

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

1A-1. CoC Name and Number: NJ-502 - Burlington County CoC

1A-2. Collaborative Applicant Name: Burlington County Office of Human Services

1A-3. CoC Designation: CA

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

1B. Continuum of Care (CoC) Engagement

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:

- 1. participated in CoC meetings;**
- 2. voted, including selecting CoC Board members; and**
- 3. participated in the CoC’s coordinated entry system.**

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	
Law Enforcement	No	No	
Local Jail(s)	Yes	Yes	
Hospital(s)	Yes	Yes	
EMS/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	No	No	
CoC Funded Youth Homeless Organizations	Not Applicable	No	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	

Youth Advocates	Yes	Yes	
School Administrators/Homeless Liaisons	No	No	
CoC Funded Victim Service Providers	Not Applicable	No	No
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	No	No	
Homeless or Formerly Homeless Persons	Yes	Yes	
Mental Illness Advocates	Yes	Yes	
Substance Abuse Advocates	Yes	Yes	
Other:(limit 50 characters)			

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

1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
- 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
- 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
- 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)**

1.The Burlington County CoC hosts mostly CoC meetings that are open to all interested stakeholders and the general public. The agendas for the CoC meetings include opportunity for participants to raise pressing issues in the community related to the homeless service system and growing needs or trends. The CoC attempts to expand the voices around the table by conducting targeted outreach to key stakeholders to secure their input and participation in the CoC planning process. The CoC full membership meetings, subcommittee meetings and governance board meetings are open to the public and include an opportunity for public comment.

2.Information about CoC meetings is disseminated via email. The CoC email list includes all agencies and persons who have attended CoC meetings in the

past, those that have previously requested CoC information and key stakeholders that the membership identify as critical to the planning process. CoC membership also extend the invitation to participate in CoC meetings to community stakeholders they interact with and at other community meetings to expand the input of providers around the table.

3.The CoC gathers public input from general CoC meetings and ad-hoc committee meetings that are created as needs arise. The plans and recommendations developed in the sub-committee meetings are discussed at the full membership meetings and elevated to the governance committee for discussion and action.

4.The CoC sends all meeting notices out by email and shares committee agendas and minutes through electronic formats such as word and PDF.

1B-2. Open Invitation for New Members.

Applicants must describe:

- 1. the invitation process;**
 - 2. how the CoC communicates the invitation process to solicit new members;**
 - 3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
 - 4. how often the CoC solicits new members; and**
 - 5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

1.CoC membership is open to all interested stakeholders. In order to join the CoC, interested persons must attend at least one CoC meeting or sub-committee meeting and submit a request to formally join the full membership committee. Members in good standing must attend one CoC or subcommittee meeting annually.

2.CoC membership information is posted on the CoC website and includes documents in PDF format. Both the website and CoC documents are reviewed periodically to ensure accessibility.

3.Membership requests are accepted on a rolling basis. Individuals and agencies interested in CoC membership may submit their request at any time.

4.The CoC full membership and governance committees as well as other subcommittees routinely review membership and identify key stakeholders not currently participating in the process that should be around the table.

Organizations providing direct service to persons experiencing homelessness are encouraged to inform them about the CoC meetings and assist them in participating in the process.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from**

organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;
2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;
3. the date(s) the CoC publicly announced it was open to proposal;
4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and
5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.
(limit 2,000 characters)

1. The CoC Lead Agency sent out a request for letters of intent from agencies interested in applying for CoC funding for both new and renewal projects. The request identified that programs not previously funded through the CoC process were encouraged to apply. The request was sent via email and posted on the CoC website. All agencies interested in CoC funding were informed to submit their request via email.
2. The CoC Governance committee reviewed all letters of support submitted for new applications and program performance and compliance criteria for renewal projects. New projects were evaluated on agency capacity, low barriers to entry, low barriers to program retention, appropriate service model, participation in coordinated assessment, participation in CoC planning and historical compliance with federal and/or state funding. Renewal projects were evaluated on utilization rates, connection to income and benefits, PH retention, minimal discharge to homelessness, serving eligible clients, compliance with HMIS data collection, sufficient use of program funds and completion of HUD reporting requirements in a timely manner. Projects with scores below 50% were not supported for funding.
3. The local selection process was announced on August 19, 2019 with letters of intent due August 28, 2019. The review committee scored projects on 9/12/19 and notifications went to all applicants on 9/13/19.
4. The request of letters of intent were sent out by email and discussed during local meetings. Additionally information was posted on the CoC website. All materials were provided in PDF, Word and Excel formats.

1C. Continuum of Care (CoC) Coordination

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1C-1. CoCs Coordination, Planning, and Operation of Projects.

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

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)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Not Applicable
Other:(limit 50 characters)	

--	--

1C-2. CoC Consultation with ESG Program Recipients.

Applicants must describe how the CoC:
1. consulted with ESG Program recipients in planning and allocating ESG funds;
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and
3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.
(limit 2,000 characters)

- 1. Burlington County does not receive direct ESG funding. However the State of New Jersey Department of Community Affairs is the ESG recipient covering the CoC region. DCA hosts conference calls and provides an opportunity for community stakeholders to submit written comments related to their funding priorities and anticipated allocations per eligible activities. DCA also requires all applicants for ESG funds to submit a letter of support from the CoC as evidence that the project is in line with local policies and system priorities. The CoC reviews all requests for letters of supports and the committee votes on those requests.
- 2. ESG projects funded through DCA are included in the local evaluation of system performance and are subject to the HMIS data quality reviews conducted locally.
- 3. The Community Development Office, responsible for putting together the Consolidated Plan, currently serves as the CoC Lead Agency and coordinates CoC planning efforts as well as community development planning efforts. In this way, all CoC strategies and information are included in the Consolidated Plan as applicable.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Yes to both

Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Yes

Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

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

Applicants must describe:

- 1. the CoC's protocols, including protocols for coordinated entry and the CoC's emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and**
- 2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality. (limit 2,000 characters)**

1. At program intake, if households identify a domestic violence issue, they are immediately referred to Catholic Charities/Providence House, the primary DV service organization in the region, for a safety assessment. The safety assessment is conducted via phone and is available 24/7 to optimize access. If a safety risk is identified, then the household is enrolled in Providence House. If Providence House does not have availability in their program, the household is referred to DV shelters in neighboring areas, through reciprocal agreements, to ensure household safety. If no safety risk is identified, the household may be served in the general homeless programs in the area. All housing authorities within the region have an emergency transfer plan to all tenants to move should their safety be compromised while in program. The CoC is working with sheltering and permanent housing agencies to develop a coordinated emergency transfer plan for the region.

2. The CoC coordinated entry process is set up as a no-wrong door process. As such, all agencies interacting with persons experiencing homelessness are responsible for completing the assessment and entering information in HMIS. Front line staff at agencies participate in numerous training including serving victims of domestic violence, trauma informed care and safety planning.

1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:

- 1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and**
- 2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence. (limit 2,000 characters)**

1. Providence House, the domestic violence service provider in the region, is an active member of the CoC. They regularly attend CoC and subcommittee meetings. Each CoC meeting includes an agency education and information sharing agenda item. Providence House routinely shares information on serving victims of domestic violence, safety planning and trauma informed care. Additionally, Providence House has affiliation agreements with community agencies and provide safety assessments for those seeking assistance that indicate a domestic violence issue.

2. The Coordinated Assessment process is completed by all community agencies through a no wrong door approach. All agencies ensure staff are properly trained to serve persons experiencing homelessness and often provide and encourage training in trauma informed care, safety planning and serving

DV survivors. The CoC informs all agencies, including those participating in coordinated assessment, about community training opportunities their staff can take advantage of.

1C-3b. Domestic Violence–Community Need Data.

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

Providence House provides monthly reports at CoC meetings. Reports include information on the number of people served, number of people seeking assistance, safety concerns and challenges with housing. All information provided is in aggregate to protect client identification. The CoC also has the ability to pull de-identified, aggregate data from HMIS for those households indicating an experience with DV that were served in general homeless programs. Additionally, the Point-in-Time Count Survey analysis includes review of the characteristics and service needs of DV survivors identified during the count. This information is reviewed annually and provides insight in to the trends of survivors of domestic violence in the region.

***1C-4. PHAs within CoC. Attachments Required.**

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC’s geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
New Jersey Department of Community Affairs	5.10%	Yes-HCV	Yes-HCV

1C-4a. PHAs’ Written Policies on Homeless Admission Preferences.

Applicants must:

- 1. provide the steps the CoC has taken, with the two largest PHAs within the CoC’s geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or**
- 2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)**

1.The NJ Department of Community Affairs is the largest PHA with Housing Choice Vouchers in the region. DCA has implemented a homeless preference and works with a variety of state departments to implement specialized housing programs serving vulnerable populations including a Housing First program

targeting chronically homeless persons, Keeping Families Together program targeting families involved in the child welfare system, and housing programs for homeless veterans.

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

No

1C-5. Protecting Against Discrimination.

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)

The Burlington County CoC has adopted an anti-discrimination policy which prohibits programs from discriminating against any person in accordance with the Fair Housing Act and Equal Access rule. All programs are required to implement policies in accordance with the Fair Housing Act and Equal Access.

***1C-5a. Anti-Discrimination Policy and Training.**

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

***1C-6. Criminalization of Homelessness.**

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area.

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>

3. Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
4. Implemented communitywide plans:	<input checked="" type="checkbox"/>
5. No strategies have been implemented:	<input type="checkbox"/>
6. Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1C-7. Centralized or Coordinated Assessment System. Attachment Required.

Applicants must:

- 1. demonstrate the coordinated entry system covers the entire CoC geographic area;**
- 2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and**
- 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)**

1.The Burlington County Coordinated Assessment process is structured as a no wrong door approach. All agencies serving persons at risk or currently experiencing homelessness have been trained on completing the coordinated assessment and enter the information in HMIS which hosts the Coordinated Assessment waiting list. Agencies participating in coordinated assessment are located throughout the geographic region enabling full coverage of the area. Additionally, community agencies have close contact with local police, hospitals and churches and encourage stakeholders that may encounter persons experiencing homelessness to connect with service providers who can include those persons in the coordinated assessment process.

2.The outreach teams and service providers connect with local churches, community advocates, police and hospitals to inform them of the coordinated assessment process and encourage them to connect people they know who are experiencing homelessness to the service system. Through this process the CoC is able to begin engagement with persons that may not actively seek assistance through the homeless service system

3.The coordinated assessment tool determines vulnerability based on homeless history and barrier to stabilizing housing. The prioritization list organizes households by assessment score, length of time homeless and high use of services. Households with the highest level of barriers demonstrated by the assessment score, longest time homeless and highest use of community services are at the top of the prioritization list and referred to housing first when vacancies arise. All permanent housing providers have access to the prioritization list in HMIS and identify the top prioritized eligible client from the list when vacancies occur. Once a potential client has been identified, they

reach out to the agency who entered the client into the system and begin the process of reviewing eligibility and possible program enrollment.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1D-1. Discharge Planning Coordination.

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

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

1E. Local CoC Competition

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Yes
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

1E-2. Project Review and Ranking–Objective Criteria.

Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

FY2019 CoC Application	Page 15	09/25/2019
------------------------	---------	------------

Applicants must describe:
1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and
2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.
(limit 2,000 characters)

1.The local selection process included a review of project applications for new projects. New project scoring included a review of barriers to program entry (5 points), barriers to program retention (5 points), integration with the coordinated assessment process (5 points), and implementation of appropriate service models (10 points). Projects demonstrating low barriers to entry, minimal criteria for program retention, use of the coordinated assessment process and use of best practice service models specific to vulnerable populations are deemed appropriate for vulnerable populations and receive higher points in the local process. Renewal projects are scored on housing stability rates and low rates of removing clients from the program for non-compliance. Both new and renewal projects demonstrating the capability to serve vulnerable populations successfully receive higher scores in the local selection process.
 2.For renewal programs performance with regards to connecting households to income and benefits is adjusted according to household vulnerability. Participants with SSI are exempt from the review of connection to employment income and increase in employment income.

1E-4. Public Postings–CoC Consolidated Application. Attachment Required.

Applicants must:
1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or
2. check 6 if the CoC did not make public the review and ranking process; and
3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or
4. check 6 if the CoC did not make public the CoC Consolidated Application.

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input type="checkbox"/>	2. Mail	<input type="checkbox"/>
3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>

4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 0%

1E-5a. Reallocation–CoC Review of Performance of Existing Projects.

Applicants must:

- 1. describe the CoC written process for reallocation;**
 - 2. indicate whether the CoC approved the reallocation process;**
 - 3. describe how the CoC communicated to all applicants the reallocation process;**
 - 4. describe how the CoC identified projects that were low performing or for which there is less need; and**
 - 5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.**
- (limit 2,000 characters)**

1.The governing board selects a ranking committee, comprised of up to 7 non-conflicted members. The Ranking Committee reviews all proposal and evaluates project quality, program outcomes, and other areas approved by the Governance committee for program review. The ranking committee determines the amount of funding that will be allocated to each project including potential reallocation of funds from renewal programs to new projects. Recommendations from the Ranking Committee, including possible reallocation, must be reviewed and approved by Governance Board members who do not have a conflict of interest.

