

Project Information - Page 1

Instructions:

Select the appropriate Continuum of Care (CoC) name and number from the drop-down menu. The system will auto-populate the "Project Name" field.

Identify the appropriate "Project Type" from the drop-down menu (new or renewal project). Renewal projects are defined as those HUD McKinney-Vento grants that have received prior funding and are eligible to renew during the current competition.

Identify the project's "Program Type" and "Component Type." These selections must be made in the order of appearance (i.e. component type cannot be selected before selecting program type or project type). Depending on the program type selected, indicate the appropriate component type for the project.

Select the state(s) and the congressional district(s) in which the project is located. This information will be used to list the available geography codes on the next screen, and to send correspondence to the appropriate Congressional Representative(s).

In the last field on this form, provide a general description of the project. The description should include information on the homeless needs that are addressed by the project, the type of housing and number of units being proposed, and the target population that the project will serve. This information is required of all new and renewal projects. Rapid Re-housing projects must review the detailed instructions attached to the left menu and must reference the 2008 NOFA for detailed program requirements. Additional program requirements for all project types are also available at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements. As well, additional training for completing this page is available online at: <http://esnaps.hudhre.info/training>.

The following fields must be completed for every project application.

CoC Number and Name NJ-514 - Trenton/Mercer County CoC

Project Name Housing Now

Project Type New Project

Program Type

Content depends on "Project Type" selection

Component Type

Content depends on "Program Type" selection

In which state is the project located? New Jersey
(for multiple state selections hold CTRL+Key)

In which Congressional District(s) is the project located? NJ-004, NJ-012
(for multiple selections hold CTRL + Key)

Provide a general description of the project.
(Max 3000 characters)

Mercer County, NJ uniformly assesses and offers rapid rehousing to homeless families with dependent children through Mercer Countys Board of Social Services (MCBOSS). Using Emergency Assistance (EA), MCBOSS makes housing assistance available to those capable of self-sufficiency through state-funded Temporary Rental Assistance vouchers (TRAs). To add the capacity for home-based case-management to this rapid rehousing service, MCBOSS has recently concluded an agreement with the NJ Division of Family Development (DFD) to utilize \$635,000 for a demonstration project to begin Jan 1, 2009.

This application to HUD focuses on homeless families with dependent children who are not on Temporary Assistance to Needy Families (TANF) and therefore not eligible to receive TRAs, but who nevertheless have the same needs for housing and services. Pending approval, Mercer County would have a seamless system with a single intake, an enhanced assessment tool and a broader array of services for all families who are homeless, not just those who receive TANF.

The project will be called Mercer Housing Now. By investing in rapid rehousing for those with moderate barriers, shelter/transitional stays will be reduced, housing will be stabilized and, through case management, families will be linked to services. Mercer Housing Now builds on decades of addressing the needs of homeless families by both government and providers. It is a systemic approach with a focus on rapidly re-housing families based on their barriers to housing, providing support services in the community.

The Mercer/ DFD demonstration will serve 50 homeless households on TANF, while HUD funding would target 28 homeless households who are not on TANF. This represents 25% of those admitted to shelter in a given year. Both projects will be administered by the Trenton/Mercer Continuum of Care (COC) and Mercer County and will utilize a new Collaborative (Mercer Housing Now Collaborative) to co-ordinate and facilitate access to services.

Mercer Housing Now is integral to the system redesign that is the focus of Mercer Countys Ten Year Plan to end homelessness. The Mercer Alliance to End Homelessness (MAEH) was established to implement the plan. Mercer Housing Now will complement the Housing First Demonstration launched with COC funding by MAEH and a public/private Housing First Collaborative on January 1, 2008.

The City of Trenton, through its Department of Health and Human Services is the applicant and will conduct a Request for Proposals once funding awards have been announced. The same RFP will be used for both state and HUD projects. The goal is a seamless demonstration that can be a model for future state funding of homeless services for families.

Work is underway for the New Jersey Statewide HMIS to have a frontend assessment that will facilitate rapid rehousing and other housing options for individuals and families who are homeless. Mercer County is actively involved in this effort.

Project Information - Page 2

Instructions:

New projects:

There are two types of special housing projects for the 2008 competition, Samaritan Housing and Rapid Re-Housing. All new SHP-PH, SHP-TH, S+C, and Section 8 SRO projects must identify whether or not special housing funds are being requested. Only new SHP-PH, S+C, and Section 8 SRO projects may request Samaritan Housing funds. Rapid Re-housing funds can be requested by new SHP-TH projects only.

Renewal projects:

Indicate whether or not the project previously received funds under the Samaritan Housing Initiative. If the project received Samaritan funds, the project must continue to meet the requirements of the initiative for the life of the project. Renewal SHP projects must also indicate whether or not it is a consolidated grant. All grant consolidations must be HUD approved prior to application submission. Each consolidated grant must be listed on the "Grant Consolidation" page.

New and renewal projects:

Indicate whether or not the project is:

- using Energy Star;
 - located in a rural area (reference the definition in 2008 NOFA before answering this question);
- and
- located on land previously owned by the military.

All new and renewal projects must also indicate the geographic area(s) that will be served by the project.

Budget Activities:

All SHP projects must identify the budget activities being requested for the project. Depending on the project type, these budget activities may include acquisition, new construction, rehabilitation, leasing (units or structures), supportive services, operations, and/or HMIS. All S+C and Section 8 SRO projects must only complete the rental assistance budget and the estimated development cost budget, if applicable.

For additional instructions and examples on completing this form, reference the detailed instructions document on the left menu and the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

The following fields must be completed for every project application.

