance System and Continuum of Care
(CEAS/CoC)
Committee

Rules and Procedures

Article I - Authorization, Name, Purpose

Section I

In accordance with N.J.A.C. 10:2-3 regulations governing the County Human Service Advisory Councils (CHSACs) and its standing Committees, the Union County Comprehensive Emergency Assistance System (CEAS) and Continuum of Care (CoC) Committee (hereafter referred to as (CEAS/CoC Committee) serves as the primary vehicle for planning and coordinating the delivery of emergency services to the homeless (including designated core social services for the homeless and at-risk of homelessness) within a county. The CEAS/CoC Committee is a network of public (government) and private (private not-for-profit, for-profit, consumer advocate, volunteer, homeless/formerly homeless persons) entities responsible for integrated social services including housing and prevention of homelessness, as well as the development of service priorities and spending plan priorities for homeless funds. This Committee is the primary decision making entity that is comprised of at least sixty-five (65%) representation by the community and faith based organizations, including consumer interests.

Section II

The functions and purpose of the CEAS/CoC Committee are as follows:

- a. Program planning and implementation of a plan for housing and emergency assistance services for the County of Union, including the development of a Ten Year Plan to Address Homelessness.
- b. Provide all necessary technical and professional advice pertaining to homeless and housing issues as may be required by HSAC.
- c. Exchange information and network with member organizations thereby forming a continuum of housing and emergency assistance services.
- d. Respond to the US Department of Housing and Urban Development (HUD) Super NOFA competitive homeless assistance grant application, when practicable.

Article II - Membership

Section I

The CEAS/CoC Committee shall be composed of housing, shelter, social service provider agencies, public entities, and consumers (advocate, volunteer, homeless/formerly homeless persons) in Union County, and shall include such representatives as shall be deemed necessary to carry out the purpose for which this Committee is formed.

Section II

Membership shall be open to all interested participants serving Union County residents.

Section III

Each represented agency shall have only one voting member appointed to the CEAS/CoC Committee by their Executive Director and/or Board of Directors, although any staff member may attend the Committee meetings. Each agency will designate a primary member and an alternate member. The alternate will have voting privileges only in the absence of the appointed member.

Section IV

Out-of-county provider agencies serving Union County residents, with subcontracts held with the County of Union will be considered voting members.

Article III - Officers

Section I

The officers of the CEAS/CoC Committee shall be composed of a Chairperson and Co-Chairperson. The officers who are voted into these positions are considered the CEAS/CoC Committee Executive Board. The Chairperson and Co-Chairperson, one each from the private and public sector, shall serve staggered 2-year terms, with the Chairperson position rotating between the private and public sectors every 2 years (as defined in Article I, Section I) OR if necessary two (2) private sector representatives. Elections shall take place at the November meeting of the Committee. All such officers of the Committee shall hold office until the next election meeting or until their respective successors shall be elected. Officers' terms begin at the January meeting. A member may be elected to the same office for a maximum of two consecutive terms, or a maximum of four (4) consecutive years.

Section II

The Chairperson shall preside at all CEAS/CoC Committee meetings, resolve all questions of order, regulate its proceedings, appoint all subcommittees, decide on the agenda for each meeting, and perform all of the duties required by his/her office or assigned to him/her by the Committee, including attendance at the HSAC meetings. The Chairperson shall have the authority to delegate any of his/her powers to the Co-Chairperson whenever deemed necessary.

Section III

The Co-Chairperson shall sit for and in the place of the Chairperson in the event of the absence or disability of the Chairperson.

Section IV

The Chairperson shall supervise the recording of all votes and minutes of the proceedings of the Committee, and cause such other records to be kept as may be appropriate to record the business of the Committee. All such records shall be the property of the County.

Section V

The Planning/CoC Subcommittee shall be authorized to serve as the CoC Governance Board which shall be representative of subpopulations in the CoC geography and include a homeless or formerly homeless person. No Board member shall participate in a decision for which they or their organization have a financial interest.

Article IV - Subcommittees

Section I

The standing Subcommittees of the CEAS/CoC Committee shall include but not be limited to:

- a. Planning/Continuum of Care Subcommittee is broadly representative of the public and private homeless service sectors, including homeless client/consumer interests. As the Governance Board, it is authorized to establish and follow written standards for providing CoC assistance. It is also involved in reviewing agency applications prepared in response to various state/federal requests for proposals. It consults with HES (ESG) and CoC recipients/subrecipients to establish performance targets. Furthermore, it monitors HES and CoC recipients' performance and HMIS participation, evaluates outcomes, reports outcomes to HUD and takes action against poor performers. Finally, it consults with HES recipients regarding the allocation of funds. This body will also be the lead on advocacy effort on behalf of CEAS/CoC.
- b. Emergency Shelter and Motel/Hotel Subcommittee addresses issues specific to emergency shelter, including discharge planning, integration with mainstream services and utilization rates.
- c. Ten Year Plan to Address Homelessness - Leadership Team is charged with overseeing the planning process and development of Union County's Ten Year Plan to Address Homelessness.
- d. Veterans Homelessness & Supportive Services Subcommittee aims to pool various agencies' resources within Union County in a coordinated and collaborative way so as to maximize the direct impact upon our veteran population and ensure that every homeless veteran is provided the most comprehensive "wrap around" support services available.

