<div align="center">**Passaic County Continuum of Care**
Local CoC Funding Selection Process</div>

The Performance and Evaluation Committee is responsible for selecting projects that will be eligible to apply for funding through the annual Continuum of Care (CoC) Application released by the Department of Housing and Urban Development (HUD). This committee will determine which projects will be supported for funding and the funding level each project will be able to apply for based on the selection process outlined below.

Performance and Evaluation Committee Membership

The Performance and Evaluation Committee membership will be composed of any interested member of the CoC Leadership Committee that would not be applying for funding through the Continuum of Care Process. All members must declare there is no conflict of interest in participating in this committee.

Overview of Selection Process

Each year, the Performance and Evaluation Committee will collect information about new and renewal projects seeking funding through the Continuum of Care. The Committee will collect information about each project through the Local Application, Monitoring Process, and Performance Review. Each project will receive a score for each of the three areas, which will then be combined by the Performance and Evaluation Committee. Once these final, combined scores are calculated, the Review Committee will use these scores to rank each project and determine final funding levels based on the NOFA released by HUD. The Committee will then notify each agency as to its rank and level of funding, and will provide feedback as to how the decision was made.

Local Selection Process

<u>Local Concept Paper</u>

Renewal Projects:

- Upon release of the Final Grant Inventory Worksheet (GIW) the Performance and Evaluation Committee will release the Continuum of Care Local Application and Scoring Criteria for completion.
- Any agency interested in applying for renewal funding through the CoC will be required to submit an application by the date specified on the announcement.
- Concept papers will be used to collect information focused on the agency's ability to implement the requested project, the project's target population and the willingness of the agency to coordinate with local planning efforts.
- Once all submissions have been received, the Performance and Evaluation Committee will review and score each submission based on the Scoring Criteria that was released with the Application.
- The Performance and Evaluation Committee has the ability to ask any agency to come in and present if they feel there was not enough information provided or if there were any questions related to the Application, Monitoring Report or Performance Review that was completed
- Any renewal project that does not submit the concept paper on time will lose an automatic 5 points from their Application Score.
- Any renewal project that does not submit a concept paper for their project, after a late notice reminder, will not be considered for funding.

New Projects:
- Upon the release of the Final Grant Inventory Worksheet (GIW) and at the time the renewal projects are being requested, the Performance and Evaluation Committee will release the Continuum of Care Application and Scoring Criteria for new project applicants. The release will include as much information as possible about what funding may be available and what activities the funding may be used for.
- Any agency interested in applying for new funding through the CoC will be required to submit an application by the date specified on the announcement.
- The Performance and Evaluation Committee has the ability to ask any agency applying for new funding to come in and present if they feel there is not enough information or if there are any questions about the new project.
- Once all information has been collected, the Performance and Evaluation Committee will review and score each submission based on the Scoring Criteria that was released with the Application.

A mandatory Technical Assistance Training will be provided to all agencies that have an intent to apply for new or renewal funding. This training will review the application and what the Performance and Evaluation Committee is looking for when reviewing the submissions. Any agency that will be submitting an application is required to attend, and those that do not attend the training will not be considered for funding.

Monitoring and Performance Evaluation
Prior to final funding decisions and ranking, all renewal projects will have a monitoring and performance evaluation complete, that will follow the process outlined in the Performance and Monitoring Procedures document.

Final Project Selection and Announcements
- After all new and renewal project applications have been scored and the scores are collected from the monitoring and performance evaluation for each project, the Performance and Evaluation Committee will combine all three to create the Final Project Score.
- This final project score will be used to rank the projects for final funding determination
- Based on the ranking and any funding restrictions outlined in the HUD NOFA, the Performance and Evaluation Committee will make a final determination on the level of funding each project will be able to apply for
- Decisions will be made based on majority vote
- After final funding levels have been determined, the Committee will notify each agency individually, specifying the rank and level of funding for each new and renewal project that was applied for. The notification will also provide an explanation of how the Performance and Evaluation Committee came to its determination and the action the agency can take if interested in trying to appeal the decision of the Committee

Appeals Process
Any agency that has been denied funding or received reduced funding through the local selection process may appeal the decision to the Committee. To submit an appeal, the agency must submit an appeals letter to the Committee within 5 business days from receipt of the funding notification letter. The appeals letter must include the name of the project and the amount of funding originally requested, as well as a description of the grounds for appeal.