Is the project requesting funding under a Special Initiative? Yes
Select the "Save" button to identify Rapid Re-housing or Samaritan Housing

Special Initiative Applicable: Rapid Re-Housing

Grant Term 3 Years

NOTE: New projects must be 2 or 3 years, except new HMIS projects and new hold harmless reallocation projects, which can be 1, 2 or 3 years.

Does the project use Energy Star? Yes

Is the project located in a rural area? No

Is the project located on land previously owned by the military? No

***Select all applicable budget activities that the project is requesting:**

Leasing

Supportive Services

Project Location(s)

The following list summarizes the project location(s) that have been entered. To add a location to this list, click on the  symbol.

Location Name	Street Address 1	Street Address 2	City	State	Zip
Scattered Sites	--	--	--	New Jersey	--

Project Location Detail

Instructions:

Location Name (Optional - except for SRA project): Identify the name of the location(s) being used for housing project participants. If the project includes leased or rental units in more than 4 locations, only enter "Scattered Site" in this field. All other project types should enter the name of the project location in this field.

Project Ownership (Required): Indicate whether the location (including all scattered sites locations) is owned or leased by the applicant, sponsor, or a parent organization. If the project contains units that house project participants using SHP funds, under no circumstances may SHP leasing funds be used to lease units or structures owned by the grantee (the applicant), the project sponsor, or the parent organization(s) of either entity.

Location Address (Optional - except for SRA project): Indicate the Street Address, City, State, and Zip Code of the units being used for housing project participants. If the project includes leased or rental units in more than 4 locations, enter the address of the project sponsor in these fields.

For additional instructions and examples related to completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>.

Enter the physical address of the project and indicate the ownership of the location. Scattered site projects should refer to the instructions for details on completing the field on this screen.

Location Name Scattered Sites
Property Ownership Lease
Street Address 1
Street Address 2
City
State New Jersey
Zip Code
Format: (12345 or 12345-1234)

Project Expansion Information

Instructions:

Expansion projects - identify and describe the expansion of an existing facility or activities being proposed. Projects may only expand facilities that are currently operating and activities that are currently undertaking, to include one or more of the five (5) activities listed. For additional guidance on expanding existing facilities and/or activities, contact the local HUD Field Office: <http://www.hud.gov/offices/cpd/about/local/index.cfm>.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

The following fields relate to new projects that plan to expand one or more existing housing facilities or service activities currently being provided.

Will the project use an existing homeless facility or incorporate activities provided by an existing project? No
(if yes, select the "Save" button to identify the expansion activities)

Project Sponsor Information

Instructions:

The project sponsor is usually the entity that will be carrying out the project. If the sponsor is the same entity as the project applicant, select "yes" in the first drop-down box and enter "save" at the bottom of the page, and the system will auto-populate the fields on this form based on the information entered in the SF-424. Simply verify that the correct information has been populated. If the information is incorrect, correct the applicant information on the SF-424.

If the project sponsor and applicant are separate entities, manually enter the information for the project sponsor. All non-profit sponsors will need to attach proper documentation to verify their non-profit status, if the documentation is not attached to the SF 424. All projects can identify only one sponsor. If multiple sponsors have been identified on past funding applications, the project applicant must identify a "lead" sponsor.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

Complete the following fields to identify the project sponsor, including its legal name, type of organization, DUNS number, employer/taxpayer number, and physical address.

Is the project applicant the same as the project sponsor? Yes
(If yes select the "Save" button to auto-fill the fields below)

Organization Name City of Trenton

Organization Type C. City or Township Government

If "Other" specify:

DUNS Number 136478000
Format: xxxxxxxxx or xxxxxxxxxxxxxx

Tax ID or EIN 21-6001242
Format: 12-3456789

Street Address 1 319 East State Street

Street Address 2

City Trenton

State New Jersey

Zip Code 08606
Format: 12345 or 12345-1234

Is the sponsor a Faith-Based Organization? No

Has the sponsor ever received a federal grant, either directly from a federal agency or through a State/local agency? Yes

Non-Profit Documentation Attachment Detail

Document Description:

Project Sponsor Contact Information

Instructions:

The project sponsor is usually the entity that will be carrying out the project. If the sponsor is the same entity as the project applicant, the system will auto-populate the fields on this form based on the information entered in the SF-424. Simply verify that the correct information has been populated. If the information is incorrect, correct the applicant information on the SF-424.

If the project sponsor and applicant are separate entities, manually enter the information for the project sponsor. All non-profit sponsors will need to attach proper documentation to verify their non-profit status, if the documentation is not attached to the SF 424. All projects can identify only one sponsor. If multiple sponsors have been identified on past funding applications, the project applicant must identify a "lead" sponsor.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

Provide the name and contact information of the person to be contacted for matters regarding project operations. If the sponsor is the same entity as the applicant, the system will auto-populate the fields below.

Prefix

First Name Carolyn Lewis-

Middle Name

Last Name Spruill

Suffix

Title Director Department of Health & Human Service

E-mail Address clspruill@trentonnj.org

Confirm E-mail Address clspruill@trentonnj.org

Phone Number 609-989-3332
Format: 123-456-7890

Extension

Fax Number 609-989-4245
Format: 123-456-7890

Experience of Project Applicant, Sponsor, and Partners

Instructions:

The purpose of this screen is to determine the ability of the project partners to operate and carry-out the housing and/or supportive service activities of the project.

All projects - describe the specific type and length of experience for the applicant, project sponsor, housing and supportive service providers, and if applicable, key subcontractors involved in implementing the project. In addition, describe the experience in working with homeless persons, and the experience directly related to the proposed activities being carried out, including housing development, housing management, housing families (especially for Rapid Re-housing projects), service delivery, and HMIS activities (for new HMIS projects).