2.The reallocation process was approved by the CoC membership by a majority vote and is included in the CoC by-laws.

3.The CoC by-laws include the reallocation process and is available on the CoC website. The local application and scoring tools are posted on the CoC website. The announcement email indicating the start of the local selection process directs all interested applicants to the CoC website to obtain the materials for the applicable selection cycle and to review the selection process.

4.The CoC reviewed project performance for all renewal projects through HMIS data. Performance evaluations included a review of utilization rates, rate of connecting participants to income and benefits, participant stability in permanent housing and rates of terminations for non-compliance and to homeless locations. Program compliance reviews were completed from APRs & CoC spending report review. Compliance reviews include participant eligibility,

HMIS data quality, timely APR submission, & expenditure rates in the last 3 years.
5. Projects with scores below 50% would be reviewed for potential reallocation. The committee takes into account the impact of potential reallocation on current participants and evaluates potential options to improve performance or move tenants on before approving reallocation. No projects were selected for reallocation this year.

DV Bonus

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing: No

Applicant Name	DUNS Number
This list contains no items	

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2A-1. HMIS Vendor Identification. Foothold Technology Inc.

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	265	0	230	86.79%
Safe Haven (SH) beds	27	27	0	0.00%
Transitional Housing (TH) beds	119	0	119	100.00%
Rapid Re-Housing (RRH) beds	123	0	123	100.00%
Permanent Supportive Housing (PSH) beds	137	0	37	27.01%
Other Permanent Housing (OPH) beds	0	0	0	

2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:

**1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.
(limit 2,000 characters)**

- 1.The CoC has a higher rate of HMIS coverage for permanent supportive housing than currently indicated on the Housing Inventory Chart. Due to challenges with completion of the HIC, the PSH coverage rate is inaccurate and should be 100% based on current HMIS data entry
- 2.The CoC will begin the process of reviewing program participation in October and prepare all information to update the HIC accurately in April of 2020.

***2A-3. Longitudinal System Analysis (LSA) Submission.**

Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0. Yes

***2A-4. HIC HDX Submission Date.**

**Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).
(mm/dd/yyyy)** 04/30/2019

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

2B-1. PIT Count Date. 01/22/2019

Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).

2B-2. PIT Count Data–HDX Submission Date. 05/01/2019

Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

2B-3. Sheltered PIT Count–Change in Implementation.

Applicants must describe:

1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and

2. how the changes affected the CoC’s sheltered PIT count results; or
3. state “Not Applicable” if there were no changes.

(limit 2,000 characters)

1. The CoC updated the paper survey used to collect Point in Time Count information to more accurately capture homeless history data. The questions concerning episodes of homelessness and length of time for each of those episodes was adjusted to ensure surveyor we able to capture accurate information. Additionally a new question was added to the beginning of the survey regarding whether a participant had completed the survey already. Due to the changes in the survey, the training for the point in time count was updated to ensure all volunteers and agencies understood the data collection requirements.

2. The update to the homeless history questions enabled the CoC to more accurately capture information about chronically homeless households. The question regarding completion of the survey helped to reduce duplicate surveys being entered to improve the accuracy of the overall count.

***2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

Applicants must select whether the CoC added or removed 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 2019 sheltered PIT count. No

2B-5. Unsheltered PIT Count–Changes in Implementation.

Applicants must describe:

- 1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
 - 2. how the changes affected the CoC’s unsheltered PIT count results; or**
 - 3. state “Not Applicable” if there were no changes.**
- (limit 2,000 characters)**

1. The CoC updated the paper survey used to collect Point in Time Count information to more accurately capture homeless history data. The questions concerning episodes of homelessness and length of time for each of those episodes was adjusted to ensure surveyor we able to capture accurate information. Additionally a new question was added to the beginning of the survey regarding whether a participant had completed the survey already. Due to the changes in the survey, the training for the point in time count was updated to ensure all volunteers and agencies understood the data collection requirements.

2. The update to the homeless history questions enabled the CoC to more accurately capture information about chronically homeless households. The question regarding completion of the survey helped to reduce duplicate surveys being entered to improve the accuracy of the overall count.

***2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

Applicants must:

Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count. Yes

2B-6a. PIT Count–Involving Youth in Implementation.

Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:

- 1. plan the 2019 PIT count;**
 - 2. select locations where youth experiencing homelessness are most likely to be identified; and**
 - 3. involve youth in counting during the 2019 PIT count.**
- (limit 2,000 characters)**

- 1.The CoC includes a comprehensive array of community providers and stakeholders serving persons experiencing homelessness. There are a number of providers serving youth already at the CoC table who participated in the point in time planning process. During the planning process one of the first items the committee covers is a review of providers to include around the table for the planning process. The youth service providers helped identify and conduct outreach to additional community stakeholders serving youth at-risk of or currently experiencing homelessness.
- 2.Youth services providers assisted the committee in identifying locations where homeless youth congregate and led discussions on appropriate engagement techniques.
- 3.The planning committee included participation from formerly homeless youth who helped to educate the committee on the best locations, times of day and engagement techniques to secure participation in the PIT survey from their peers.

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC’s actions implemented in its 2019 PIT count to better count:

- 1. individuals and families experiencing chronic homelessness;**
 - 2. families with children experiencing homelessness; and**
 - 3. Veterans experiencing homelessness.**
- (limit 2,000 characters)**

- 1.The PIT survey was updated to more accurately capture information about homeless history. Additionally, the training included a detailed review of the chronic homeless definition and how to engage and accurately capture information about homeless history and disabling conditions. The PATH team and Code Blue shelters have regular contact with the chronically homeless population and participated in the planning process to help the committee understand where to count and how best to engage chronically homeless persons. These providers also had volunteers administering the survey on the day of the count to collect data about chronically homeless households.
- 2.The PIT planning committee included participation from family shelters and service organizations that frequently encounter homeless families. These providers assisted the committee in thinking through how to best engage families and provided volunteers to administer the survey on the day of the point in time. Many of these stakeholders administered surveys at their locations and they frequently encounter families seeking assistance
- 3.The two SSVF providers in the region, Soldier On and Veterans Multi Service Unit, participated in the planning process and had staff conducting outreach and administering the PIT survey to veterans they encountered. Both organizations utilized their extensive networks with hospitals, police, EMS and other crisis

response stakeholders to spread the word about the PIT and ensure all homeless veterans identified during the PIT were referred to their agencies.

3A. Continuum of Care (CoC) System Performance

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

*3A-1. First Time Homeless as Reported in HDX.

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.
--

1,208

3A-1a. First Time Homeless Risk Factors.

Applicants must:

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

The CoC experienced an 8% decrease in first time homelessness.

1. All programs collect data on previous homeless experience and cause of homelessness at program intake. Additionally, data is collected regarding cause of homelessness through the point in time count survey. Analysis of this data has highlighted some of the risk factors associated with first time homelessness and these include limited income, inadequate mental health and medical care, addiction issues, transportation issues, loss of income and precarious housing situations living with friends and family.

2. Strategies to reduce first-time homelessness include:

- Development of a single point of entry that will include direct screening for

benefits and immediate access to community services that are co-located at the homeless hub. The Hub will be situated in the County Human Services building which currently houses the Welfare offices which screen for benefits as well as the larger County Human Services programs. These offices are a central location frequented by persons experiencing homelessness and will be enhanced by co-locating community services in the same space to reduce client barriers to accessing other resources.

•Through the implementation of the Homeless Hub, the CoC is working to coordinate prevention resources with the goal of having all prevention funds recorded in HMIS in real-time. Through this process, the homeless hub staff can identify which programs have resources to prevent homelessness and make appropriate referrals.

3.The Burlington County Human Services Department, the CoC Lead Agency, and the CoC Governance Board are responsible for implementation of these strategies.

***3A-2. Length of Time Homeless as Reported in HDX.**

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.

227

3A-2a. Strategy to Reduce Length of Time Homeless.

Applicants must:

- 1. describe the CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;**
 - 2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
 - 3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.**
- (limit 2,000 characters)**

1.The Coordinated Assessment prioritizes households with the highest level of vulnerability and longest histories of homelessness for placement in permanent supportive housing. Through this process the CoC is able to target those with the longest histories of homelessness and help them exit to permanent housing. There are 3 Rapid Rehousing programs operating in the CoC which successfully place households in permanent housing helping to prevent them from becoming long term homeless households. The CoC is working to increase the number of permanent housing units connected to the coordinated assessment process to increase the number of people moving to permanent housing. The CoC requires all units built with HOME funds and all projects requiring a letter of support from the CoC as part of the process to secure funding, to set aside units for homeless households and fill those units through the coordinated assessment process.

2.The assessment is done at intake by every agency encountering homeless persons that has access to complete data entry into HMIS. The Assessment tool collects information about homeless history and current homeless status & vulnerabilities. Once the assessment is completed, the household is assigned a

score and placed on the Coordinated Assessment Wait List. The wait list is organized by vulnerability, length of homelessness and high utilization of services. Through this process the CoC can identify households with the longest histories of homelessness. When PH providers have a vacancy, they directly access the list and identify the top prioritized person that meets their eligibility criteria. Once a person has been identified, the PSH provider reaches out to the service providing agency that entered the person on the wait list to begin the process of eligibility review.

3. The Burlington County Human Services Department, the CoC Lead Agency, and the CoC Governance Board are responsible for implementation of these strategies.

***3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	27%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	98%

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Applicants must:

1. describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1. The CoC is working to increase the number of permanent housing opportunities tied to the coordinated assessment process. All projects funded through the County HOME program are required to set aside units for homeless households and must utilize the coordinated assessment list. Any housing project seeking a letter of support from the CoC is required to set aside units for the homeless population and utilize the coordinated assessment wait list to fill

those units. The CoC is developing a Single Point of Entry called the Homeless Hub (the HUB) which will coordinate access to services in one location removing barriers to clients enrolling in services including mainstream benefits.

2.The Burlington County Human Services Department, the CoC Lead Agency, and the CoC Governance Board are responsible for implementation of these strategies.

3.The CoC Governance Committee monitors all CoC funded PSH to ensure an adequate level of supportive services is provided in the project to support participant stability. Additionally the Ranking Committee evaluates program rates of discharge for non-compliance and exits to homeless situations to determine if projects will continue to receive CoC funding. The HUB will enable all homeless persons and formerly homeless persons currently housed to access a variety of support services in one location as a way of helping maintain stability in permanent housing.

4.The Burlington County Human Services Department, the CoC Lead Agency, and the CoC Governance Board are responsible for implementation of these strategies.

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

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	8%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	14%

3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.

Applicants must:

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

- 1.The CoC reviews System Performance measures to evaluate the rate of returns to homelessness in the system.
- 2.The following strategies help reduce returns to homelessness:
 - Rapid ReHousing providers must provide at least 6 months of follow-up after program exit for all participants to help ensure they remain stable in housing. Landlords participating in the program are encouraged to inform RRH providers of any lapses in rent payments so the RRH providers can re-engage the household in services to stabilize them and prevent returns to homelessness.
 - The Coordinated Assessment process helps to identify the level of service households will need to maintain stability in permanent housing. Households identified as highly vulnerable are referred to PSH programs whereas those

households with minimal or mid-level barriers are referred to RRH.
 •The CoC monitors all transitional housing programs to ensure an adequate level of service is provided and case management staff are actively working to connect participants to the appropriate type of housing.
 3.The Burlington County Human Services Department, the CoC Lead Agency, and the CoC Governance Board are responsible for implementation of these strategies.

***3A-5. Cash Income Changes as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	0%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	43%

3A-5a. Increasing Employment Income.

Applicants must:

- 1. describe the CoC's strategy to increase employment income;**
 - 2. describe the CoC's strategy to increase access to employment;**
 - 3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**
 - 4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.**
- (limit 2,000 characters)**

- 1.The CoC works with the Burlington County American Job Center and other partners of the Workforce Development Institute to empower individuals to achieve positive employment income. Rowan College at Burlington County's Workforce development Institute provides education services in coordination employment services offered by Workforce Development. The Workforce Development institute works closely with local and regional businesses to identify skills training areas and in demand fields they can help clients connect with. The Burlington County Office of Career Services also provides additional tools to assist clients with career assessments and choosing career paths and appropriate training programs.
- 2.The CoC provider agencies connect their clients with the Board of Social Services so they can enroll in mainstream benefits according to their eligibility. For those households eligible for TANF and GA, the Board of Social Services connects them to Work First programs which assist them in accessing employment while enrolled in benefits.
- 3.The CoC educates providers about Workforce Development Institute and services they offer to ensure providers are connecting their clients to Workforce Development as appropriate.
- 4.The Burlington County Human Services Department, the CoC Lead Agency,

and the CoC Governance Board are responsible for implementation of these strategies.

3A-5b. Increasing Non-employment Cash Income.