Upon receiving the appeal letter, the review committee will have 10 business days to review the information provided by the agency and provide the agency with the final appeal decision. The decision provided to the agency will include the discussion that occurred among the review committee members as well as detailed reasons for the appeal decision. The Committee will keep detailed information on all review committee decisions, including those that are appealed.

The following policies and procedures outline the way the Passaic County Continuum of Care will establish, conduct, and use information from the monitoring process for the community.

Purpose
The Passaic County Continuum of Care monitoring process was created to enable the CoC to monitor the compliance and effectiveness of all projects that receive Continuum of Care funding throughout the County. The monitoring process will allow for a more comprehensive review of the projects receiving funding and will enable the Performance and Evaluation Committee to make not only more informed, but also more objective decisions when reviewing funding levels during the local Continuum of Care process. While this monitoring will be part of the information that impacts local funding decisions, all funding decisions will follow the policies and procedures outlined in the Local CoC Funding Selection Process policies of the Passaic County Continuum of Care.

Monitoring Team
The Monitoring Team will consist of members of the Performance and Evaluation Committee.

Monitoring Process
Depending on the year, the monitoring team will perform one of two types of monitoring for all Continuum of Care projects.

Site Monitoring
Every other year, the Monitoring Team will perform a site monitoring for all Continuum of Care projects. Doing a site monitoring allows the Team to review first hand, not only how the CoC projects are actually functioning, but also their compliance with federal and local regulations. All site monitoring's for CoC projects will take place within the first 6 months of the calendar year. All agencies will be made aware of their site monitoring at least 2 weeks in advance and will be provided with a list of what the monitoring team will be required to look at. The monitoring team may request documents to be sent to the team prior to the site monitoring for review.

During the site monitoring, the monitoring team will use the Site Monitoring Tool, created by the Performance and Evaluation Committee to review the agencies ability to execute the grant and abide by both HUD and local regulations.

After the site monitoring is complete, the Monitoring Team will send the agency their completed Site Monitoring Tool. The agencies will have at least one week to provide feedback about the monitoring or to provide further information to improve their monitoring results.

Desk Monitoring
For the in between years when a site monitoring is not taking place, the Monitoring Team will conduct a Desk Monitoring on all CoC projects. The desk monitoring will request that all CoC projects submit a number of documents that will allow the monitoring team to complete the Desk Monitoring Tool. Similar to the Site Monitoring Tool, the Desk Monitoring Tool allows the monitoring team to evaluate the ability of the project receiving the CoC funding to utilize the funding in an effective way and in compliance with both HUD and local regulations.

After the desk monitoring is complete, the Monitoring Team will send the agency their final, complete Desk Monitoring Tool. The agencies will have at least one week to provide feedback about the monitoring or to provide further information to improve their monitoring results.

Monitoring Tools
Depending on the type of monitoring the team is completing, the Monitoring Team will utilize either the Site Monitoring or Desk Monitoring Tool to evaluate and score each Continuum of Care project. The tools look at the following areas for each project:

- Client Eligibility
- HMIS Compliance
- Client Feedback
- Project Coordination
- Financial Review
- Agency Staff
- Project Administration

Each tool has a number of points associated with each of the above sections and criteria needed for projects to obtain the highest level of points. Both monitoring tools will be reviewed annually to ensure it is comprehensive and includes important areas of consideration for both HUD and local compliance.