Rapid Re-housing projects - must also describe specific experience serving homeless households with dependent children and include a description of the performance for previous Rapid Re-housing for Families and/or households with dependent children projects. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>.

Describe how the project applicant, sponsor, and partners meet the experience standards outlined in the NOFA.

Describe experience of project partners related to providing activities and working with homeless persons.

Trenton has administered the COC since 2001, in partnership with Mercer County. Both jurisdictions have provided leadership and funding to create housing and services for homeless families with dependent children and individuals who are homeless. They staff monthly meetings to discuss homeless issues and coordinate service delivery. In addition, the MAEH is facilitating a planning process to bring about a system change and move away from overdependence on shelters and transitional housing. City and County and non-profit providers are on the Board of the Alliance and have committed to the system redesign that moves to end homelessness, not just manage it.

There has been consistent effort within the COC and the County to create permanent housing for individuals and families with dependent children. Mercer Housing First is an innovation for individuals who are chronically homeless. Sixty units of permanent housing for families have been created since 2004, utilizing private and state and county funding.

Trenton and Mercer County have been leaders in developing housing and creating economic development programs to address the needs of their most disadvantaged citizens. Through partnerships of City, County, nonprofit and for-profit developers and lenders, more than 1500 units of affordable and market rate housing have been completed in the Trenton area since 1991.

Non-profit providers have been recognized leaders in the development of services to homeless households with dependent children. In 2002, many families lived for long periods of time in hotels and motels. Very few families now have this as their only option.

Today, there is no waiting list for shelter services. Prevention services have been expanded, fewer families are entering shelter and average lengths of stay have been shortened. TRAs are used to rapidly re-house individuals who will be able to sustain their rent after the voucher period is over.

Housing search is now available to all homeless families through an electronic data base. Services to assist families (e.g. case management, child care assistance) to find housing also exist across the COC. This service is funded through government and private funding, showing the community's commitment to providing stable housing for families with dependent children. This capacity will be more fully developed in the rapid re-housing demonstration and integrated into a complete system of service delivery.

NJ, through its Department of Human Services and DFD, has seen the Trenton /Mercer COC and Mercer County as leaders in homeless service delivery. Mercer County has the first Housing First program in NJ and will be demonstrating rapid re-housing as part of a state pilot whose goal is to create a state-wide model for homeless service delivery for families with dependent children.

This state demonstration will utilize \$750,000 in state funding for a rapid re-housing demonstration that includes all the elements of the HUD NOFA, beginning with a single point of entry and single standardized assessment for all families. It will begin implementation in Jan., 2009. It will extend housing subsidies to families in shelter/transitional services who have moderate barriers. The eligibility decision will be made by MCBOS staff who currently determines EA eligibility. Home-based case management and linkage to services will become eligible in the demonstration under EA, thus expanding the current rapid re-housing capability.

Are there any unresolved monitoring or audit findings on HUD McKinney-Vento Act grants, excluding ESG? No
(If yes, select the "Save" button to explain findings)

Special Housing Project

All new projects requesting special housing funds (Samaritan Housing or Rapid Re-housing for Families) must address all mandatory fields below. It is imperative that applicants carefully review the 2008 NOFA for program eligibility requirements.

Experience in forming relationships with landlords, including:

- The outreach efforts that the agency uses
- How relationships are maintained
- How the agency deals with conflicts between landlords and clients
- How the agency documents cooperative landlords and affordable units (i.e. a web-based housing locator, distribution list)

The Mercer Alliance to End Homelessness and the Trenton/Mercer COC have collectively more than two decades of experience in working with landlords in Trenton and Mercer County to secure housing for homeless families & families with dependent children at-risk of homelessness. Several agencies have full time staff that do housing search functions for families in shelter or transitional housing and have been very successful in locating housing for families. Local and state-wide housing search data bases exist that can be accessed by all providers in the COC.

The outreach

The Rapid Re-housing Collaborative (the Collaborative) has working relationships with landlords through the COC. Regular outreach is undertaken by working with real estate agents. In addition, current landlords help to identify new landlords who are willing to work with the Collaborative to house homeless families with dependent children. In addition, the Collaborative members regularly reviews the listings for rental properties compiled by the New Jersey Housing Resource Center. <http://www.nj.gov/dca/hmfa/consu/renters/afford/> and utilizes the Mercer County data base.

How relationships are maintained

The Collaborative members engage landlords and provide them with guarantees that not only will the rent be paid, but that any damages or repairs will be resolved. Historically, the Collaborative has not had difficulty finding available rental units for homeless families with dependent children. Working with landlords has been a successful component of Mercer Countys Housing First project for the chronically homeless population. Mercer Housing Now and the state-funded demonstration would build on current success by providing the resources with which to lease the housing units.

The Mercer Alliance has landlords on its Board of Directors and will use these leaders in developing an ongoing process to engage landlords and address issues and problems they encounter. To maximize their involvement, we will send them regular newsletters about the activities of the Collaborative and the Mercer Housing Now initiative.

How the agency deals with conflicts between landlords and clients

Case managers will have an ongoing relationship with the landlord and be available to address concerns of both parties. Case managers would arrange a meeting between the landlord and the client in the event of conflict. In most cases, such a meeting resolves the situation. Legal Services of NJ or the Community Health Law Project is establishing a mediation capacity. If the conflict cannot be resolved through mediation, the tenant would be relocated.