Applicants must:

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

1. The CoC requires all providers to refer clients to the Board of Social Services at program intake to ensure they are enrolled in all the mainstream benefits for which they are eligible. The Board of Social Services is an active member of the CoC and attends monthly meetings. Staff from the Board of Social Services inform CoC members about changes in benefits, new programs and clarify eligibility questions. Additionally, Legacy Behavioral Health assists persons with SSI applications using SOAR in partnership with the Board of Social Services.
2. The CoC encourages all providers of mainstream cash benefits to participate in monthly CoC meetings to educate providers about benefits programs and eligibility requirements. This includes mainstream benefits through TANF & GA, SSI and VA benefits.
3. The Burlington County Human Services Department, the CoC Lead Agency, and the CoC Governance Board are responsible for implementation of these strategies.

3A-5c. Increasing Employment. Attachment Required.

Applicants must describe how the CoC:

- 1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and**
- 2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.**
 (limit 2,000 characters)

3A-5d. Promoting Employment, Volunteerism, and Community Service.

Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC's geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input type="checkbox"/>

3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input type="checkbox"/>

3A-6. System Performance Measures 05/21/2019
Data–HDX Submission Date

Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)

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

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

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

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:

1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;

2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once

assistance ends; and
3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless. (limit 2,000 characters)

- 1.The CoC requires all providers to connect households to the Board of Social Service at program intake to ensure they are enrolled in all mainstream benefits for which they are eligible. For those household eligible for TANF, the Board of Social Services and service providers work in coordination to connect households with apartments. When household identify an apartment, if they are enrolled in Emergency Assistance, the Board of Social Services can provide Temporary Rental Assistance to those households while in their apartment similar to rapid rehousing. For those households not eligible for emergency assistance, they are connected to 1 of 3 rapid rehousing programs in the region. The rapid re-housing provider works to connect the household with an apartment as quickly as possible once enrolled in the program.
- 2.All households connected to service providers in the system complete the coordinated assessment and subsequent service assessments to determine household service needs. Providers are responsible for connecting households to additional services as identified through their individualized service plan. The CoC intends to improve the process of connecting households to appropriate services through the implementation of a single point of entry homeless hub. The Homeless Hub will include all service providers co-located in the County Human Service building making it easier for families to connect to the services they need.
- 3.The Burlington County Human Services Department, the CoC Lead Agency, and the CoC Governance Board are responsible for implementation of these strategies.

3B-1b. Antidiscrimination Policies.

Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or - Insured Housing.

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input checked="" type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input checked="" type="checkbox"/>
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>

3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.

Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	No
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

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

3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:

- 1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and**
 - 2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.**
- (limit 3,000 characters)**

1. In 2018 the CoC established a Youth Homeless Sub-Committee to identify resources for youth and to identify gaps in services. The committee is focused on understanding the full scope of youth homelessness in the region, identify

existing resources for homeless youth and build new programs to support youth in accessing housing and services. The committee has developed a directory of shelter, housing and service resources and proactively shares the directory with school districts, hospitals, youth service agencies, churches, child welfare, juvenile justice, community members and local government that may come into contact with homeless youth.

2.The CoC approved a letter of support for a youth transitional housing project provided by Garden State Homes. The new project will offer 5 units of transitional housing to homeless young men between the ages of 18 and 21. The project will be located near transit and will focus on connecting youth to higher education and employment services to assist them in sustaining housing after exiting the program. Referrals for the project will be taken through coordinated assessment and once in the program the young men will complete the CASEY life skills assessment and develop individual service plans which include a component of connecting participants to community college.

3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.

Applicants must:

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

1.The CoC is working to increase the number of transitional and permanent housing opportunities available to homeless youth in the region. Annually the CoC evaluates the number of letters of support provided to new permanent housing projects that are dedicated to youth and follow up to determine which of these projects receive funding. The CoC also evaluates meeting minutes and participation levels for the Youth Homelessness Subcommittee. The committee is charged with identifying gaps in housing and services and providing recommendations for how to fill those gaps. The CoC annually reviews the recommendations of the Youth Homelessness Subcommittee and identifies opportunities to advance strategies suggested.

2.The CoC evaluates changes in HMIS participation to ensure new projects are entering data on HMIS. The CoC also reviews the coordinated assessment process to ensure new projects are pulling referrals through the coordinated assessment.

3.The CoC is working to ensure a comprehensive planning process through the Youth Homelessness Committee. As such, review of committee membership and meeting minutes will help to expand the services and strategies made available to youth experiencing homelessness. The CoC will review HMIS and coordinated assessment data to ensure all new projects supported by the CoC participate in the coordinated assessment process and assist the CoC in reducing the number of youth experiencing homelessness.

3B-1e. Collaboration–Education Services.

Applicants must describe:

- 1. the formal partnerships with:**
 - a. youth education providers;**
 - b. McKinney-Vento LEA or SEA; and**
 - c. school districts; and**
- 2. how the CoC collaborates with:**
 - a. youth education providers;**
 - b. McKinney-Vento Local LEA or SEA; and**
 - c. school districts.**

(limit 2,000 characters)

- 1.The CoC works closely with multiple youth service providers and planning committees in the region. The Youth Homelessness subcommittee includes participation from youth education providers. The CoC also collaborates with the Burlington County Division of Youth to ensure the needs of homeless youth are included in the planning process of services available in the community.
- 2.The McKinney Vento homeless liaisons in the school participate in period trainings about the homeless service system and resources available to youth and their families when they are at risk or experience homelessness.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.

(limit 2,000 characters)

The CoC works with providers serving families with children under the age of 18 to inform them of the eligible services available in the community. The monthly CoC meetings provide an opportunity for providers to learn about the various education programs in the CoC region. The chair of the Youth Homelessness Sub-committee is an active member of a variety of Children Services planning committees, including the Youth Service Advisory Council, the Children's InterAgency Coordinating Committee, Children's System Review, Juvenile Justice Working Group, Case Processing, Probation subcommittee and the Partnership for Youth Success. Cross agency participation in the CoC and Children Services planning committees help agencies maintain up-to-date information on services available and the process for accessing the services. All CoC agencies are encouraged to connect homeless households with the homeless liaisons in the school to ensure the children in the household have access to the services for which they are eligible.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	No	Yes
Early Head Start	No	Yes
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 years	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC. Yes

3B-2a. VA Coordination–Ending Veterans Homelessness.

Applicants must indicate whether the CoC is actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness. Yes

3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach. Yes

3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:
 1. select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or
 2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input type="checkbox"/>
2. People of different races or ethnicities are less likely to receive homeless assistance.	<input type="checkbox"/>

3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input checked="" type="checkbox"/>
7. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC’s strategy to address any racial disparities identified in its Racial Disparities Assessment:

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input type="checkbox"/>
3. The CoC has identified strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
5. The CoC has identified resources available to reduce disparities in their homeless system.	<input type="checkbox"/>
6: The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

The FY 2019 CoC Application Detailed Instruction can be found at:

<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

4A-1. Healthcare–Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

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

4A-1a. Mainstream Benefits.

Applicants must:

- 1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;**
- 2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;**
- 3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in**

health insurance;
4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and
5. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.
(limit 2,000 characters)

- 1.The Board of Social Services (BSS), the county welfare agency, is part of the CoC Governance committee and attends all full membership CoC meetings. BSS provides updates about changes in mainstream benefits programs and eligibility requirements at monthly CoC meetings.
- 2.The CoC has coordinated training for CoC member agencies regarding mainstream benefit program and their eligibility requirements. All agencies are encouraged to refer clients not yet connected to benefits to BSS for assessment and enrollment. Information regarding the monthly meetings and minutes for those meetings are shared via email to the full CoC mailing list. BSS maintains on its website a list of all documents required to complete the screening and enrollment process as well as pre-screening tools and links to the eligibility screening website NJHelps.
- 3.BSS screens for eligibility in Medicaid and NJ Family Care which provides health insurance coverage for individuals and families. All agencies connect clients to BSS for screening and enrollment in these benefits.
- 4.The CoC Governance committee is responsible for oversight of these procedures.

4A-2. Lowering Barriers to Entry Data:

Applicants must report:

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	0%

4A-3. Street Outreach.

Applicants must:

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

- 1.Legacy Treatment Services PATH (LTS PATH) conducts outreach services through the CoC region. LTS PATH teams conduct outreach in known locations

and with community based service providers to identify unsheltered persons in the community. The CoC also periodically organizes agency volunteers to participate in coordinated outreach efforts with LTS PATH. The coordinated outreach efforts attempt to bring a variety of services to unsheltered persons to improve their chances of engaging and accessing services. The SSVF veterans service providers also conduct regular outreach to identify unsheltered veterans in the community.

2. Through the coordinated efforts of all the outreach teams there is 100% coverage of the geographic region
3. Street outreach takes place Monday – Friday with staff on-call for off-peak hours and weekends.
4. The outreach providers connect with hospitals, police, fire and EMS departments to encourage those stakeholders to refer any unsheltered persons they encounter to available services. Additionally the CoC works closely with the faith based community and code blue shelters to identify and engage unsheltered persons who may engage with community partners outside of the traditional homeless service system.

4A-4. RRH Beds as Reported in HIC.

Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	0	123	123

4A-5. Rehabilitation/Construction Costs–New Projects. No

Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.

4A-6. Projects Serving Homeless under Other Federal Statutes. No

Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.

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
_ FY 2019 CoC Competition Report (HDX Report)	Yes	HDX report	09/22/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference.	No		
1C-4. PHA Administrative Plan Homeless Preference.	No	PHA admin plans -...	09/22/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	Coordinated Asses...	09/22/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	Public Posting - ...	09/22/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	Public Posting - ...	09/22/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	Public Posting - ...	09/22/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	Public Posting - ...	09/22/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes		
3A. Written Agreement with Local Education or Training Organization.	No		
3A. Written Agreement with State or Local Workforce Development Board.	No		
3B-3. Summary of Racial Disparity Assessment.	Yes		
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No		
Other	No		

Other	No		
-------	----	--	--

Attachment Details

Document Description: HDX report

Attachment Details

Document Description:

Attachment Details

Document Description: PHA admin plans - Homeless Preference

Attachment Details

Document Description: Coordinated Assessment Tool

Attachment Details

Document Description: Public Posting - accepted projects

Attachment Details

Document Description: Public Posting - Rejected Projects

Attachment Details

Document Description: Public Posting - 30-Day Deadline

Attachment Details

Document Description: Public Posting - Local Competition
Announcement

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/18/2019
1B. Engagement	09/21/2019
1C. Coordination	09/21/2019
1D. Discharge Planning	No Input Required
1E. Local CoC Competition	09/21/2019
1F. DV Bonus	No Input Required
2A. HMIS Implementation	09/21/2019
2B. PIT Count	09/21/2019
3A. System Performance	Please Complete
3B. Performance and Strategic Planning	09/24/2019
4A. Mainstream Benefits and Additional Policies	09/24/2019
4B. Attachments	Please Complete

FY2019 CoC Application	Page 48	09/25/2019
------------------------	---------	------------

Submission Summary

No Input Required

FY2019 CoC Competition Report (HDX Report)

2019 HDX Competition Report

PIT Count Data for NJ-502 - Burlington County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	926	604	840	518
Emergency Shelter Total	845	508	683	408
Safe Haven Total	0	0	0	0
Transitional Housing Total	68	52	101	87
Total Sheltered Count	913	560	784	495
Total Unsheltered Count	13	44	56	23

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	133	109	81	36
Sheltered Count of Chronically Homeless Persons	133	92	59	36
Unsheltered Count of Chronically Homeless Persons	0	17	22	0

2019 HDX Competition Report

PIT Count Data for NJ-502 - Burlington County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	143	84	110	82
Sheltered Count of Homeless Households with Children	143	84	109	82
Unsheltered Count of Homeless Households with Children	0	0	1	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	14	11	17	22	10
Sheltered Count of Homeless Veterans	12	11	7	17	7
Unsheltered Count of Homeless Veterans	2	0	10	5	3

2019 HDX Competition Report
HIC Data for NJ-502 - Burlington County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	265	0	230	86.79%
Safe Haven (SH) Beds	27	27	0	NA
Transitional Housing (TH) Beds	119	0	119	100.00%
Rapid Re-Housing (RRH) Beds	123	0	123	100.00%
Permanent Supportive Housing (PSH) Beds	137	0	37	27.01%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	671	27	509	79.04%

2019 HDX Competition Report

HIC Data for NJ-502 - Burlington County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	0	0	38	32

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

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC				32

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC				123

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for NJ-502 - Burlington County CoC

Measure 1: Length of Time Persons Remain Homeless

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

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	1580	1478	120	91	-29	47	32	-15
1.2 Persons in ES, SH, and TH	1632	1556	137	120	-17	50	41	-9

b. This measure is based on data element 3.17.