Monitoring Score
The Monitoring Team will be responsible for completing either the Site Monitoring or Desk Monitoring Tool for each CoC project. Once the tool is complete, the Monitoring Team will send each agency the completed monitoring tool and the projects will have at least one week to provide additional information or documentation in attempts to improve their score, if deemed necessary. If the Monitoring Team deems the information acceptable, they have the ability to adjust the tool. Based on the final review of the documentation recievd, the Monitoring team will score each section appropriately and will create the project's Monitoring Score. It is this Monitoring Score that will be used as part of the project's overall score for the Continuum, as outlined in the Local CoC Funding Selection Process policies and procedures.

The following policies and procedures outline the way the Passaic County Continuum of Care will establish, evaluate, and report on the performance standards that have been created for the community.

Purpose
The Passaic County Continuum of Care performance standards were created to enable the Continuum to monitor the performance of the projects that create the Continuum, and begin the process of evaluating the performance of the community as a whole. Because the overall goal of the Continuum is to end homelessness among all families and individuals in the community, it is essential for Passaic County to be able to evaluate their progress towards this goal. Upon evaluation of these standards, the Continuum will be able to better allocate funding and assistance to ensure all projects are performing to the level expected. These performance standards were also created in compliance with the Department of Housing and Urban Development's regulations for Continuum of Care Performance Standards.

Performance Standards Creation
The Performance Standards that are set for the Passaic County Continuum of Care represent standards that have been released by the Department of Housing and Urban Development through program regulations and funding notifications, as well as standards the community has deemed important to the functioning of the continuum. The standards will be evaluated, and if necessary, updated annually based on new information released by HUD and findings in the community. While the standards will be reviewed annually, the Continuum has the ability to review and update the Performance Standards for the community at any point if it is deemed necessary.

Performance Standard Evaluation
The Performance Standards that have been established for the Passaic County Continuum of Care will, in 2015, be used for performance evaluation at the individual project level. The performance standards will be used to assist in the local funding decisions related to the Continuum of Care funding received in Passaic County.

All performance evaluations will be completed by the Performance and Evaluation Committee of the Continuum of Care. The evaluation period will be based on the individual project's most recently completed operating year. All data for the evaluation of the performance standards will be pulled from the local Homeless Management Information System (HMIS).

Because domestic violence providers are prohibited from entering information into HMIS, all domestic violence projects will be required to submit the information being evaluated from their comparable database to be included in the review.

Upon completion of the performance review, the Performance and Evaluation Committee will send each agency a copy of their initial performance review. All agencies will be given at least one week to adjust any information in HMIS or provide an explanation for any information they feel is misrepresented in the performance review. After all updates are made, the Committee will repull the performance data and from that will complete the final Performance Evaluation for the project.

Poor Performance
Since it the goal of the community to ensure the performance throughout the community is demonstrating progress towards ending homelessness, the community will work on any area that is

identified as a performance standard that has not been met. It is not the intention of the Continuum to judge projects based on performance evaluations alone.

If, while evaluating performance, there is a standard that is not met, the following actions will take place:

- If during the performance evaluation, it is determined that a specific project is under performing in any of the set performance standards, the project will be made aware of that issue with the anticipation of improvement before the next funding cycle.
- If performance is still under the set standard during the next project evaluation, the Performance and Evaluation Committee will work with the project to create an action plan to improve performance. The Committee will then evaluate the project's performance 6 months after the action plan is created to provide updates if necessary.
- If after the above steps have been taken, the project's performance has not improved, the Performance and Evaluation Committee will discuss the possible project issues that are continuing to inhibit the project from achieving an acceptable performance level, or if necessary, determine funding reductions or reallocation.
- If the measure that is being evaluated is determined to be under the performance standard throughout the community and not simply in one specific project, the Performance and Evaluation Committee will meet with the applicable project members to determine the specific issues resulting in a decreased level of performance. The group will then create an action plan to improve services and may also consider an adjustment of the standards used for evaluation.