How the agency documents cooperative landlords and affordable units

As part of the ongoing efforts to identify cooperative landlords and affordable units, the Collaborative and its members review the listings for rental properties compiled by the New Jersey Housing Resource Center <http://www.nj.gov/dca/hmfa/consu/renters/afford/>

The CoCs centralized intake process for families, as defined by HUD in the 2008 NOFA, including how families will be made aware of the Rapid Re-housing program being offered by your agency.

The Trenton/Mercer COC has a centralized intake system for all families who are homeless or potentially homeless. New Jersey has an Emergency Assistance program including a Temporary Rental Assistance benefit as part of its Temporary Assistance to Needy Families (TANF) program. These programs are administered locally by the Mercer County Board of Social Services (MCBOSS). The application for Emergency Assistance operates as the centralized intake system.

MCBOSS does an Intake and an Emergency Assistance application for all families who are imminently homeless. This application allows screening for families who may be able to use prevention funding that is available under EA. If prevention without rental assistance is not possible, the family is evaluated for a Temporary Rental Assistance (TRA) voucher as part of the application process. The TRA serves as a rapid re-housing program currently. It will be expanded under the DFD/Mercer demonstration to pay for both TRA and home-based case management for families so they can be rapidly re-housed once they are in shelter.

Current eligibility for a TRA at intake/screening is based on the family's ability to sustain housing at the end of the TRA. If this condition can not be documented, the family is admitted to a shelter. MCBOSS case management staff continue to work closely with the family and the shelter/transitional providers to move families to permanent housing.

The Mercer/DFD rapid re-housing demonstration will address the issues that have been identified as service gaps in the current system. The current Emergency Assistance application will have a one page addendum, including eligibility and exclusions for rapid re-housing. The MCBOSS staff will be responsible for deciding eligibility for rapid re-housing as defined in the demonstration and the HUD NOFA. Once eligibility is determined, services will be provided by the agency/agencies that successfully compete for an RFP for the housing search and intensive case management services. MCBOSS staff will be part of the Mercer Housing Now assertive case management team.

The Mercer/DFD demonstration will for the first time combine TRAs with home-based case management to rapidly re-house families who are in shelter and transitional housing. This is an expansion of the current EA benefit (for this demonstration), which does not now pay for home-based case-management.

The state demonstration includes funds to pay for homeless prevention grants to the non-TANF population, while this request to HUD would cover rental assistance and home-based case management for the non-TANF population who were homeless. These changes together will create a seamless system for homeless families

The agency's assessment process, including:

- The criteria that you will use to determine whether a family is eligible for the demonstration project
- The types of services or referrals families will receive if they are determined to be ineligible for assistance through the demonstration project
- The assessment tool that the agency uses for evaluating families. On the following screen, you will be able to attach the tool your agency currently uses after you have completed this section.

The Continuum of Care is currently using the Emergency Assistance application as its centralized intake form. This is being amended for the DFD/Mercer demonstration to include the following moderate barriers to determine eligibility for rapid re-housing. It will act as the assessment tool for rapid re-housing

- o A financial strain that is not ongoing and will not impact the ability to independently sustain housing once re-housed (in subsidized or unsubsidized housing)
- o Inadequate employment or lack of employment. Family should have or be willing to obtain employment that increases the income of the household so they can sustain housing independently at end of short term assistance
- o Inadequate childcare resources
- o Head of household with low level of education or low command of English but is willing to obtain language and/or language skills to obtain employment and maintain housing
- o Legal problems
- o Mental health diagnosis that does not greatly impact the households ability to independently sustain housing
- o A history of substance abuse without any active use
- o Poor credit history
- o Poor rental history, including up to 3 evictions

See Emergency Assistance application and draft addendum

The Trenton/Mercer COC is working with the NJ HMIS on a project that will provide a front-end assessment process. They are currently reviewing self-sufficiency scales (Arizona and Indiana) to adapt to NJs needs. These assessment scales measures the following factors; Income, Employment, Housing, Food, Childcare, Childrens Education, Adult Education, Legal, Health Care, Life Skills, Mental Health, Substance Abuse, Family Relations, Mobility, Community Involvement, Safety, and Parenting Skills. Once a HMIS front-end assessment exists Mercer Housing Now will adapt its current assessment practice.

The Trenton/Mercer COC does not have a waiting list for shelter services. It has two family shelter providers and capacity exists to meet need.

In the redesigned system, all families will go through the centralized intake system and be assessed as they are currently to determine if emergency shelter can be prevented. If this is not possible, all families who enter the shelter system will be assessed by MCBOS staff to determine which families have moderate barriers to housing and are therefore appropriate for the rapid re-housing initiative. These families will be prioritized for the full range of housing and supportive services available through Mercer Housing Now. Since both the state and federal demonstrations will be implemented together, it will be possible to offer Mercer Housing Now to 78 families; 28 who are not on TANF and 50 who are.

Families who do not meet the rapid re-housing criteria will continue to receive shelter and transitional services and the assistance of the shelter/transitional providers to move to permanent housing.

The agency's and partner's connection with mainstream community social services and benefits, including:

- The types of services to which the agency/partner routinely connects clients
- The mainstream service agencies with which your agency has formal agreements

Mercer Housing Now has the ability to coordinate the full range of supportive services. The primary focus will be on ameliorating the moderate barriers that may have caused the family to become homeless.

The Trenton/Mercer COC has excellent relationships with mainstream agencies. The Housing First Collaborative created formalized agreements with the following agencies while planning and implementing Housing First: N.J. Department of Human Services and its Divisions of Mental Health Services and Family Development, Department of Community Affairs, United Way of Mercer County, City of Trenton, County of Mercer, NJ Housing Mortgage and Finance Agency, Corporation for Supported Housing, Monarch Housing, Mercer County Board of Social Services, and others.