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

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

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	1594	1508	188	199	11	84	92	8
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1646	1586	206	227	21	89	108	19

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

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

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	4	1	25%	0	0%	0	0%	1	25%
Exit was from ES	458	36	8%	32	7%	68	15%	136	30%
Exit was from TH	26	6	23%	0	0%	0	0%	6	23%
Exit was from SH	0	0		0		0		0	
Exit was from PH	62	0	0%	5	8%	5	8%	10	16%
TOTAL Returns to Homelessness	550	43	8%	37	7%	73	13%	153	28%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

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

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	604	840	236
Emergency Shelter Total	508	683	175
Safe Haven Total	0	0	0
Transitional Housing Total	52	101	49
Total Sheltered Count	560	784	224
Unsheltered Count	44	56	12

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	1643	1565	-78
Emergency Shelter Total	1586	1487	-99
Safe Haven Total	0	0	0
Transitional Housing Total	168	247	79

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	64	69	5
Number of adults with increased earned income	0	1	1
Percentage of adults who increased earned income	0%	1%	1%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	64	69	5
Number of adults with increased non-employment cash income	5	31	26
Percentage of adults who increased non-employment cash income	8%	45%	37%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	64	69	5
Number of adults with increased total income	5	31	26
Percentage of adults who increased total income	8%	45%	37%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	6	7	1
Number of adults who exited with increased earned income	1	0	-1
Percentage of adults who increased earned income	17%	0%	-17%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	6	7	1
Number of adults who exited with increased non-employment cash income	1	3	2
Percentage of adults who increased non-employment cash income	17%	43%	26%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	6	7	1
Number of adults who exited with increased total income	2	3	1
Percentage of adults who increased total income	33%	43%	10%

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1430	1334	-96
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.	207	218	11
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	1223	1116	-107

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

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1531	1432	-99
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.	217	224	7
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.)	1314	1208	-106

2019 HDX Competition Report

FY2018 - 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 FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

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

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

	Submitted FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	38	53	15
Of persons above, those who exited to temporary & some institutional destinations	11	14	3
Of the persons above, those who exited to permanent housing destinations	6	18	12
% Successful exits	45%	60%	15%

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

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1320	1272	-48
Of the persons above, those who exited to permanent housing destinations	392	347	-45
% Successful exits	30%	27%	-3%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	133	139	6
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	131	136	5
% Successful exits/retention	98%	98%	0%

2019 HDX Competition Report FY2018 - SysPM Data Quality

NJ-502 - Burlington County CoC

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

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

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

2019 HDX Competition Report FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	504	511	373	255	38	26	44	111	131	79	87	165								
2. Number of HMIS Beds	435	442	202	225	38	26	44	101	131	79	87	142								
3. HMIS Participation Rate from HIC (%)	86.31	86.50	54.16	88.24	100.00	100.00	100.00	90.99	100.00	100.00	100.00	86.06								
4. Unduplicated Persons Served (HMIS)	1690	1531	1612	1510	53	92	168	249	86	81	131	141	528	453	102	123	0	0	0	57
5. Total Leavers (HMIS)	1237	1123	1300	1271	15	23	101	60	5	1	11	11	390	329	83	66	0	0	0	41
6. Destination of Don't Know, Refused, or Missing (HMIS)	303	280	13	0	4	1	6	7	1	0	0	0	11	8	0	0	0	0	0	2
7. Destination Error Rate (%)	24.49	24.93	1.00	0.00	26.67	4.35	5.94	11.67	20.00	0.00	0.00	0.00	2.82	2.43	0.00	0.00				4.88

2019 HDX Competition Report

Submission and Count Dates for NJ-502 - Burlington County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/23/2019	

Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	5/1/2019	Yes
2019 HIC Count Submittal Date	4/30/2019	Yes
2018 System PM Submittal Date	5/21/2019	Yes

1C-4. PHA Administrative Plan Homeless Preference

- New Jersey Department of Community Affairs PHA

Chapter 5

SELECTION OF HOUSEHOLDS FOR PARTICIPATION

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

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

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

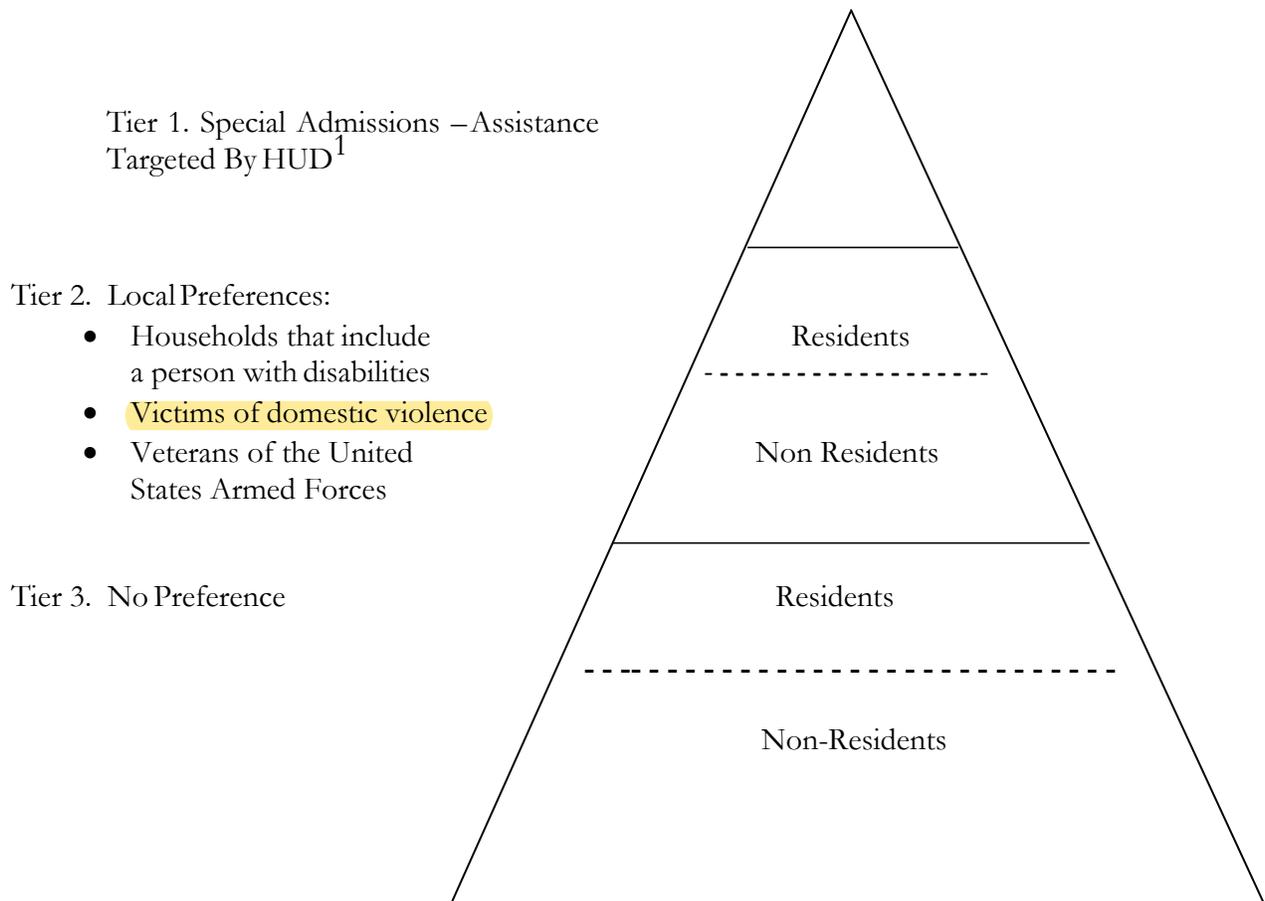
In selecting applicants for participation, the DCA will first offer assistance to Tier I applicants. If there are no Tier I applicants on the jurisdiction's waiting list, assistance is offered to Tier II applicants. If there are no Tier II applicants on the waiting list, assistance is offered to Tier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

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

5.1 Single Member Households

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

ILLUSTRATION OF THE DCA'S APPLICANT SELECTION POLICY



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

EXHIBIT 5.2

Verification Standards for the Local Preferences

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

Households That Include a Person with Disabilities

1. Documentation from the Social Security Administration that a member of the household is a disabled person who is receiving Social Security Disability or Supplemental Security Income benefits; or
2. Certification from a physician, on a Certification of Disability form (Appendix A: EXHIBIT 5-3), that a member of the household is a person with disabilities.

Victims of Domestic Violence

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

1. Is currently living in a housing unit in which a member of the household engages in such violence. The actual or threatened violence must be of a continuing nature and have occurred within the past 120 days; or
2. The applicant has been displaced because of domestic violence and is not currently residing in standard, permanent replacement housing, to avoid the threat of continued abuse.

Veteran of the United States Armed Forces

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

conditions are eligible for veterans' preference. This means you must have been discharged under an honorable or general discharge.

If you are a "retired member of the armed forces" you are not included in the definition of preference eligible unless you are a disabled veteran OR you retired below the rank of major or its equivalent. See veteran definition on page 15.

The surviving spouse of a Veteran who died outside of service is entitled to the same preference as the Veteran, up until they remarry.

VARIATIONS TO THE STANDARD SELECTION POLICY

Mainstream Program and Elderly Disabled (NED)

The Mainstream and NED Programs assist households in which the head of household or spouse is a person with disabilities. The program administers Mainstream Vouchers in Atlantic, Burlington, Cape May, Cumberland, Essex, Gloucester, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, and Union Counties. Mainstream Vouchers combine housing assistance and appropriate supportive services that are provided by local social service agencies. The program assists individuals in gaining access to the supportive services in their community. The person with disabilities, however, is not required to accept the services as a condition of participation in the program.

The DCA will first review its regular Housing Choice Voucher Program waiting list in selecting applicants for admission to the Programs. Households in which the head of household or spouse is a person with disabilities that are included on a county waiting list where the Programs are administered will be offered a voucher. If the waiting list does not include any eligible households, the DCA will perform outreach activities to local social service and non-profit agencies.

1C-7. Centralized or Coordinated Assessment System



Burlington County CoC

COORDINATED ASSESSMENT TOOL SET

Adapted from the National Alliance to End Homelessness assessment

A trained assessment specialist should ask the questions below. *Instructions for the person administering the tool are in italics.* Decisions will have to be made about the degree to which information on the form should be verified by third parties or other data sources.

I. PRE-SCREENING QUESTIONS

1. Are you homeless or do you believe you will become homeless within the next 72 hours?

Yes No

Consult HUD definition: People who are living in a place not meant for human habitation, in emergency shelter (including domestic violence shelter), in transitional housing, or are exiting an institution where they temporarily resided for up to 90 days and were in shelter or a place not meant for human habitation immediately prior to entering that institution. If no to these questions, ask

Are you currently residing in, or trying to leave, an intimate partner who threatens you or makes you fearful? Yes No

If NO to both questions, refer to other prevention-oriented resources and cease administering assessment. If YES to either question, continue with tool. Explain the assessment process – what types of questions you will ask, how long you expect it will take, what the assessment hopes to accomplish (connecting them with resources to help them with their housing crisis). Explain that the tool also helps determine who is most in need of different services.

2. Do you live in [insert the name of your community] right now?

Yes No

If NO, attempt to refer to 2-1-1 or any known resources in their community before continuing. If YES, continue with assessment.

Zip Code of Last Permanent Address: _____

Should be entered into HMIS.

3. Do you want services that are specifically geared to domestic violence survivors OR do you need a confidential location to stay?

Yes No

If YES, follow protocols addressed to people seeking domestic violence services throughout this tool. These protocols include questions to help staff members identify individuals who are in danger, but

may not immediately self-identify as domestic violence survivors. No information about the consumer should be recorded in HMIS. If NO, do not follow DV-specific guidelines. At this point, introduce data confidentiality forms; explain what the documents say and the utility of having information shared through this system. Let consumer sign – if they do, continue data entry into HMIS if possible; if they do not sign, continue filling out paper form (if this is okay with them).

4. Family Size- How many dependents do you have?

- 0 1-3 4+

5. Are you a veteran?

- Yes No

6. Do you require special accessibility accommodations? (ex: for a physical disability)

- Yes No

If yes, please describe: _____

IV. HOUSING PRIORITIZATION TOOL

For each answer, circle the color code or write the number in the score line.

