HCAEH Performance and Evaluation Committee Policy

The Performance and Evaluation Committee (the “Committee”) is responsible for monitoring, evaluating, and prioritizing the projects, which receive funding through the Jersey City/Hudson County Continuum of Care (CoC) application. The Committee is also responsible for Hudson County’s Homeless Management Information System (HMIS), including its implementation, the ongoing assessment of data collected and reporting of the use and quality of HMIS, in order to evaluate whether the CoC’s programs are effectively and efficiently meeting the needs of the community and producing the desired outcome of ending homelessness. All funding recommendations made by the Committee are presented to the Executive Board for final approval. In addition, the Committee will monitor and review Emergency Solutions Grant (ESG) programs funded through Hudson County Division of Housing and Community Development (the “Division”). The Committee will provide input to the Division’s ESG Funding recommendations, although ultimate approval is decided by the Division and Board of Chosen Freeholders of the County of Hudson.

The Performance and Evaluation Committee of the Hudson County Alliance to End Homelessness will conduct monitoring and performance review for all projects that receive funding through the Continuum of Care. The monitoring will occur annually and will be used in conjunction with the local application to determine whether the project will continue to receive Continuum of Care Funding. Monitoring will be used to ensure projects are in compliance with the standards set in this document as well as with regulations outlined in the HEARTH Act and through HUD Notices. The monitoring will include, but is not limited to a review of:

- Participant’s eligibility documentation
- Documents required under the Recordkeeping section of these policies
- The timeliness and accuracy of drawdowns completed by the agency for the project
- Effectiveness of agencies in utilizing the CoC funding awarded
- HUD’s Equal Access Assessment Tool.
- HMIS and reporting requirement compliance

Committee Members

The Chair and Vice Chair of the HCAEH will serve as Chair and Vice Chair of the Performance and Evaluation Committee and the remaining members will be comprised of staff from various departments within Hudson County and Jersey City Government. Every member of the Committee must sign a statement declaring that they have no actual or perceived conflict of interest. Members must also be able to dedicate time for application review and committee meetings.

The Chair and Vice Chair of the HCAEH will appoint Committee members annually and verify their eligibility.

Committee members will be trained on the following:

- Homeless assistance activities, community needs, available services, definitions relevant to the application process and other issues pertinent to the HCAEH
- The McKinney Vento/HEARTH Act and the local application process
- The role of the Committee
- Scoring tools (including HMIS), performance standards, prioritizing policies, and all relevant applications

Overview of Monitoring Process

Each year the Committee will monitor CoC and ESG-funded programs. Funded agencies will be required to complete a monitoring and evaluation questionnaire and provide copies of relevant agency and program documents. These documents will be reviewed to demonstrate the agency’s compliance with federal regulations as
well as their ability to perform the financial and service related activities of the grant. In addition, the Committee will review select client files for eligibility and completeness. Physical site visits will occur every other year unless specific issues have been identified that warrant yearly visits. In addition, random, unannounced site visits may be performed by Committee members if deemed necessary.

Program performance and data quality will also be measured using the HCAEH Performance Tool and data collected from the CoC’s HMIS. (Appendix E).

If there is a victim service provider that is awarded by the HCAEH for CoC funding, the HCAEH will request aggregate data from the agency’s comparable data base to complete any monitoring or performance reviews in which information is pulled from the CoC’s HMIS.

Overview of Application Process

The Committee will release a request for proposals for new and renewal homeless assistance projects prior to HUD’s release of the Continuum of Care application. Included in the request for proposals will be the funding priorities for that year. Interested nonprofit organizations will have at least two (2) weeks to submit their proposals to the Committee. Applications submitted after the due date will NOT be considered for funding.

The Committee will score each application based on the program’s alignment with HCAEH goals, priorities and needs, the program’s performance compliance with HUD requirements, and any other information gathered from the monitoring process or performance review. Eligible proposals will then be prioritized by the Committee for inclusion in the County’s coordinated application. Applications scoring below 70% of the total possible points may not be recommended for funding.

CoC Review and Ranking Procedures

Committee members will receive all eligible application proposals and scoring materials for review and comment. If the Chair and Vice Chair have any information and/or knowledge that might cause HUD to deny funding for a project, they will provide that information to the Committee. The Committee will then take the following steps in order to determine ranking:

- The Committee meets to review, discuss and individually score each application. (The Committee may hold meetings with applicants as necessary to answer questions).
- Once outstanding questions have been addressed with the applicants, each Committee member records his/her score and any comments/recommendations for the applicants.
- The Committee provides a preliminary ranking of all applicants.
- The Committee considers adjustments for such issues as HUD priorities, incentives or requirements.
- The Committee considers proposal changes or project budget adjustments that may be required to meet community needs.
- The Committee determines the recommended rank and funding levels of all projects considering all available information.
- The Committee presents final recommended ranking and funding levels to the HCAEH Executive Board for approval.
  - If there are more new applications than the CoC can fund, the lowest-scoring applications will not be recommended for funding.
- Once the Executive Board approves the recommendation, the applicants are notified.

The following is a list of items that may cause the Committee to recommend a project not be funded or to be funded at a lower level:

- Failure to submit a timely application
- Insufficient information provided in application
- Project consistently fails to meet performance standards
• Sponsor/Applicant fails to actively participate in HCAEH meetings and initiatives
• Sponsor/Applicant shows an unwillingness to adapt their program to the changing needs of the community and the HEARTH Act
• Sponsor/Applicant applying for a new project has an existing CoC-funded project with poor performance
• Lack of sufficient HUD funding to fund all projects applications received.

Process for Appeals of Ranking/Funding Level

Applicants must appeal any funding decisions within two weeks of funding notification. The appeal must be in writing and addressed to the Executive Board. All unranked applicants and applicants receiving decreased funding are entitled to appeal (e.g. applicants receiving a decrease in renewal funding). On appeal, applicants must show:

• Their score is not reflective of the application information provided; or
• Bias and/or unfairness in the application review process

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Applicants that have been found not to meet the threshold requirements (e.g. ineligible applicant or activity) are not entitled to appeal.

Submitting the Continuum of Care Application

The Hudson County Division of Housing and Community Development is the agency responsible for completing and submitting the Collaborative Application for the Continuum of Care. The Alliance has two separate processes that relate to completing the full HUD required Continuum of Care Application:

Individual Project Applications

The individual project applications must be completed and submitted by the individual agencies that receive the CoC funding. All decisions on who can apply and the level of funding for each agency are outlined above in the Monitoring Process of the Performance and Evaluation policies and procedures section.

During the time of the local Continuum of Care application, the CoC Lead will notify all agencies via email and meeting announcement what the timeframe will be for completing and submitting applications for review. The CoC Lead will work with agencies to ensure project applications depict accurate budgets and project information.

CoC Consolidated Application

In order to complete the Project Listing of the Continuum of Care, the Performance and Evaluation Committee utilizes the procedures outlined in the Monitoring Process of the Performance and Evaluation Committee.

To complete the CoC Application, the CoC Lead will use information it has gathered through a number of sources including the PIT, HIC, AHAR, HMIS, APRs, Continuum of Care and subcommittee meetings to draft responses to the sections of the CoC Application. The Division will then make the responses public and welcome feedback, as well as get additional information for specific sections that may need further clarification. After all feedback is received the CoC Lead will review all comments and update appropriate sections. the CoC Lead will do a final review of all project budgets and applications as well as the responses put together for the CoC Application and will submit the completed Consolidated Application by the date specified in the NOFA released by HUD.