These formal agreements will be expanded for Mercer Housing Now. To help facilitate service delivery the Mercer/Housing Now Collaborative is being formed to provide co-ordination and input to the State/federal project. It is facilitated by the Mercer Alliance to End Homelessness and includes County of Mercer Department of Human Services, City of Trenton Department of Health and Human Services, Mercer County Board of Social Services, NJ Division of Family Development and will include the rapid rehousing provider agencies once they are chosen.

Mercer County through its Department of Human Services manages the States Social Services for the Homeless (SSH) Program at the local level. It has a broad based advisory committee made up of homeless providers and mainstream agencies. The problems encountered in accessing mainstream services will also be brought to this committee to problem-solve and develop solutions.

Rapid Re-Housing Assessment Tool

Document Type	Required?	Document Description	Date Attached
Rapid Re-Housing Assessment Tool	Yes	Mercer County Scr...	10/14/2008

Assessment Tool Attachment Detail

Document Description: Mercer County Screening Tool

Type and Scale of Housing

The following list summarizes all housing units that will be used for participants in the project. To add information to this list, click on the icon and enter the requested information.

Housing Type	Units	Beds	Bedrooms
Scattered-site apartments (...)	6	14	14

Type and Scale of Housing Detail

Instructions:

For the 2008 competition, the available housing type selections have been re-defined. Refer to the detailed instructions located on the left menu for additional instructions on completing this page.

If the project is funded, the applicant/sponsor will be responsible for operating the project as indicated here. Entering incorrect information may result in the reduction or withdrawal of the conditional award. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

Complete the following fields related to the number of units, beds, and bedrooms for each housing type in the project.

Housing Type: Scattered-site apartments (including efficiencies)

Total for Selected Housing Type

Units: 6

Beds: 14

Bedrooms: 14

Project Participants - Households with Dependent Children

Instructions:

The purpose of this form is to capture the total number of homeless persons served by the project at a point in time, as well as the subpopulations/disabilities for each household. If the project is not serving households with dependent children, enter "0" in the "Total Number of Households" field, and select "Save & Next" to move to the next form. .

Rapid Re-housing projects: 100% of the adults served by the project must be accompanied by children and should be reflected in the fields below.

Samaritan Housing, Safe Haven, and SRO housing projects: 100% of the households served by the project must not be accompanied by children. Therefore, enter "0" in the "Total Number of Households" field, and select "Save & Next" to move to the next form.

All projects: in the "Total Persons" column indicate the total number of "disabled adults," "non-disabled adults," "disabled children," "non-disabled children," and "Total Number of Households" for each household in the project. The system will auto-populate the remaining fields in this column.

Next, identify the appropriate subpopulation (Severely Mentally Ill, Chronic Substance Abuser, Veterans, Persons with HIV/AIDS, and Victims of Domestic Violence) for each person in the project. If the participants are dually-diagnosed and fit into more than one subpopulation (i.e. severely mentally ill with chronic substance abuse), make sure to indicate these individuals in all appropriate subpopulations (it is possible to have overlapping information). The system will auto-calculate all totals based on the values entered for each subpopulation.

Notice that information cannot be entered into certain fields. Persons with a severe mental illness and/or HIV/AIDS constitute disabled adults; therefore, no entry is allowed in the "non-disabled adult" fields. Also, no values can be entered for any children under the Veterans columns. For homeless assistance programs, chronic substance abuse, by itself, may constitute as a disability.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

Indicate the total number of households that include a homeless adult with dependent children. Also identify the number of persons and subpopulations within each household in the project.

Total Number of Households	28					
	Total Persons	Severely Mentally Ill	Chronic Substance Abuse	Veterans	Persons with HIV/AIDS	Victims of Domestic Violence
Disabled Adults	7	2	0	1	1	3
Non-Disabled Adults	21					
Disabled Children	5	1			1	3
Non-Disabled Children	30					
Total Persons (select "Save" to auto-calculate)	63	3	0	1	2	6
Total Number of Adults (select "Save" to auto-calculate)	28					
Total Number of Children (select "Save" to auto-calculate)	35					

Project Participants - Households without Dependent Children

Instructions:

The purpose of this form is to capture the total number of homeless persons served by the project at a point in time, as well as the subpopulations for each household. If the project is serving households with dependent children, enter "0" in the "Total Number of Households" field, and select "Save & Next" to move to the next form.

Samaritan Housing, Safe Haven, and SRO housing projects: 100% of the adults served by the project must be unaccompanied by children and should be reflected in the fields below.

Rapid Re-housing projects: 100% of the adults served by the project must be accompanied by children. Therefore, enter "0" in the "Total Number of Households" field, and select "Save & Next" to move to the next form.

All projects: in the "Total Persons" column indicate the total number of "disabled adults," "non-disabled adults," "non-disabled unaccompanied youth," "non-disabled children," and "Total Number of Households" for each household in the project. The system will auto-populate the remaining fields in this column.

Next, identify the appropriate subpopulation (Chronically Homeless, Severely Mentally Ill, Chronic Substance Abuser, Veterans, Persons with HIV/AIDS, and Victims of Domestic Violence) for each person in the project. If the individuals are dually-diagnosed and fit into more than one subpopulation (i.e. severely mentally ill with chronic substance abuse), make sure to indicate these individuals in all appropriate subpopulations (it is possible to have overlapping information). The system will auto-calculate all totals based on the values entered for each subpopulation.