Question(s)	Color Code	Numerical Score
<p>1. Is this the first time you've been homeless in the past five years?</p> <p><input type="checkbox"/> Yes - Go to question 2 <input type="checkbox"/> No - Go to question 3</p> <p><i>Explain definition of homelessness again – use definition from Part I, Question 1.</i></p>		
<p>2. Have you been homeless for more than 90 days?</p> <p><input type="checkbox"/> Yes - Go to question 3 <input type="checkbox"/> No - Circle "Green" & skip to question 4</p>	GREEN	
<p>3. When you were homeless before, did you ever receive temporary assistance to help you move back into housing such as temporary rental assistance, deposits, help with moving costs, etc.?</p> <p><i>This question is intended to identify if the individual or family has received rapid re-housing assistance in the past. This question may also be asked by asking if the person has been served by a rapid re-housing program and then naming the rapid re-housing programs in the county. If YES, ask if they received that kind of assistance once, or if it happened more than once. Check HMIS for a record of the person also and ask "Is it okay if I check our system to see if you've been served before?"</i></p> <p><input type="checkbox"/> Yes, more than once - Circle color code "Red" & skip to question 13. <input type="checkbox"/> Yes, once - Circle color code "Orange" and go to question 4. <input type="checkbox"/> No - Circle color code "Yellow" and go to question 4.</p>	YELLOW ORANGE RED	
<p>4. How many dependents do you have with you in your care? <i>If you already know the answer, don't ask again.</i></p> <p><input type="checkbox"/> 0-3 - Go to question 5. <input type="checkbox"/> 4 or more - Assign a numerical score of "1" and go to question 5.</p>		
<p>5. Are you under 25 years of age with at least one child under the age of 5? <i>If you already know the answer, don't ask again.</i></p> <p><input type="checkbox"/> Yes - Assign a numerical score of "1" and go to question 6. <input type="checkbox"/> No - Go to question 6.</p>		

Question(s)	Color Code	Numerical Score
<p>6. Have you ever been in jail, arrested, or accused of a crime or criminal activity (even if it wasn't true)? <i>If necessary, explain that the presence of a criminal history will not reduce the person's likelihood of receiving assistance.</i> <input type="checkbox"/> Yes - Go to question 7. <input type="checkbox"/> No - Go to question 8.</p>		
<p>7. Does your criminal history include:</p> <p><input type="checkbox"/> Offenses that make it exceedingly difficult to find housing: Arson, Placement on Sex Offender Registry, Production of Crystal Meth - Assign a numerical score of "3" and go to question 8.</p> <p><input type="checkbox"/> Drug offenses or crimes against persons or property? - Assign a numerical score of "2" and go to question 8.</p> <p><input type="checkbox"/> Just a few minor offenses such as moving violations, a DUI, or a misdemeanor? - Assign a numerical score of "1" and go to question 8.</p>		
<p>8. Do you have any evictions? Have you been asked to leave your rental apartment or did the landlord use legal papers to ask you to leave? <i>Explain that the presence of eviction(s) will not reduce the person's likelihood of receiving assistance.</i> <input type="checkbox"/> Yes - Go to question 9. <input type="checkbox"/> No - Skip to question 10.</p>		
<p>9. How many evictions do you have?</p> <p><input type="checkbox"/> One or two? - Assign a numerical score of "1" and go to question 10.</p> <p><input type="checkbox"/> Three or more? - Assign a numerical score of "2" and go to question 10.</p>		
<p>10. Do you have friends or family members who you can stay with for a short period of time, or who can lend you money?</p> <p><input type="checkbox"/> Yes - Assign a numerical score of "-1" and go to question 11.</p> <p><input type="checkbox"/> No - Go to question 11.</p>		
<p>11. Do you have any income from any source right now? Ask targeted questions - refer to earlier answers during Part II well.</p> <p><input type="checkbox"/> Earned income</p> <p><input type="checkbox"/> Unemployment insurance</p> <p><input type="checkbox"/> Supplemental Security Income (SSI)</p> <p><input type="checkbox"/> Social Security Disability Income (SSDI)</p> <p><input type="checkbox"/> VA-Service Connected Disability Compensation</p> <p><input type="checkbox"/> VA non-service-connected disability pension</p> <p><input type="checkbox"/> Private disability insurance</p> <p><input type="checkbox"/> Worker's compensation</p>		

Question(s)	Color Code	Numerical Score
<input type="checkbox"/> Temporary Assistance for Needy Families (TANF) <input type="checkbox"/> General Assistance (GA) <input type="checkbox"/> Retirement Income from Social Security <input type="checkbox"/> Veteran's pension <input type="checkbox"/> Pension from a former job <input type="checkbox"/> Child support <input type="checkbox"/> Alimony or other spousal support <input type="checkbox"/> Other source <input type="checkbox"/> Yes - Go to question 12. <input type="checkbox"/> No - Assign a numerical score of "2" and skip to question 13 <input type="checkbox"/> Don't know or refused Skip to question 13.		
12. What is your monthly income right now? <i>Do not ask out loud - refer to matrix of local area median income (AMI) thresholds.</i> <input type="checkbox"/> Above 30% AMI - Go to question 13. <input type="checkbox"/> Between 16% and 30% AMI - Assign a numerical score of "1" and go to question 13. <input type="checkbox"/> Less than 15% AMI - Assign a numerical score of "2" and go to question 13.		
13. Does your credit history include a judgment for debt to a landlord? <input type="checkbox"/> Yes - Assign a numerical score of "1" and go to question 14. <input type="checkbox"/> No - Go to question 14.		
Do you know your credit score? If so, what is your score? _____ <i>If not, we will provide you with information on how to obtain your score</i>		
14. TOTAL - Enter Circled Color Code (from Questions 2-3) and total ALL numerical scores (from Questions 3-13) and go to Part V.		

FY 2014 HUD Income Limits Summary
[Insert your community's income limits]

Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% AMI								
15% AMI								

V. HOUSING PRIORITIZATION TOOL SCORING

Using the numerical scores and color designation tabulated in question 14 above and find the priority level for each intervention with the charts below. If the box says "None" there is no priority level for this intervention.

Rapid Re-Housing Priority Level			
Color Code	Numerical Score		
	2 or less	3 - 4	5 or more
Green	G	F	D
Yellow	E	C	B
Orange	A	A	A
Red	None	None	None

Rapid Re-Housing Priority Level:

Transitional Housing Priority Level			
Color Code	Numerical Score		
	2 or less	3 - 4	5 or more
Green	H	G	E
Yellow	F	D	C
Orange	B	B	B
Red	A	A	A

Transitional Housing Priority Level:

Permanent Supportive Housing Priority Level			
Color Code	Numerical Score		
	2 or less	3 - 4	5 or more
Green	None	None	None
Yellow	None	None	A
Orange	None	None	A
Red	A	A	A

Note: When an individual's score results in a Permanent Supportive Housing Priority Level recommendation, a person's disability status will be determined and a vulnerability assessment will be completed.

Permanent Supportive Housing Priority Level:

1E-1. Public Posting 15-Day Notification Outside e-snaps - Projects Accepted

Subject: Project notifications
Date: Friday, September 13, 2019 at 5:23:46 PM Eastern Daylight Time
From: Hiros, Jennifer <jhiros@co.burlington.nj.us>
To: Kent Pipes <kentpipes@aol.com>, Kent Pipes (pipeskent@gmail.com) <pipeskent@gmail.com>, Dawne Belfon <dawne@affordablehomesgroup.com>, Kelly, Taiisa <tkelly@monarchhousing.org>
Priority: High
Attachments: Notification Letter THS Renewal.pdf, Notification Letter THS New.pdf

The CoC Executive Committee has completed a review of your project for the FY2019 CoC grant application. Please see the attached document for your final project score.

Very Truly Yours,

Jennifer L Hiros, CPM
Burlington County Housing and Community Development
Division Head
795 Woodlane Road, P.O. Box 6000
Mount Holly, NJ 08060-6000
609-265-5072

The information in this e-mail and any attachment therein is confidential and for use by the addressee only. If you are not the intended recipient, please return the email to the sender and delete it from your computer. Although Burlington County attempts to sweep e-mail attachments for viruses, it does not guarantee that they are virus-free and accepts no liability for any damage sustained as a result of viruses.

Burlington County CoC
FY2019 Project Notification Letter

September 13, 2019

Transitional Housing Services:

The Burlington County Continuum of Care has completed a review of your renewal project information in preparation for the FY2019 Continuum of Care grant application. Project performance and compliance information was reviewed through HMIS, APR data and program spending reports to determine project score and ranking. Based on the review of project data your renewal project has been selected for inclusion in the FY2019 CoC application. Below please find your project score, final ranking and approved budget.

	Max Score	Project Score	
Project Performance Score	32	22	
Project Monitoring Score	35	30	
Total Score	67	52	78%

Project Rank – 3

Approved Budget

Leasing
\$75,881.00

You may begin working on your project application in esnaps. Please complete and submit your project application by September 20, 2019. If there are any questions on completing the application please refer to the detailed instructions released by HUD linked below:

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

Thank you for your work in serving persons experiencing homelessness in Burlington County.

Year Performance was based on: 7/1/18-6/30/19

Permanent Housing Program Performance				
Goals	Required Performance Standards		%	Points Awarded
Project maintains an appropriate utilization rate for the year	At least an 85% utilization average for the year	≥85%=5	100%	5
		70%-84%= 3		
		50%-69%= 1		
Households receive some form of earned or unearned income	54% of households have some form of income	≥54%= 5	100%	5
		40%-53%= 3		
		25%-39%= 1		
Adults that are not enrolled in SSDI/SSI process will have some level of earned income	20% of adults not enrolled will have earned income	≥20%= 5	N/A	
		15%-19%= 3		
		10%-14%= 1		
Households have increased their level of income from project entry to exit (or update)	54% of households have increased their income	≥54%= 3	50%	2
		40%-53%= 2		
		25%-39%= 1		
Households are connected to mainstream non-cash benefits	56% of households are connected to noncash benefits	≥56%= 5	100%	5
		45%-55%= 3		
		35%-44%= 1		
Households obtained mainstream non-cash benefits from project entry to exit (or update)	56% of households obtained noncash benefits	≥56%= 3	N/A	
		45%-55%= 2		
		35%-44%= 1		
Households remain in or are being discharged to a permanent destination	80% of households remain/discharged to permanent housing	≥80%= 5	74%	1
		75%-79%= 3		
		70%-74%= 1		
Households being discharged from projects due to noncompliance or a disagreement with the project rules or persons	Less than 10% of households are discharged due to negative causes	<10%= 4	0%	4
		10%-15%= 2		
Households being discharged are not discharged to another transitional housing project, emergency shelter or place not meant for habitation	Less than 10% of households are discharged to identified locations	<10%= 5	100%	0
		10%-15%= 3		
		15%-20%= 1		
			Total Score	22
			Total Possible	32

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

Agency Name: Transitional Housing Services

Project Name: Alden Ave./Federal St Project

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

HMIS COMPLIANCE (8 possible points)	Yes	No	N/A	Score
1. Does the project's HMIS data have less than 10% of responses for Universal Data Elements listed as "don't know" or "refused"?	X			8
2. Does the project's HMIS data have less than 10% of responses for Universal Data Elements as null or missing values?	X			
4. Does the project input the required annual updates within the 60 day window?	X			
Notes:				

FINANCIAL REVIEW (12 possible points)	Yes	No	N/A	Score
1. Is the project sufficiently utilizing the funds awarded?	x			12
4. Is the adequate match being provided by the project for all funds requested?	x			
Notes:				

PROJECT ADMINISTRATION (6 points)	Yes	No	N/A	Score
1. Did the project submit the most recent Annual Performance Report to HUD within the 90 day window?	x			1
3. Does the project have any outstanding audit/monitoring findings with HUD?	x			
Notes: Project monitored by HUD however audit findings were not shared with review committee.				

Total Score: 30

Additional Notes/Comments:

Completed by: _____

Date completed: _____

Subject: Project notifications
Date: Friday, September 13, 2019 at 5:27:43 PM Eastern Daylight Time
From: Hiros, Jennifer <jhiros@co.burlington.nj.us>
To: Maureen Fahey <mfahey@cctrenton.org>, Francis, Elfrieda <efrancis@co.burlington.nj.us>, Kelly, Taiisa <tkelly@monarchhousing.org>
CC: Simpson, Shirla <ssimpson@co.burlington.nj.us>
Priority: High
Attachments: Notification Letter DCA Renewal.pdf

The CoC Executive Committee has completed a review of your project for the FY2019 CoC grant application. Please see the attached document for your final project score.

Very Truly Yours,

Jennifer L Hiros, CPM
Burlington County Housing and Community Development
Division Head
795 Woodlane Road, P.O. Box 6000
Mount Holly, NJ 08060-6000
609-265-5072

The information in this e-mail and any attachment therein is confidential and for use by the addressee only. If you are not the intended recipient, please return the email to the sender and delete it from your computer. Although Burlington County attempts to sweep e-mail attachments for viruses, it does not guarantee that they are virus-free and accepts no liability for any damage sustained as a result of viruses.

Burlington County CoC
FY2019 Project Notification Letter

September 13, 2019

NJ Department of Community Affairs:

The Burlington County Continuum of Care has completed a review of your renewal project information in preparation for the FY2019 Continuum of Care grant application. Project performance and compliance information was reviewed through HMIS, APR data and program spending reports to determine project score and ranking. Based on the review of project data your renewal project has been selected for inclusion in the FY2019 CoC application. Below please find your project score, final ranking and approved budget.

	Max Score	Project Score	
Project Performance Score	23	17	
Project Monitoring Score	35	29.3	
Total Score	58	46.3	80%

Project Rank – 1

Approved Budget

Rental Assistance	Admin	Total
\$81,144.00	\$2,587.00	\$83,731.00

You may begin working on your project application in esnaps. Please complete and submit your project application by September 20, 2019. If there are any questions on completing the application please refer to the detailed instructions released by HUD linked below:

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

Thank you for your work in serving persons experiencing homelessness in Burlington County.