FY2017 CoC Application general specifications:

The Passaic County Continuum of Care is accepting applications for agencies seeking new and renewal Continuum of Care funding for the FY2017 cycle.

Completed applications should be submitted by **June 16, 2017** via email to Katelyn Cunningham at kcunningham@monarchhousing.org

Late submissions will receive an automatic deduction of 5 points from the total application score.

The CoC Review Committee will review the applications upon the release of the FY2017 NOFA. The Committee, which will be made up of entities not applying for FY2017 funding, will determine the ranking of the projects based on the factors outlined in the scoring criteria that was included with this application.

All agencies that submit an application 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 decision.

FY2017 Renewal Application specifications:

Renewal projects would be those projects currently funded through the Continuum of Care that have a grant that will expire in 2018.

All renewal projects that were renewed in 2016 should ensure their budget matches the budget that was awarded in FY2016.

The scores received on this application will be combined with your project's final monitoring and performance scores to create your project's final score that will used to rank your project, as outlined in the CoC's Policies and Procedures for Project Selection.

FY2017 New Funding Application specifications:

While the Passaic County Continuum of Care does not know at this time if, or how much, new funding will be available for CoC projects, the CoC is accepting new project applications up to $250,000. The final amount of new funding available will be shared upon release of the FY2017 NOFA.

Requests for this funding must be for the following project types:

- Permanent supportive housing projects that will primarily serve chronically homeless individuals and families, including unaccompanied youth;

- Rapid rehousing projects for homeless individuals and families, including unaccompanied youth;

- Joint Transitional Housing (TH) and Permanent Housing-Rapid Rehousing (PH-RRH) component projects, that will combine TH and PH-RRH into a single project to serve individuals and families experiencing homelessness;

- Dedicated Homeless Management Information System (HMIS) projects; or

- Supportive Services Only (SSO) projects for centralized or coordinated assessment

Agencies should refer to the FY2017 Registration Notice for further details on project types that can be applied for. A copy of the registration notice can be found here:

> https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Registration-Notice.pdf

Please note, this information is based solely on the information released through the FY2017 Registration Notice. Further restrictions or details will be made available upon release of the FY2017 NOFA and will depend on the availability of funds.

<u>FY2017 CoC Applications should include:</u>

1. Completed Application
2. Project Budget Worksheet

Passaic County Continuum of Care
FY2017 New Continuum of Care Funding Application

<u>FY2017 New CoC Funding Application specifications:</u>

The Passaic County Continuum of Care is accepting a second round of applications for agencies seeking new Continuum of Care funding for the FY2017 cycle.

The Passaic County Continuum of Care has $238,274 in new CoC funding and is seeking project applicants to implement a rapid rehousing project that will serve individuals and/or families, including unaccompanied youth, who meet the following criteria:

- Residing in a place not meant for human habitation

- Residing in an emergency shelter

- Persons meeting the criteria of paragraph (4) of the definition of homeless, including persons fleeing or attempting to flee domestic violence situations;

- Receiving services from a VA-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

In addition to the basic criteria above, the CoC is specifically seeking projects where there will be a priority for clients who have exhausted traditional homeless options, including temporary rental assistance.

Completed applications should be submitted by **August 21, 2017** via email to Katelyn Cunningham at kcunningham@monarchhousing.org

Late submissions will receive an automatic deduction of 5 points from the total application score.

The CoC Review Committee will review the applications within the week following the submission.