Notice that information can only be entered into certain fields. Chronically Homeless persons must be disabled adults in households without children, so no entry is allowed in the "non-disabled adult" fields. Also, Veterans must be adults; therefore, no entry is allowed for unaccompanied youth. All severely mentally ill persons and persons living with HIV/AIDS are automatically considered disabled; therefore, there can be no entry for non-disabled persons. For homeless assistance programs, chronic substance abuse, by itself, may constitute as a disability.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

Indicate the total number of households that include a homeless adult without dependent children. Also identify the number of persons and subpopulations within each household in the project.

Instructions:

Chronically Homeless must be disabled adults in households without children (so no entry allowed in non-disabled adult or children/youth)

Severely Mentally Ill are all considered disabled (so no entry allowed in non-disabled)

Chronic Substance Abuse may not constitute a disability on its own

Veterans must be adults (so no entry allowed in children/youth)

Persons living with HIV/AIDS are all considered disabled (so no entry allowed in non-disabled)

Total Number of Households	0
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	Total Persons	Chronically Homeless	Severely Mentally Ill	Chronic Substance Abuse	Veterans	Persons with HIV/AIDS	Victims of Domestic Violence
Disabled Adults							
Non-Disabled Adults							
Disabled Unaccompanied Youth							
Non-Disabled Unaccompanied Youth							
Total Persons (select "Save" to auto-calculate)	0	0	0	0	0	0	0
Total Number of Adults (select "Save" to auto-calculate)	0						
Total Number of Unaccompanied Youth (select "Save" to auto-calculate)	0						

Supportive Services for Participants

Instructions:

The information entered in this form will help determine the project's capacity to provide services or access to services for participants. If the project is requesting supportive services funding, the level of services must be reflected here.

Describe supportive services being offered - all new projects must describe the supportive services that will help participants obtain and remain in permanent housing, access mainstream resources, and/or obtain employment.

Frequency of supportive services - Each new project must also indicate the frequency (daily, weekly, bi-weekly, monthly, quarterly, does not apply) at which these basic supportive services are provided to project participants.

Rapid Re-housing projects- in the "other" boxes, indicate the frequency at which housing placement, literacy training, and legal assistance services will be provided to participants.

Indicate the level of accessibility of community amenities for project participants - basic community amenities include medical facilities, grocery stores, recreation facilities, schools, etc, and should be accessible to participants via walking, public transportation, driving, or transportation provided by the project. For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

In the fields below, provide information about the type of supportive services that will be provided to participants in the project as well as the frequency in which they are provided. In addition, describe how participants will be assisted to increase self-sufficiency.

Describe how participants will be assisted to obtain and remain in permanent housing.

Mercer Housing Now is organized to provide housing search/landlord mediation and home-based case management for families with moderate barriers to housing. The case management team will follow an assertive community outreach model to maximize all available community resources.

Case managers will help families eligible for Housing Now locate appropriate housing. Case managers will assure the landlord that services will be in place and that managers are available for problem solving. They will assist families to identify their service needs and facilitate access to services. They will also help families to identify long-term housing needs and identify available subsidies.

The Housing Now assertive community outreach team will coordinate and utilize local services to provide family-centered services, empowering families to attain self-sufficiency and promoting child safety, permanency and well-being. Focus of services will be on barriers that caused the family to become homeless.

Describe specifically how participants will be assisted both to increase their employment and/or income and to maximize their ability to live independently.

Mercer Housing Now will be organized to provide housing search/landlord mediation and case management for families with moderate barriers to housing. Case managers will operate in teams that include various expertise; one of these will be employment. For most families who become homeless economic factors are a major issue. In order for the family to maximize their ability to have stable housing, their employment skills and income must be addressed. The case management team approach will follow an assertive community outreach model that will maximize all the available community resources and supports.

Families who are eligible will receive assistance in applying for and securing mainstream benefits. The case management teams will include the MCBOS case managers and will thus have expertise in accessing these services. The entire team will work to ensure that families understand the importance of maintaining eligibility for benefits. There will be one uniform service plan for the case management team with the goal of moving the family to self-sufficiency.

For families that are currently working or are able to work will have an opportunity to work with the case management employment specialist be referred to job and skills training appropriate to their needs. In addition, they will be prepared to seek new jobs through job counseling and resume preparation services.

Supportive Service	Select frequency
Outreach	Daily
Case Management	Daily
Life Skills	Weekly
Job Training	Weekly
Alcohol and Drug Abuse Services	Monthly
Mental Health and Counseling	Monthly
HIV/AIDS Services	Monthly
Health/Home Health Services	Monthly
Education and Instruction	Weekly
Employment Services	Weekly
Child Care	Weekly
Transportation	Weekly
Other (Specify Below)	
Other (Specify Below)	
Other (Specify Below)	

How accessible are basic community amenities (e.g., medical facilities, grocery store, recreation facilities, schools, etc.) to the project? Yes, very accessible

Outreach for Participants

Instructions:

To help determine the eligibility of homeless participants served by the project, as well as the project's eligibility to apply for homeless assistance funding, indicate where the homeless participants are coming from (streets, emergency shelters, safe havens, transitional housing who came directly from the street, or other places). Also, describe how the applicant/sponsor plans to bring these participants into the project.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

Complete the following fields related to the outreach plans to bring participants into the project.

Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations.

Note: this includes persons who ordinarily sleep in one of the places listed below but are spending a short time (30 consecutive days or less) in a jail, hospital, or other institution.

50%	Persons who came from the street or other locations not meant for human habitation.
50%	Person who came from Emergency Shelters.
0%	Persons who came from Safe Havens.
0%	Persons in TH who came directly from the street, Emergency Shelters, or Safe Havens.
100%	Total of above percentages

If the total is less than 100%, describe very specifically where the other persons you propose to serve would be coming from, and how these persons would meet the HUD homeless definition.