Year Performance was based on: 7/1/18-6/30/19

Permanent Housing Program Performance				
Goals	Required Performance Standards		%	Points Awarded
Project maintains an appropriate utilization rate for the year	At least an 85% utilization average for the year	≥85%=5	87%	5
		70%-84%= 3		
		50%-69%= 1		
Households receive some form of earned or unearned income	54% of households have some form of income	≥54%= 5	0%	0
		40%-53%= 3		
		25%-39%= 1		
Adults that are not enrolled in SSDI/SSI process will have some level of earned income	20% of adults not enrolled will have earned income	≥20%= 5	N/A	0
		15%-19%= 3		
		10%-14%= 1		
Households have increased their level of income from project entry to exit (or update)	54% of households have increased their income	≥54%= 3	43%	2
		40%-53%= 2		
		25%-39%= 1		
Households are connected to mainstream non-cash benefits	56% of households are connected to noncash benefits	≥56%= 5	100%	5
		45%-55%= 3		
		35%-44%= 1		
Households obtained mainstream non-cash benefits from project entry to exit (or update)	56% of households obtained noncash benefits	≥56%= 3	N/A	0
		45%-55%= 2		
		35%-44%= 1		
Households remain in or are being discharged to a permanent destination	80% of households remain/discharged to permanent housing	≥80%= 5	100%	5
		75%-79%= 3		
		70%-74%= 1		
Households being discharged from projects due to noncompliance or a disagreement with the project rules or persons	Less than 10% of households are discharged due to negative causes	<10%= 4	N/A	0
		10%-15%= 2		
Households being discharged are not discharged to another transitional housing project, emergency shelter or place not meant for habitation	Less than 10% of households are discharged to identified locations	<10%= 5	N/A	0
		10%-15%= 3		
		15%-20%= 1		
			Total Score	17
			Total Possible	23

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

Agency Name: NJ Department of Community Affairs

Project Name: 3AC Permanent Housing

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

HMIS COMPLIANCE (8 possible points)	Yes	No	N/A	Score
1. Does the project's HMIS data have less than 10% of responses for Universal Data Elements listed as "don't know" or "refused"?	X			5.3
2. Does the project's HMIS data have less than 10% of responses for Universal Data Elements as null or missing values?	x			
4. Does the project input the required annual updates within the 60 day window?		X		
Notes: 7 clients did not have annual assessment completed within the appropriate timeframe				

FINANCIAL REVIEW (12 possible points)	Yes	No	N/A	Score
1. Is the project sufficiently utilizing the funds awarded?		x		9
4. Is the adequate match being provided by the project for all funds requested?	x			
Notes: An average of 20% of project funds returned to HUD over the last 3 years				

PROJECT ADMINISTRATION (6 points)	Yes	No	N/A	Score
1. Did the project submit the most recent Annual Performance Report to HUD within the 90 day window?	x			6
3. Does the project have any outstanding audit/monitoring findings with HUD?		x		
Notes:				

Total Score: 29.3

Additional Notes/Comments:

Completed by: _____

Date completed: _____

Subject: Project notifications
Date: Friday, September 13, 2019 at 5:30:58 PM Eastern Daylight Time
From: Hiros, Jennifer <jhiros@co.burlington.nj.us>
To: Jennifer Gazafi <JGazafi@legacytreatment.org>, Kelly, Taiisa <tkelly@monarchhousing.org>
Priority: High
Attachments: Notification Letter LTS Renewal.pdf

The CoC Executive Committee has completed a review of your project for the FY2019 CoC grant application. Please see the attached document for your final project score.

Very Truly Yours,

Jennifer L Hiros, CPM
Burlington County Housing and Community Development
Division Head
795 Woodlane Road, P.O. Box 6000
Mount Holly, NJ 08060-6000
609-265-5072

The information in this e-mail and any attachment therein is confidential and for use by the addressee only. If you are not the intended recipient, please return the email to the sender and delete it from your computer. Although Burlington County attempts to sweep e-mail attachments for viruses, it does not guarantee that they are virus-free and accepts no liability for any damage sustained as a result of viruses.

Burlington County CoC
FY2019 Project Notification Letter

September 13, 2019

Legacy Treatment Services:

The Burlington County Continuum of Care has completed a review of your renewal project information in preparation for the FY2019 Continuum of Care grant application. Project performance and compliance information was reviewed through HMIS, APR data and program spending reports to determine project score and ranking. Based on the review of project data your renewal project has been selected for inclusion in the FY2019 CoC application. Below please find your project score, final ranking and approved budget.

	Max Score	Project Score	
Project Performance Score	31	21	
Project Monitoring Score	35	30.5	
Total Score	66	51.5	78%

Project Rank – 2

Approved Budget

Leasing	Admin	Total
\$341,541.00	\$3,070	\$344,611

You may begin working on your project application in esnaps. Please complete and submit your project application by September 20, 2019. If there are any questions on completing the application please refer to the detailed instructions released by HUD linked below:

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

Thank you for your work in serving persons experiencing homelessness in Burlington County.

Year Performance was based on: 7/1/18-6/30/19

Permanent Housing Program Performance				
Goals	Required Performance Standards		%	Points Awarded
Project maintains an appropriate utilization rate for the year	At least an 85% utilization average for the year	≥85%=5	103%	5
		70%-84%= 3		
		50%-69%= 1		
Households receive some form of earned or unearned income	54% of households have some form of income	≥54%= 5	0%	0
		40%-53%= 3		
		25%-39%= 1		
Adults that are not enrolled in SSDI/SSI process will have some level of earned income	20% of adults not enrolled will have earned income	≥20%= 5	0%	0
		15%-19%= 3		
		10%-14%= 1		
Households have increased their level of income from project entry to exit (or update)	54% of households have increased their income	≥54%= 3	79%	3
		40%-53%= 2		
		25%-39%= 1		
Households are connected to mainstream non-cash benefits	56% of households are connected to noncash benefits	≥56%= 5	100%	5
		45%-55%= 3		
		35%-44%= 1		
Households obtained mainstream non-cash benefits from project entry to exit (or update)	56% of households obtained noncash benefits	≥56%= 3	100%	3
		45%-55%= 2		
		35%-44%= 1		
Households remain in or are being discharged to a permanent destination	80% of households remain/discharged to permanent housing	≥80%= 5	100%	5
		75%-79%= 3		
		70%-74%= 1		
Households being discharged from projects due to noncompliance or a disagreement with the project rules or persons	Less than 10% of households are discharged due to negative causes	<10%= 4	N/A	
		10%-15%= 2		
Households being discharged are not discharged to another transitional housing project, emergency shelter or place not meant for habitation	Less than 10% of households are discharged to identified locations	<10%= 5	N/A	
		10%-15%= 3		
		15%-20%= 1		
			Total Score	21
			Total Possible	31

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

Agency Name: Legacy Treatment Services

Project Name: Permanent Supportive Housing for SM

CLIENT REVIEW (9 possible points)	Yes	No	N/A	Score
1. Are clients eligible based on homeless status?		X*		5.5
2. Are clients eligible based on disabling conditions?	X			
3. Do the clients served in the project match the subpopulations the project has applied for?		X**		
Notes: * 9 of the 29 units filled with clients coming from locations other than homeless locations **All units dedicated to chronically homeless but only 10 units filled with chronically homeless households				

HMIS COMPLIANCE (8 possible points)	Yes	No	N/A	Score
1. Does the project's HMIS data have less than 10% of responses for Universal Data Elements listed as "don't know" or "refused"?	X			8
2. Does the project's HMIS data have less than 10% of responses for Universal Data Elements as null or missing values?	X			
4. Does the project input the required annual updates within the 60 day window?	X			
Notes:				

FINANCIAL REVIEW (12 possible points)	Yes	No	N/A	Score
1. Is the project sufficiently utilizing the funds awarded?	x			12
4. Is the adequate match being provided by the project for all funds requested?	x			
Notes:				

PROJECT ADMINISTRATION (6 points)	Yes	No	N/A	Score
1. Did the project submit the most recent Annual Performance Report to HUD within the 90 day window?		x		5
3. Does the project have any outstanding audit/monitoring findings with HUD?		x		
Notes: APR due by 1/31/19 however submitted 2/14/19				

Total Score: 30.5

Additional Notes/Comments:

Completed by: _____

Date completed: _____

1E-1 Public Posting - 15-Day Notification Outside e-snaps -
Projects Reduced or Rejected

Subject: Project notifications
Date: Friday, September 13, 2019 at 5:23:46 PM Eastern Daylight Time
From: Hiros, Jennifer <jhiros@co.burlington.nj.us>
To: Kent Pipes <kentpipes@aol.com>, Kent Pipes (pipeskent@gmail.com) <pipeskent@gmail.com>, Dawne Belfon <dawne@affordablehomesgroup.com>, Kelly, Taiisa <tkelly@monarchhousing.org>
Priority: High
Attachments: Notification Letter THS Renewal.pdf, Notification Letter THS New.pdf

The CoC Executive Committee has completed a review of your project for the FY2019 CoC grant application. Please see the attached document for your final project score.

Very Truly Yours,

Jennifer L Hiros, CPM
Burlington County Housing and Community Development
Division Head
795 Woodlane Road, P.O. Box 6000
Mount Holly, NJ 08060-6000
609-265-5072

The information in this e-mail and any attachment therein is confidential and for use by the addressee only. If you are not the intended recipient, please return the email to the sender and delete it from your computer. Although Burlington County attempts to sweep e-mail attachments for viruses, it does not guarantee that they are virus-free and accepts no liability for any damage sustained as a result of viruses.

Burlington County CoC
FY2019 Project Notification Letter

September 13, 2019

Transitional Housing Services:

The Burlington County Continuum of Care has completed a review of your new project letter of intent seeking funding through the FY2019 Domestic Violence Bonus. After careful consideration of the project information submitted the committee has determined your project will not be supported for funding and will not be included in the FY2019 Continuum of Care process. Please see below for the total project score and primary criteria impacting project score.

	Max Score	Project Score	
Total Score	60	20	33%

The following criteria impacted project scoring:

- The project application did not adequately identify capacity to fully implement the program or identify proposed staffing
- The project application did not adequately discuss proposed services to be offered to program participants relevant to their unique needs as survivors of domestic violence
- The project application did not adequately discuss how the project will ensure client safety
- The project application did not adequately identify how participants for the program will be targeted and engaged. While the application made reference to coordination with one DV provider in the community, it did not address how the project would be accessible to other DV survivors not connected to services thus limiting program accessibility and creating barriers to program entry
- The project application did not adequately discuss services to be offered and how the project will work to retain program participants and stabilize them in housing
- The project application did not accurately describe the agency's experience with other federal programs (including HUD funding) and did not include information regarding a recent HUD monitoring.

Given the low project score and insufficiencies in the project application, the Committee has determined this project will not be funded in the FY2019 CoC application process. Should you wish to appeal the decision of the committee a formal letter must be submitted in writing within 3 business days to Jennifer Hiros jhiros@co.burlington.nj.us. While we are not able to support this application for funding, we thank you for your continued services in assisting persons experiencing homelessness in Burlington County.

1E-1. Public Posting - 30-Day Local Competition Deadline

Subject: FW: Local Selection Process - Letter of intent request
Date: Thursday, September 19, 2019 at 5:23:21 PM Eastern Daylight Time
From: Hiros, Jennifer <jhiros@co.burlington.nj.us>
To: Kelly, Taiisa <tkelly@monarchhousing.org>
Attachments: Burlington CoC Letter of Intent Request.docx, FY2019 Budget Worksheet.xlsx

This was the email that went out and everyone that it went to. See below.