Agencies seeking more information about funding availability should refer to the FY2017 Continuum of Care NOFA. A link to the NOFA can be found here:

https://www.hudexchange.info/resources/documents/FY-2017-CoC-Program-Competition-NOFA.pdf

<u>FY2017 CoC Applications should include:</u>

1. Completed Application
2. Project Budget Worksheet

Passaic County Continuum of Care Funding Application
2017

Agency & Project Information

Applicant Name	
Other Agencies Associated with this Grant	
Project Name	
HMIS Project Name	
Project Location (physical location of the project, if scattered site write "scattered site")	
HUD Grant Number (grant number for most recent HUD contract year)	
Project's most recently completed operating year	
HUD Component Type (PH, RRH, TH, SSO)	
Total HUD request (this amount should be equal to or less than previous year's award)	

Contact Information

Agency representative completing application	
Job Title	
Email Address	
Mailing Address	
Telephone Number	
Agency representative authorized to sign grant documents	
Job Title	
Email Address	
Telephone Number	

A. Application Narrative/Project Description

Please answer the following questions in no more than 3 pages:

1. Provide a brief description of the project including project purpose and goals.

2. What population will or does this project serve? Please include the number of chronically homeless beds designated and/or prioritized in the project.

3. Please describe your organization's capacity to implement or continue implementation of the project.

4. Please describe the level and diversity of services that are made or will be made available to this project's clients. Be sure to include the names, if applicable, of agencies or service providers that work with your agency to provide services for this project.

5. Please describe how your agency has started or will participate and utilize the CoC's Coordinated Assessment system through 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.

B. Project Budget

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:

- Project applications for rapid rehousing can request funds for rental assistance, supportive services and administrative funding.

- Any budget that is requesting service funding for a new project must ensure that the service funding request does not exceed 30% of the subtotal of funding requested and that administrative costs do not exceed 7% of the subtotal of funding requested.

- Match should equal 25% for 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 local application is submitted but it must be executed by the time grant agreement is being signed with HUD.

2017 Continuum of Care Budget and Match/Leveraging Worksheet
1. Please complete each tab as it relates to your individual project. If there is no funding being requested for a specific budget line item please leave this tab blank.
2. Only enter information in the light green shaded boxes.
3. DO NOT enter any information in the light gray shaded cells, as these contain formulas that will automatically calculate totals and percentages.
4. All projects must complete the Project Information and Match & Leveraging tab.
5. Before submission with the concept paper ensure the Summary Budget tab matches the amount of funds you are looking to request.

Agency Name:	

Project Name:	

Acquisition/Rehabilitation/New Construction Budget	
Budget Item	Total CoC Request
Total Acquisition	
Total Rehabilitation	
Total New Construction:	
Total	$ -

Leasing Units Budget

Unit Size	# of Units	Total CoC Request
SRO		
0 bedroom		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		
Total		$ -

*For leasing program - the amount you are requesting should not exceed the amount awarded in the previous round of funding. If this is a new leasing project you may request up to the Fair Market Rent for the Unit Size (see FMRs for 2016 below).

Rental Assistance Budget

Unit Size	# Units	2016 FMR	Rental Assistance Requested	Months	Total CoC Request
SRO		$ 816.00		12	$ -
0 bedroom		$ 1,088.00		12	$ -
1 bedroom		$ 1,228.00		12	$ -
2 bedroom		$ 1,440.00		12	$ -
3 bedroom		$ 1,859.00		12	$ -
4 bedroom		$ 2,209.00		12	$ -
				Total	$ -

*For rental assistance programs - the amount you are requesting should not exceed the amount awarded in the previous round of funding. Rental Assistance programs may request less than the FMR if they choose too, if not please use the 2016 FMRs listed.