Describe the outreach plan to bring these homeless participants into the project.

The majority of the Housing Now tenants should enter the system with minimal outreach efforts. Families eligible for Housing Now (state and HUD funded) will be identified through the centralized intake process and assessment for moderate barriers done by MCBOS staff. This assessment process will be utilized to assess all new families prior to or immediately following entry into the two family shelters and those families with fewer than 60 days in transitional housing programs.

Outreach will be undertaken to assure that all system partners (government non - providers, churches, and community leaders) know about the availability of this new resource in the community. These partners will be needed to assure the development of necessary services and supports for families once they are rapidly re-housed in the community.

Each member of the Collaborative will be responsible for utilizing its normal communication channels to advertise the program. This will include information on web sites, newsletters, bulletin boards and at all community meetings they attend.

An outreach effort will also be undertaken by the City of Trenton DHHS and the Mercer Alliance to End Homelessness to involve other county agencies and members of the COC. Information will be available on their web sites, newsletters, bulletin boards and at all community meetings they attend.

Finally, outreach will be conducted through the twice yearly Project Homeless Connect (PHC) event. The PHC has attracted over four hundred (400) participants a year. This is the largest and most effective one day outreach effort in the COC.

Housing for Participants

Instructions:

The purpose of this form is to determine the ability of the project to meet the housing standards as described in the NOFA. While this form may be visible by all projects, it only applies to specific housing activities. All renewal projects and new SHP-SSO, SHP-HMIS, SHP-SH, S+C-SRA, and S+C-PRA projects do not have to complete this form and may move to the next form.

The maximum allowable length of stay for participants in SHP-TH projects is 24 months. However, Rapid Re-housing participants must not be housed longer than 18 months. HUD does not impose a length of stay restriction on participants in permanent housing projects (S+C, SHP permanent housing, and Section 8 SRO).

All SHP-PH, S+C-TRA, and S+C-SRA projects must describe the reason for selecting the proposed housing structure.

All S+C-PRAR, S+C-SRO, Section 8 SRO projects and SHP projects that are requesting funds for rehabilitation must describe the rehabilitation activities that will be undertaken for housing the participants in the project.

All other project types are not required to complete this form and may move to the next form.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

Complete the following fields related to housing participants in the project.

*** Maximum length of stay allowed 15
(up to 24 months)**

Discharge Planning Policy

The following question must be completed by project applicants that are State or Local government agencies.

Has the state or local government developed or implemented a discharge planning policy or protocol to prevent or reduce the number of persons discharged from publicly-funded institutions (e.g. health care facilities, foster care, correctional facilities, or mental health institutions) into homelessness or HUD McKinney-Vento funded programs?

Yes

Project Leveraging

The following list summarizes the leveraging funds for the project. To add information to this list, click on the icon and enter the requested information.

Total value of written commitment \$663,500

Contributor	Source	Date of Commitment	Value of Commitment
City of Trenton	Government	09/02/2008	\$28,500
Division of Famil...	Government	10/09/2008	\$635,000

Project Leveraging Detail

Instructions:

Indicate the type, source (government or private), and total amount of contributions for which the project has a written commitment in hand at the time of application. If you do not have a written commitment in-hand, do not enter the contribution. Undocumented leveraging claims may result in the re-scoring of the CoC application and the withdrawal of the conditional award.

A written agreement should include signed letters, memoranda of agreement, or other documented evidence of a commitment. All written commitments must be signed and dated by an authorized representative, and should include the name of the contributing organization, the type of contribution (cash, child care, case management, etc.), the value of the contribution, and date the contribution will be available. It is also important that the written commitment include the project name and be addressed to the project applicant or sponsor.

Eligible leveraging items may include any written commitments that will be used towards the cash match requirements in the project, as well as any written commitments for buildings, equipment, materials, services and volunteer time. The value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project (e.g. the value of donated land, buildings, or equipment claimed in 2007 and prior years cannot be claimed as leveraging by that project for 2008 or any other subsequent year).

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for additional program requirements.

Select the Type of Contribution Cash
Name the Source of the Contribution City of Trenton
Select Type of Source Government
Date of Written Commitment 09/02/2008
Value of Written Commitment \$28,500

Project Leveraging Detail

Instructions:

Indicate the type, source (government or private), and total amount of contributions for which the project has a written commitment in hand at the time of application. If you do not have a written commitment in-hand, do not enter the contribution. Undocumented leveraging claims may result in the re-scoring of the CoC application and the withdrawal of the conditional award.

A written agreement should include signed letters, memoranda of agreement, or other documented evidence of a commitment. All written commitments must be signed and dated by an authorized representative, and should include the name of the contributing organization, the type of contribution (cash, child care, case management, etc.), the value of the contribution, and date the contribution will be available. It is also important that the written commitment include the project name and be addressed to the project applicant or sponsor.

Eligible leveraging items may include any written commitments that will be used towards the cash match requirements in the project, as well as any written commitments for buildings, equipment, materials, services and volunteer time. The value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project (e.g. the value of donated land, buildings, or equipment claimed in 2007 and prior years cannot be claimed as leveraging by that project for 2008 or any other subsequent year).

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for additional program requirements.

Select the Type of Contribution Cash
Name the Source of the Contribution Division of Family Development
Select Type of Source Government
Date of Written Commitment 10/09/2008
Value of Written Commitment \$635,000

Homeless Management Information System (HMIS) Participation

Instructions:

The data entered into this form will be used to determine the percentage of clients reported in the CoC's HMIS for this project.