Carol Clark <exhalewomensfellowship@gmail.com>; Casey McCollum VA Homeless PRG <Casy.McCollum@va.gov>; Charles SanFilippo (Charles.SanFilippo@bcbss.org); Christine Kirkbride <ckirkbride@legacytreatment.org>; Cynthia Davis Extended Hand <davis_cyn622@yahoo.com>; Cynthia Gonzalez <cgonzalez@njhmf.state.nj.us>; David with Soltice <david@solsticecares.com>; Dawne Belfone People First <dawne@affordablehomesgroup.com>; Deborah Pedrick <Deborah.Pedrick@bcbss.org>; DFD <Tameko.Perry@dhs.state.nj.us>; DHS <Michelle.Lowe@dhs.state.nj.us>; Dick Higginbotham <dick7798@verizon.net>; Donald Price Quest Tabernacle Church <price.donald@yahoo.com>; Donna Providence House Rep <dlonguillo@cctrenton.org>; Donna Rook <Donna.Rook@DHS.state.nj.us>; Dr James Kraft <drjhkraft@earthlink.net>; Food Bank <khill@foodbanksj.org>; Frank Obrien <frankobrien19@comcast.net>; Harvey, Lea <lharvey@co.burlington.nj.us>; Hortense caporella <hcaporella@gmail.com>; J Hennessy <jhennessy@cctrenton.org>; James McCullough <jmccullough@co.burlington.nj.us>; Jane Flanagan RN Home Watch <mjcflanagan@gmail.com>; Jean Skinker Impact Ministries <admin@impactsj.org>; Joanne Good Counsel Homes <joann_dinoia@goodcounselhomes.org>; Jose Bracero <jbracero@wesoldieron.org>; Josephine Moreland <Josephine.Moreland@dhs.state.nj.us>; Kent Pipes <kentpipes@aol.com>; Kim Wallace Gilmore Robins Nest <Kwallace@robinsnestinc.org>; Kristen Tahaney <kristen.tahaney@rhd.org>; Kristi Paulson Moorestown Visiting Nurses <k.paulson@moorestownvna.org>; Lila Myers <Lila.Myers@bcbss.org>; Linda Horner <lhorner@co.burlington.nj.us>; Liz Bowker <liz.bowker@yahoo.com>; Louise Bateman Crossroads <louise@crossroadsprograms.org>; Luis <Ldelucia@gardenstatehome.org>; M Harding <mharding@wesoldieron.org>; Madelyn Mears Sheldon <churchladybms@aol.com>; Matt Reilly <mreilly@mendinc.org>; Maureen Fahey <mfahey@cctrenton.org>; Meghan Tyler <Mtyler@stclaresservices.org>; Melissa Brown DHS <Melissa.Brown@dhs.state.nj.us>; Michael Pente <mpente@legacytreatment.org>; Mike Extended Hand <demieryn@gmail.com>; Moore, Pamela <pmoore@cctrenton.org>; Ms Lorretta R <mrslarobinson@gmail.com>; Nina Longer Camden County Edu <nlonger@camdenesc.org>; Pastor Darlene Trappier <beaconofhopei@yahoo.com>; Pastor Sharon <andgautier@gmail.com>; pat lasusky <IHNBC@aol.com>; Pemberton Library <lbowden@bcls.lib.nj.us>; Rev Norman Solomon <ns88@comcast.net>; Rhonda Seaborn Rowan at RCBC <rseaborn@rcbc.edu>; richard ferreira <rferreira@cctrenton.org>; Richard Gober (richardgober@comcast.net); RMorgan@co.burlington.nj.us; Rosy Library System <rwagner@bcls.lib.nj.us>; Roverton BCCAP Housing Director <Roverton@bccap.org>; Ryan McGoldrick SSVF Program Mnger <Ryan.mcgoldrick@vmcenter.org>; Ryan, Cathy <cryan@co.burlington.nj.us>; Sandra Dickinson <sandra.dickinson@va.gov>; Sgt Linda Chieffalo (chieffalo@wtpd.us); Smith, John <jsmith@co.burlington.nj.us>; Soldier on member <therrman@wesoldieron.org>; St Claires <rrobinson@stclaresservices.org>; Stalene Pryce State Rep <spryce@dhs.state.nj.us>; Stephanie Bittner Consumer Credit <sbittner@cccsdv.org>; Ted Allen Crossroads <tallen@crossroadsprograms.org>; Tinak Mikes Soldier On <tmikes@wesoldieron.org>; Vanessa Coquillo at Drenk (vcoquillo@legacytreatment.org); Vivienne Stewart Oaks Intergrated Care <Vivienne.Stewart@oaksintcare.org>; Wendy Hill (wendie.hill@twinoakscs.org); West, Kelly <kwest@co.burlington.nj.us>

Jennifer L Hiros, CPM

Burlington County Housing and Community Development
Division Head
795 Woodlane Road, P.O. Box 6000
Mount Holly, NJ 08060-6000
609-265-5072

From: Hiros, Jennifer
Sent: Monday, August 19, 2019 2:11 PM
Subject: FW: Local Selection Process - Letter of intent request

Dear CoC Members,

As part of the CoC process this year, Burlington County has \$504,223 for renewal projects, \$25,211 for bonus and \$50,000 for DV bonus.

Attached please find a letter of intent for any project interested in new funding through the CoC. The letter of intent is to be complete with a deadline of Friday, August 30th. Please send the letter to jhiros@co.burlington.nj.us or to Taiisa Kelly at tkelly@monarchhousing.org. Renewal projects will be required to submit information regarding any HUD audits that have been completed in the last two years for the monitoring process (if applicable). Most, if not all, of the monitoring information, can be pulled directly from HMIS and SageHMIS. Thank you.

Jennifer L Hiros, CPM
Burlington County Housing and Community Development
Division Head
795 Woodlane Road, P.O. Box 6000
Mount Holly, NJ 08060-6000
609-265-5072

The information in this e-mail and any attachment therein is confidential and for use by the addressee only. If you are not the intended recipient, please return the email to the sender and delete it from your computer. Although Burlington County attempts to sweep e-mail attachments for viruses, it does not guarantee that they are virus-free and accepts no liability for any damage sustained as a result of viruses.

[Home](#) › [Departments](#) › [Human Services](#) › [Community Development & Housing](#) › Continuum of Care (CoC)

CONTINUUM OF CARE (COC)

The Burlington County Continuum of Care, hereafter referred to as “CoC”, through community-wide strategic planning, data collection and analysis, project and program performance evaluation, community capacity-building, and resource development, shall design and implement comprehensive strategies for the response to, reduction in and hopeful elimination of homelessness in our community.

- [2019 CoC Letter of Intent Request \(PDF\)](#)
- [FY2019 Budget Worksheet](#)
- [Desk Monitoring Tool FY2019 \(PDF\)](#)
- [Performance Scoring tool 2019 \(PDF\)](#)
- [10 Year Plan to End Homelessness \(PDF\)](#)
- [2017 HUD COC Scoring Rubric \(PDF\)](#)
- [2018 HDX Competition Report \(PDF\)](#)
- [2018 HUD COC Objective Criteria Rank and Review \(PDF\)](#)
- [2018 Ranked and Scored Rubric \(PDF\)](#)
- [Certification of Consistency with Consolidated Plan \(PDF\)](#)

Burlington County Continuum of Care FY2019 Letter of Intent

FY2019 Letter of Intent general specifications:

- The Burlington County Continuum of Care is accepting Letters of Intent for agencies seeking new or renewal Continuum of Care funding for any of the following program types: permanent housing, HMIS and support service only programs. While letters of intent will be accepted for all program types, funding decisions will be based on the project evaluation criteria, performance standards, local monitoring findings, as well as any restrictions placed on funding by HUD in the FY2019 NOFA.
- Completed Letters of Intent should be submitted by **August 30, 2019** via email to Jennifer Hiros at JHiros@co.burlington.nj.us and Taiisa Kelly at tkelly@monarchhousing.org.
- **Late submissions will receive an automatic deduction of 5 points from the total application score**
- The Review Committee, which will be made up of entities not applying for FY2019 funding, will review the Letters of Intent and will determine the ranking of the projects based on the factors mentioned above.
- All agencies that submit a Letter of Intent should be prepared to provide additional information or make a brief presentation to the Review Committee if the Committee feels there is not enough information to make a ranking determination.
- All agencies interested in serving people experiencing homelessness are encouraged to apply. No prior experience in operating CoC funded programs required. All agencies, those not previously funded as well as those previously funded are encouraged to apply.
- The Burlington County Continuum of Care has a total renewal demand of **\$504,223**. There is an additional **\$25,211** potentially available through Bonus funding and **\$50,000** available through the DV Bonus. New projects may be funded through a combination of bonus funding and reallocation from renewal projects. Funding levels for new and renewal projects will be determined by the review committee based on project scores and spending history.
- Renewal Project evaluation will include a review of spending history, program performance as identified in HMIS and local monitoring findings. Special consideration will be given to project proposals that provide safety, housing assistance and services to serve vulnerable survivors of domestic violence and victims of other forms of violence as defined by HUD in Category 4 of the homeless definition.

FY2019 New Funding Letter of Intent specifications:

- The Burlington County Continuum of Care will consider applications for new projects. The Review Committee will determine funding levels for new projects awarded funding based on Reallocation from renewal projects and/or Bonus funding available through the FY2019 NOFA.
- Requests for this funding can be for the following project types:

1E-1 Public Posting - Local Competition Announcement

Subject: FW: Local Selection Process - Letter of intent request
Date: Thursday, September 19, 2019 at 5:23:21 PM Eastern Daylight Time
From: Hiros, Jennifer <jhiros@co.burlington.nj.us>
To: Kelly, Taiisa <tkelly@monarchhousing.org>
Attachments: Burlington CoC Letter of Intent Request.docx, FY2019 Budget Worksheet.xlsx

This was the email that went out and everyone that it went to. See below.

Carol Clark <exhalewomensfellowship@gmail.com>; Casey McCollum VA Homeless PRG <Casy.McCollum@va.gov>; Charles SanFilippo (Charles.SanFilippo@bcbss.org); Christine Kirkbride <ckirkbride@legacytreatment.org>; Cynthia Davis Extended Hand <davis_cyn622@yahoo.com>; Cynthia Gonzalez <cgonzalez@njhmf.state.nj.us>; David with Soltice <david@solsticecares.com>; Dawne Belfone People First <dawne@affordablehomesgroup.com>; Deborah Pedrick <Deborah.Pedrick@bcbss.org>; DFD <Tameko.Perry@dhs.state.nj.us>; DHS <Michelle.Lowe@dhs.state.nj.us>; Dick Higginbotham <dick7798@verizon.net>; Donald Price Quest Tabernacle Church <price.donald@yahoo.com>; Donna Providence House Rep <dlonguillo@cctrenton.org>; Donna Rook <Donna.Rook@DHS.state.nj.us>; Dr James Kraft <drjhkraft@earthlink.net>; Food Bank <khill@foodbanksj.org>; Frank Obrien <frankobrien19@comcast.net>; Harvey, Lea <lharvey@co.burlington.nj.us>; Hortense caporella <hcaporella@gmail.com>; J Hennessy <jhennessy@cctrenton.org>; James McCullough <jmccullough@co.burlington.nj.us>; Jane Flanagan RN Home Watch <mjcflanagan@gmail.com>; Jean Skinker Impact Ministries <admin@impactsj.org>; Joanne Good Counsel Homes <joann_dinoia@goodcounselhomes.org>; Jose Bracero <jbracero@wesoldieron.org>; Josephine Moreland <Josephine.Moreland@dhs.state.nj.us>; Kent Pipes <kentpipes@aol.com>; Kim Wallace Gilmore Robins Nest <Kwallace@robinsnestinc.org>; Kristen Tahaney <kristen.tahaney@rhd.org>; Kristi Paulson Moorestown Visiting Nurses <k.paulson@moorestownvna.org>; Lila Myers <Lila.Myers@bcbss.org>; Linda Horner <lhorner@co.burlington.nj.us>; Liz Bowker <liz.bowker@yahoo.com>; Louise Bateman Crossroads <louise@crossroadsprograms.org>; Luis <Ldelucia@gardenstatehome.org>; M Harding <mharding@wesoldieron.org>; Madelyn Mears Sheldon <churchladybms@aol.com>; Matt Reilly <mreilly@mendinc.org>; Maureen Fahey <mfahey@cctrenton.org>; Meghan Tyler <Mtyler@stclaresservices.org>; Melissa Brown DHS <Melissa.Brown@dhs.state.nj.us>; Michael Pente <mpente@legacytreatment.org>; Mike Extended Hand <demieryn@gmail.com>; Moore, Pamela <pmoore@cctrenton.org>; Ms Lorretta R <mrslarobinson@gmail.com>; Nina Longer Camden County Edu <nlonger@camdenesc.org>; Pastor Darlene Trappier <beaconofhopei@yahoo.com>; Pastor Sharon <andgautier@gmail.com>; pat lasusky <IHNBC@aol.com>; Pemberton Library <lbowden@bcls.lib.nj.us>; Rev Norman Solomon <ns88@comcast.net>; Rhonda Seaborn Rowan at RCBC <rseaborn@rcbc.edu>; richard ferreira <rferreira@cctrenton.org>; Richard Gober (richardgober@comcast.net); RMorgan@co.burlington.nj.us; Rosy Library System <rwagner@bcls.lib.nj.us>; Roverton BCCAP Housing Director <Roverton@bccap.org>; Ryan McGoldrick SSVF Program Mnger <Ryan.mcgoldrick@vmcenter.org>; Ryan, Cathy <cryan@co.burlington.nj.us>; Sandra Dickinson <sandra.dickinson@va.gov>; Sgt Linda Chieffalo (chieffalo@wtpd.us); Smith, John <jsmith@co.burlington.nj.us>; Soldier on member <therrman@wesoldieron.org>; St Claires <rrobinson@stclaresservices.org>; Stalene Pryce State Rep <spryce@dhs.state.nj.us>; Stephanie Bittner Consumer Credit <sbittner@cccsdv.org>; Ted Allen Crossroads <tallen@crossroadsprograms.org>; Tinak Mikes Soldier On <tmikes@wesoldieron.org>; Vanessa Coquillo at Drenk (vcoquillo@legacytreatment.org); Vivienne Stewart Oaks Intergrated Care <Vivienne.Stewart@oaksintcare.org>; Wendy Hill (wendie.hill@twinoakscs.org); West, Kelly <kwest@co.burlington.nj.us>

Jennifer L Hiros, CPM

Burlington County Housing and Community Development
Division Head
795 Woodlane Road, P.O. Box 6000
Mount Holly, NJ 08060-6000
609-265-5072

From: Hiros, Jennifer
Sent: Monday, August 19, 2019 2:11 PM
Subject: FW: Local Selection Process - Letter of intent request

Dear CoC Members,

As part of the CoC process this year, Burlington County has \$504,223 for renewal projects, \$25,211 for bonus and \$50,000 for DV bonus.