Supportive Services Budget	
Eligible Costs	**CoC Funds Requesting**
1. Assessment of Service Needs	
2. Assistance with Moving Costs	
3. Case Management	
4. Child Care	
5. Education Services	
6. Employment Assistance	
7. Food	
8. Housing/Counseling Services	
9. Legal Services	
10. Life Skills	
11. Mental Health Services	
12. Outpatient Health Services	
13. Outreach Services	
14. Substance Abuse Treatment Services	
15. Transportation	
16. Utility Deposits	
Total	$ -

Operating Budget	
Eligible Costs	**CoC Funds Requested**
1. Maintenance/Repair	
2. Property Taxes and Insurance	
3. Replacement Reserve	
4. Building Security	
5. Electricity, Gas, and Water	
6. Furniture	
7. Equipment (lease/buy)	
Total	$ -

HMIS Budget	
Eligible Costs	**CoC Funds Requested**
1. Equipment	
2. Software	
3. Services	
4. Personnel	
5. Space & Operations	
Total	$ -

Summary Budget	
Total Acquisition	$ -
Total Rehabilitation	$ -
Total New Construction	$ -
Total Leasing	$ -
Total Rental Assistance	$ -
Total Supportive Services	$ -
Total Operating	$ -
Total HMIS	$ -
Subtotal Funding Requested:	$ -
Admin Costs	
Total CoC Funding Requested	$ -
Total Budget for Match Requirement	$ -

*Admin costs should not exceed 7% of the Subtotal of budget line items or the amount awarded during the previous round of funding (whichever is lower)

Match and Leveraging

Match		
Total Match Required	$	-
Total Match Percentage		#DIV/0!
Contributer	**Cash or In-Kind?**	**Value of Commitment**
Total Match	$	-

Leveraging		
Total Leveraging Percentage		#DIV/0!
Contributer	**Cash or In-Kind?**	**Value of Commitment**
Total Leveraging	$	-

Maximum points available for project – 50 points

1. Sponsor Capacity/Project Value (15 points)

A maximum of 15 points will be awarded if:
- The agency has been effectively implementing the project under review or has implemented similar projects in a timely fashion
- The project under review provides a valuable service/housing opportunity to the homeless in Passaic County
- The project will provide or does provide adequate services to all clients
- The agencies involved with this project attend and participate in both Full Membership and Subcommittee meetings of the PCICH.

2. Project Type (10 points)

Because of the focus and priority of both HUD and the local Continuum on providing the homeless with permanent housing the following points will be awarded based on program type:

- 10 points will be awarded to permanent housing projects
- 10 points will be awarded to rapid rehousing projects
- 8 points will be awarded to coordinated assessment projects
- 5 points will be awarded for transitional housing projects

3. HUD Priority (PSH Programs Only) – Chronic Homelessness (7 points)

As seen in the past few Continuum of Care funding cycles, HUD is placing a large emphasis on the ability to house the chronically homeless to keep in line with the Opening Doors Plan. For this reason, the following points will be awarded based on the percentage of chronically homeless being specifically served by the project:

- 7 points will be awarded to any project that has dedicated 100% of their beds to the chronically homeless
- 5 points will be awarded to any project that has dedicated or prioritized at least 75% of their beds to the chronically homeless
- 3 points will be awarded to any project that has dedicated or prioritized at least 50% of their beds to the chronically homeless

4. Housing First Model (7 points)

The CoC has been successful in utilizing best practices to work towards ending homelessness. One of the most effective best practices and HUD policy priorities has been for projects to utilize a housing first approach to housing. To receive the 7 points associated with being a housing first project, the project must both:

- Demonstrate that they are a low barrier program by showing that participants are not screened out of their program due to the reasons stated in question 6 of the application

- Demonstrate that clients are not terminated from the program for the reasons outlined in question 7 of the application

5. Budget Appropriateness (5 points)

Due to recent budget constraints and reductions in funding, it is essential for the local Continuum process to ensure all projects are requesting appropriate funds for projects For these reasons maximum points will be awarded to projects in which:

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

6. Participation in Local Initiatives – Coordinated Assessment (6 points)

HUD has continued to put an emphasis on collaboration and the requirement of having a coordinated system for accessing services in the community. For this reason, maximum points will be awarded to projects in which:

- The applicant has been an active participant in the Coordinated Assessment subcommittee meetings
- The project has started utilizing the Housing Prioritization List for referrals