Section II

The Chairperson, with the approval of CEAS/CoC Committee, shall appoint such ad hoc or other subcommittees and their members as interest or need arises or as may be necessary or desirable to carry out the work of the Committee and the ad hoc or subcommittees shall chose their own Chairperson.

Article V - Meetings

Section I

Regular meetings of the CEAS/CoC Committee shall be scheduled for a minimum of six (6) meetings per calendar year on the second Thursday of the month unless the Committee shall have selected another day/time for any such meeting. Special meetings may be called by the Chairperson provided that five (5) business days notice is given electronically or by mail to the other members.

Section II

A minimum of four (4) CEAS/CoC Committee meetings must be attended per year. To verify attendance, a sign-in sheet that lists each member's name and agency/affiliation will be available at meetings. The alternate may sign only in the absence of the appointed member.

Section III

Meetings shall be held at such locations as the CEAS/CoC Committee may direct.

Section IV

In the absence of the Chairperson or Co-Chairperson, a Chairperson Pro-tem may be designated by the Committee at any properly called meeting at which a quorum is present.

Section V

More than 50% of the existing voting members of the CEAS/CoC Committee shall constitute a quorum for the conduct of business.

Section VI

All motions and other actions of the CEAS/CoC Committee shall be approved by a majority vote of those voting members, provided a quorum is present.

Section VII

The Chairperson shall encourage all CEAS/CoC Committee members to attend any and all standing Subcommittee meetings, to promote stakeholder participation in the decision-making processes of the CEAS/CoC Committee.

Section VIII

The Rules and Procedures 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 four (4) weeks in advance to all Committee members indicating the proposed amendment or revision.

Article VI - Advocacy/Support Process

The following guidelines apply when requesting advocacy/support letter(s) from the CEAS/CoC Committee with regard to a grant application/proposal:

CEAS/CoC Committee and non-CEAS/CoC Committee members are required to request an advocacy/support letter at a minimum of 2 weeks in advance of the due date. In addition, providers are to provide the Committee with the following:

- A copy of the related grant proposal/application including a description of the agency, its services, its history in the community, and its overall budget
- Opportunity for the CEAS/CoC Executive Board to ask further questions through a conference call

Plainfield

Chapter 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

INTRODUCTION

It is the PHA's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting list for admissions in accordance with the policies in this Administrative Plan.

This chapter explains the [5] local preferences which the PHA has adopted to meet local housing needs, defines the eligibility criteria for the preferences and explains the PHA's system of applying them.

By maintaining an accurate waiting list, the PHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

I. ORDER OF SELECTION [24 CFR 982.207(e)]

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

Local Preferences

Local preferences will be used to select families from the waiting list.

*The PHA has selected the following system to apply local preferences:

- Local preferences will be numerically ranked, with number 1 being the highest preference, in the following order:
 1. Resident of Union County
 2. Elderly/Disabled
 3. Working/Training
 4. Domestic Violence Victim/Homeless
 5. Income Target

Among Applicants with Equal Preference Status

Among applicants with equal preference status, the waiting list will be organized by **date and time**.

Waiting List Setup

Union

General

Waiting List Key 1 Status Active

Waiting List Section 8

Description Housing Choice Voucher

Agency Township of Union

Contact Bebe B. Cohen

Market Area Union County

TIF Expiration 14 (In Days)

Sorting Method Preference, Date, Time

Disable Position Renumbering ☐ Use Highest Available Income Limit ☐

Sort Singles to Bottom of List ☐ Income Eligibility Limit 30%

Preferences

Code	Label	Rank/Value	Question on Preliminary Application
Targeted	Targeted	10000000	
P1	Income	50	
P2	Homeless/Domestic	4	
P3	Working	3	
P4	Resident	2	
P5	Elderly/Disabled/Vet	1	
P6			
P7			

2017 HDX Competition Report

PIT Count Data for NJ-515 - Elizabeth/Union County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count	513	480
Emergency Shelter Total	327	294
Safe Haven Total	0	0
Transitional Housing Total	124	131
Total Sheltered Count	451	425
Total Unsheltered Count	62	55

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	19	43
Sheltered Count of Chronically Homeless Persons	10	25
Unsheltered Count of Chronically Homeless Persons	9	18

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	92	91
Sheltered Count of Homeless Households with Children	88	89
Unsheltered Count of Homeless Households with Children	4	2

Homeless Veteran PIT Counts

	2011	2016	2017
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	27	7	3
Sheltered Count of Homeless Veterans	19	7	3
Unsheltered Count of Homeless Veterans	8	0	0