Attached please find a letter of intent for any project interested in new funding through the CoC. The letter of intent is to be complete with a deadline of Friday, August 30th. Please send the letter to jhiros@co.burlington.nj.us or to Taiisa Kelly at tkelly@monarchhousing.org. Renewal projects will be required to submit information regarding any HUD audits that have been completed in the last two years for the monitoring process (if applicable). Most, if not all, of the monitoring information, can be pulled directly from HMIS and SageHMIS. Thank you.

Jennifer L Hiros, CPM
Burlington County Housing and Community Development
Division Head
795 Woodlane Road, P.O. Box 6000
Mount Holly, NJ 08060-6000
609-265-5072

The information in this e-mail and any attachment therein is confidential and for use by the addressee only. If you are not the intended recipient, please return the email to the sender and delete it from your computer. Although Burlington County attempts to sweep e-mail attachments for viruses, it does not guarantee that they are virus-free and accepts no liability for any damage sustained as a result of viruses.

[Home](#) › [Departments](#) › [Human Services](#) › [Community Development & Housing](#) › [Continuum of Care \(CoC\)](#)

CONTINUUM OF CARE (COC)

The Burlington County Continuum of Care, hereafter referred to as “CoC”, through community-wide strategic planning, data collection and analysis, project and program performance evaluation, community capacity-building, and resource development, shall design and implement comprehensive strategies for the response to, reduction in and hopeful elimination of homelessness in our community.

- [2019 CoC Letter of Intent Request \(PDF\)](#)
- [FY2019 Budget Worksheet](#)
- [Desk Monitoring Tool FY2019 \(PDF\)](#)
- [Performance Scoring tool 2019 \(PDF\)](#)
- [10 Year Plan to End Homelessness \(PDF\)](#)
- [2017 HUD COC Scoring Rubric \(PDF\)](#)
- [2018 HDX Competition Report \(PDF\)](#)
- [2018 HUD COC Objective Criteria Rank and Review \(PDF\)](#)
- [2018 Ranked and Scored Rubric \(PDF\)](#)
- [Certification of Consistency with Consolidated Plan \(PDF\)](#)

- [Desk Monitoring Tool FY2019 \(PDF\)](#)
- [Performance Scoring tool 2019 \(PDF\)](#)
- [10 Year Plan to End Homelessness \(PDF\)](#)
- [2017 HUD COC Scoring Rubric \(PDF\)](#)
- [2018 HDX Competition Report \(PDF\)](#)
- [2018 HUD COC Objective Criteria Rank and Review \(PDF\)](#)
- [2018 Ranked and Scored Rubric \(PDF\)](#)
- [Certification of Consistency with Consolidated Plan \(PDF\)](#)
- [COC and HMIS Lead Governance MOU \(PDF\)](#)
- [COC BYLAWS \(PDF\)](#)
- [Coordinated Assessment and Screening Tool \(PDF\)](#)
- [Coordinated Assessment System Procedures \(PDF\)](#)
- [HMIS Policy Procedures-NJ 2017 \(PDF\)](#)
- [HUD NOFA 2018 Consolidated Application \(PDF\)](#)
- [Notifications outside e-snaps Projects Accepted \(PDF\)](#)
- [Notification outside e-snaps Projects Rejected \(PDF\)](#)
- [Reallocate 2018 Application Process \(PDF\)](#)

Burlington County Continuum of Care FY2019 Letter of Intent

FY2019 Letter of Intent general specifications:

- The Burlington County Continuum of Care is accepting Letters of Intent for agencies seeking new or renewal Continuum of Care funding for any of the following program types: permanent housing, HMIS and support service only programs. While letters of intent will be accepted for all program types, funding decisions will be based on the project evaluation criteria, performance standards, local monitoring findings, as well as any restrictions placed on funding by HUD in the FY2019 NOFA.
- Completed Letters of Intent should be submitted by **August 30, 2019** via email to Jennifer Hiros at JHiros@co.burlington.nj.us and Taiisa Kelly at tkelly@monarchhousing.org.
- **Late submissions will receive an automatic deduction of 5 points from the total application score**
- The Review Committee, which will be made up of entities not applying for FY2019 funding, will review the Letters of Intent and will determine the ranking of the projects based on the factors mentioned above.
- All agencies that submit a Letter of Intent should be prepared to provide additional information or make a brief presentation to the Review Committee if the Committee feels there is not enough information to make a ranking determination.
- All agencies interested in serving people experiencing homelessness are encouraged to apply. No prior experience in operating CoC funded programs required. All agencies, those not previously funded as well as those previously funded are encouraged to apply.
- The Burlington County Continuum of Care has a total renewal demand of **\$504,223**. There is an additional **\$25,211** potentially available through Bonus funding and **\$50,000** available through the DV Bonus. New projects may be funded through a combination of bonus funding and reallocation from renewal projects. Funding levels for new and renewal projects will be determined by the review committee based on project scores and spending history.
- Renewal Project evaluation will include a review of spending history, program performance as identified in HMIS and local monitoring findings. Special consideration will be given to project proposals that provide safety, housing assistance and services to serve vulnerable survivors of domestic violence and victims of other forms of violence as defined by HUD in Category 4 of the homeless definition.

FY2019 New Funding Letter of Intent specifications:

- The Burlington County Continuum of Care will consider applications for new projects. The Review Committee will determine funding levels for new projects awarded funding based on Reallocation from renewal projects and/or Bonus funding available through the FY2019 NOFA.
- Requests for this funding can be for the following project types:

**Burlington County Continuum of Care
FY2019 Letter of Intent**

FY2019 Letter of Intent general specifications:

- The Burlington County Continuum of Care is accepting Letters of Intent for agencies seeking new or renewal Continuum of Care funding for any of the following program types: permanent housing, HMIS and support service only programs. While letters of intent will be accepted for all program types, funding decisions will be based on the project evaluation criteria, performance standards, local monitoring findings, as well as any restrictions placed on funding by HUD in the FY2019 NOFA.
- Completed Letters of Intent should be submitted by **August 30, 2019** via email to Jennifer Hiros at JHiros@co.burlington.nj.us and Taiisa Kelly at tkelly@monarchhousing.org.
- **Late submissions will receive an automatic deduction of 5 points from the total application score**
- The Review Committee, which will be made up of entities not applying for FY2019 funding, will review the Letters of Intent and will determine the ranking of the projects based on the factors mentioned above.
- All agencies that submit a Letter of Intent should be prepared to provide additional information or make a brief presentation to the Review Committee if the Committee feels there is not enough information to make a ranking determination.
- All agencies interested in serving people experiencing homelessness are encouraged to apply. No prior experience in operating CoC funded programs required. All agencies, those not previously funded as well as those previously funded are encouraged to apply.
- The Burlington County Continuum of Care has a total renewal demand of **\$504, 223**. There is an additional **\$25,211** potentially available through Bonus funding and **\$50,000** available through the DV Bonus. New projects may be funded through a combination of bonus funding and reallocation from renewal projects. Funding levels for new and renewal projects will be determined by the review committee based on project scores and spending history.
- Renewal Project evaluation will include a review of spending history, program performance as identified in HMIS and local monitoring findings. Special consideration will be given to project proposals that provide safety, housing assistance and services to serve vulnerable survivors of domestic violence and victims of other forms of violence as defined by HUD in Category 4 of the homeless definition.

FY2019 New Funding Letter of Intent specifications:

- The Burlington County Continuum of Care will consider applications for new projects. The Review Committee will determine funding levels for new projects awarded funding based on Reallocation from renewal projects and/or Bonus funding available through the FY2019 NOFA.
- Requests for this funding can be for the following project types:

- Permanent supportive housing projects that will primarily serve chronically homeless individuals and families, including unaccompanied youth;
 - Rapid rehousing projects for homeless individuals and families, including unaccompanied youth;
 - Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH) component projects, that will combine TH and PH-RRH into a single project to serve individuals and families experiencing homelessness;
 - Dedicated Homeless Management Information System (HMIS) projects; or
 - Supportive Services Only (SSO) projects for centralized or coordinated assessment
- Agencies should refer to the FY2019 NOFA for further details on project types that can be applied for. A copy of the NOFA can be found here:
<https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf>

FY2019 CoC Letter of Intent should include:

1. **Project Budget Worksheet**
2. **Letter of Intent Narrative**

Letter of Intent Instructions:

1. Project Budget Worksheet:

Applicants should use the Budget Worksheet that was provided to complete the budget, match and leveraging information for the project. For purposes of completing the project budget it is important to remember that:

- If you are a renewal project, the budget requested should not exceed the previous funding amount awarded.
- Match should equal 25% of the total budget requested. This includes admin but does not include any leasing funds. The match can be cash, in-kind, or a combination of the two.
- Leveraging is any funds available for the program above the 25% match. Again, leveraging funds can be cash, in-kind, or a combination and can be provided by the agency applying for the grant or an agency they are collaborating with.
- If an agency is using another agency for match or leveraging, that agency must have an MOU with the collaborating agency detailing the services and the amount they will make available for this project. As a note, this MOU does not need to be executed by the time the Letter of Intent is submitted but it must be executed by the time the grant agreement is provided by HUD.

2. Letter of Intent Narrative:

Please answer the following questions as they relate to the project requesting the funds. The Letter of Intent narrative must be no longer than 3 pages.

1. Please provide the name, email, and telephone number of the contact person who would be able to answer questions about this project
2. Provide a description of the new or renewal project including the impact the project will have/has on the homeless population in Burlington County and whether this project does, or will, follow a Housing First Model
3. Describe the organization’s capacity to continue or begin the implementation of the project
4. Please specify the project’s target population including specifics on the number of households/persons and the number of chronically homeless the project expects to serve. (If this is a renewal project this should match the numbers in the subpopulations section of your 2018 CoC Project Application submission).
5. Please identify how your agency has begun participation in the coordinated assessment system for the CoC, using the Housing Prioritization List.
6. Does the project ensure that participants are **not** screened out based on the following items? Put an X next to all that apply.

Having too little or no income	
Active or history of substance abuse	
Having a criminal record with exceptions for state-mandated restrictions	
History of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)	
None of the above	

7. Does the project ensure that participants are not terminated from the program for the following reasons? Put an X next to all that apply.

Failure to participate in supportive services	
Failure to make progress on a service plan	
Loss of income or failure to improve income	
Being a victim of domestic violence	
Any other activity not covered in a lease agreement typically found in the project’s geographic area	
None of the above	

As a note, a project that checks all of the boxes in questions 6 and 7, except “None of the above”, will be considered as following a “Housing First” approach.

**Agency
Project**

FY2019 CoC Project Letter of Intent Scoring Tool

Criteria	Max Points	Points Awarded
<u>Agency Capacity</u> - does the agency demonstrate the capacity to implement proposed program from service provision, data recording, reporting and administrative oversight perspective	15	
<u>Low Barrier entry requirements</u> - Does program demonstrate minimal barriers to program entry to improve accessibility of admission for most vulnerable	5	
<u>Low Barrier program retention requirements</u> - Does program demonstrate service model and termination criteria that seek to retain participants in the program and reduce program retention barriers	5	
<u>Appropriate service model</u> - Does the proposed service model adequately meet needs of proposed population to maximize independence and long term stability in permanent housing	10	
<u>Participation in Coordinated Assessment</u> - Does the program address how it will be integrated into the coordinated assessment process	5	
<u>Participation in CoC Planning</u> - Is the agency currently an active member of the CoC or demonstrate an ability to participate in future CoC meetings	5	
<u>Historical compliance with federal funding</u> - Does the agency demonstrate effective implementation of previous CoC and/or other federal funding including expenditure rates, compliance with program regulations and fulfilling reporting requirements	15	

Total Points
Score

60
0%

Agency:

Project:

Year Performance was based on: 5/1/18-4/30/19

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

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

Agency Name: _____

Project Name: _____

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

HMIS COMPLIANCE (8 possible points)	Yes	No	N/A	Score
1. Does the project's HMIS data have less than 10% of responses for Universal Data Elements listed as "don't know" or "refused"?				
2. Does the project's HMIS data have less than 10% of responses for Universal Data Elements as null or missing values?				
4. Does the project input the required annual updates within the 60 day window?				
Notes:				

FINANCIAL REVIEW (12 possible points)	Yes	No	N/A	Score
1. Is the project sufficiently utilizing the funds awarded?				
4. Is the adequate match being provided by the project for all funds requested?				
Notes:				

PROJECT ADMINISTRATION (6 points)	Yes	No	N/A	Score
1. Did the project submit the most recent Annual Performance Report to HUD within the 90 day window?				
3. Does the project have any outstanding audit/monitoring findings with HUD?				
Notes:				

Total Score: _____

Additional Notes/Comments:

Completed by: _____

Date completed: _____