2017 HDX Competition Report

HIC Data for NJ-515 - Elizabeth/Union County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	205	21	184	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	139	24	115	100.00%
Rapid Re-Housing (RRH) Beds	194	0	194	100.00%
Permanent Supportive Housing (PSH) Beds	466	0	466	100.00%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	1,004	45	959	100.00%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	30	31

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

Households with Children	2016 HIC	2017 HIC
RRH units available to serve families on the HIC	4	42

2017 HDX Competition Report

HIC Data for NJ-515 - Elizabeth/Union County CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
RRH beds available to serve all populations on the HIC	21	194

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Summary Report for NJ-515 - Elizabeth/Union County CoC

Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	856	925	111	91	-20	59	44	-15
1.2 Persons in ES, SH, and TH	1111	1211	145	121	-24	86	57	-29

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	925	-	123	-	-	52	-
1.2 Persons in ES, SH, and TH	-	1211	-	150	-	-	67	-

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	3	0	0%	0	0%	1	33%	1	33%
Exit was from ES	351	22	6%	11	3%	27	8%	60	17%
Exit was from TH	116	2	2%	1	1%	0	0%	3	3%
Exit was from SH	0	0		0		0		0	
Exit was from PH	271	0	0%	0	0%	3	1%	3	1%
TOTAL Returns to Homelessness	741	24	3%	12	2%	31	4%	67	9%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

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

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	504	513	9
Emergency Shelter Total	290	327	37
Safe Haven Total	3	0	-3
Transitional Housing Total	128	124	-4
Total Sheltered Count	421	451	30
Unsheltered Count	83	62	-21

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	1129	1235	106
Emergency Shelter Total	867	942	75
Safe Haven Total	0	0	0
Transitional Housing Total	281	339	58

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

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

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	253	177	-76
Number of adults with increased earned income	12	11	-1
Percentage of adults who increased earned income	5%	6%	1%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	253	177	-76
Number of adults with increased non-employment cash income	115	94	-21
Percentage of adults who increased non-employment cash income	45%	53%	8%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults (system stayers)	253	177	-76
Number of adults with increased total income	120	100	-20
Percentage of adults who increased total income	47%	56%	9%

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	44	31	-13
Number of adults who exited with increased earned income	6	1	-5
Percentage of adults who increased earned income	14%	3%	-10%

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

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	44	31	-13
Number of adults who exited with increased non-employment cash income	13	16	3
Percentage of adults who increased non-employment cash income	30%	52%	22%

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	44	31	-13
Number of adults who exited with increased total income	18	16	-2
Percentage of adults who increased total income	41%	52%	11%

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

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

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	853	996	143
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	130	199	69
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	723	797	74

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

	Submitted FY 2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1169	1428	259
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	156	225	69
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	1013	1203	190

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in 2016.

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons who exit Street Outreach	117	121	4
Of persons above, those who exited to temporary & some institutional destinations	29	29	0
Of the persons above, those who exited to permanent housing destinations	52	44	-8
% Successful exits	69%	60%	-9%

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	1649	1442	-207
Of the persons above, those who exited to permanent housing destinations	851	824	-27
% Successful exits	52%	57%	6%

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

	Submitted FY 2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	642	626	-16
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	618	615	-3
% Successful exits/retention	96%	98%	2%

2017 HDX Competition Report

FY2016 - SysPM Data Quality

NJ-515 - Elizabeth/Union County CoC

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

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

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

2017 HDX Competition Report

FY2016 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016	2012-2013	2013-2014	2014-2015	2015-2016
1. Number of non-DV Beds on HIC	221	241	245	236	115	130	161	108	336	413	422	598				21				
2. Number of HMIS Beds	221	241	245	236	113	127	122	108	328	409	422	583				21				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	98.26	97.69	75.78	100.00	97.62	99.03	100.00	97.49				100.00				
4. Unduplicated Persons Served (HMIS)	997	1095	948	1046	253	276	269	322	388	380	376	374	598	860	1158	870	98	82	104	146
5. Total Leavers (HMIS)	820	891	770	811	157	171	155	90	39	34	29	53	424	258	1008	622	75	61	69	87
6. Destination of Don't Know, Refused, or Missing (HMIS)	66	93	73	84	0	0	4	2	2	1	0	1	98	35	13	22	13	11	8	15
7. Destination Error Rate (%)	8.05	10.44	9.48	10.36	0.00	0.00	2.58	2.22	5.13	2.94	0.00	1.89	23.11	13.57	1.29	3.54	17.33	18.03	11.59	17.24

2017 HDX Competition Report

Submission and Count Dates for NJ-515 - Elizabeth/Union County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/24/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	4/27/2017	Yes
2017 HIC Count Submittal Date	4/27/2017	Yes
2016 System PM Submittal Date	6/5/2017	Yes