Indicate whether or not the project is participating in the HMIS. If the project is participating in the HMIS, enter additional information about the project's participation in the HMIS, including the total number of clients served by the project, the total number of clients reported in the HMIS, and the percentage of values that are missing ("Null or Missing Values") and/or unknown ("Don't Know or Refused") for all client records reported. If there were no unknown value, enter "0" in any field within the chart, and select "Save & Next" to move to the next form.

If the project is not participating in the HMIS, indicate the reason(s) for non-participation.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA for additional program requirements.

All projects must indicate their level of participation in the CoC's HMIS.

Does this project provide client level data to HMIS at least annually? No

Select the "Save" button to enter additional information.

Indicate the reason for non-participation in the HMIS New project not yet operational

For Federal/State prohibition, cite applicable law. For "Other", provide explanation.

SHP Leasing Budget

The following information summarizes the SHP leasing request for the project.

To add information to this list, click on the icon and enter the requested information.

Summary SHP Leased Budgets \$257,616

SHP Leased Structures Budget

The following information summarizes the SHP funds being requested for one or more structures leased for operating the project.

To add information to this list, click on the icon and enter the requested information.

Structure Name	Paid Amount	Number of Months	Total
This list contains no items			

SHP Supportive Services Budget

Complete the following budget fields detailing how SHP funds will be used to provide supportive services project participants.

Instructions:

Enter the quantity and total dollar amount of SHP funds requested for each supportive service in the project for each year of the grant term. Enter only the portion of the costs DIRECTLY related to providing services to project participants who are eligible for SHP funding. Refer to the SHP Desk Guide for details on eligible supportive services costs:

<http://www.hudhre.info/index.cfm?do=viewShpDeskguideD> For detailed instructions and examples on completing this budget, reference the online training modules at: <http://esnaps.hudhre.info/training>.

By law, SHP funds may be used to pay for up to 80% of the total supportive services budget for each year of the grant term. This means that the grantee or project sponsor must make cash payment for at least 20% of the project's total supportive services annual budget. Although documentation of matching funds is not required in this application; if the project is awarded grant funds, documentation for Year 1 must be presented before grant agreement and entered in the Annual Performance Report (APR) at the end of the operating year. Documentation of cash match for Years 2 and 3, if applicable, must be met by the end of each of those years and entered in the corresponding APR.

Rapid Re-housing projects - If the applicant is applying for a Rapid Re-housing Demonstration Project and will be providing housing placement, legal assistance and literacy training these items should be listed under "other" costs.

Supportive Services Costs	Quantity (limit 200 characters)	SHP Request Year 1	SHP Request Year 2	SHP Request Year 3	Total
1. Outreach		\$0	\$0	\$0	\$0
2. Case Management		\$37,645	\$37,645	\$37,645	\$112,935
3. Life Skills (outside of case management)		\$0	\$0	\$0	\$0
4. Alcohol and Drug Abuse Services		\$0	\$0	\$0	\$0
5. Mental Health and Counseling Services		\$0	\$0	\$0	\$0
6. HIV/AIDS Services		\$0	\$0	\$0	\$0
7. Health Related and Home Health Services		\$0	\$0	\$0	\$0
8. Education and Instruction		\$0	\$0	\$0	\$0
9. Employment Services		\$0	\$0	\$0	\$0
10. Child Care		\$0	\$0	\$0	\$0
11. Transportation		\$0	\$0	\$0	\$0
13. Other (must specify)					
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
14. Total SHP dollars requested		\$37,645	\$37,645	\$37,645	\$112,935
15. Cash Match		\$9,500	\$9,500	\$9,500	\$28,500
16. Total SHP Supportive Services Budget		\$47,145	\$47,145	\$47,145	\$141,435
17. Other resources (cash and in-kind)		\$0	\$0	\$0	\$0

Supportive Housing Program (SHP) Summary Budget

Instructions:

To update the individual budget activities (acquisition, new construction, rehabilitation, leasing, supportive services, operations, or HMIS), use the left menu bar to go back to the appropriate budget. Refer to the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewShpDeskguideD> for details on funding limitations, cash match, and eligible budget activities.

The following information summarizes the SHP funding request and the available cash match for the total term of the project. Enter the appropriate amount of administrative costs for the project.

Selected Grant Term 3 Years

SHP Activities	SHP Dollars Request	Cash Match	Totals
1. Acquisition			\$0
2. Rehabilitation			\$0
3. New Construction			\$0
4. Subtotal (Lines 1 - 3)	\$0	\$0	\$0
5. Real Property Leasing From Leasing Budget Chart	\$257,616		\$257,616
6. Supportive Services From Supportive Services Budget Chart	\$112,935	\$28,500	\$141,435
7. Operations From Operating Budget Chart	\$0	\$0	\$0
8. HMIS From HMIS Budget Chart	\$0	\$0	\$0
9. SHP Request (Subtotal lines 4-8)	\$370,551		
10. Administrative Costs (Up to 5% of line 9)	\$18,528	Max. Admin. Allowed	\$18,528
	Total SHP Request (Total lines 9 and 10)	Total Cash Match	Total Budget (Total SHP Request + Total Cash Match)
	\$389,079	\$28,500	\$417,579

Public Housing Authority (PHA) Certification Attachment Detail

Document Description:

Program Outcome Logic Model (HUD 96010) Attachment

Document Type	Required?	Document Description	Date Attached
Logic Model for Program Outcome (HUD 96010)	Yes	Logic Model for P...	10/11/2008

Program Outcome Logic Model (HUD 96010) Attachment Detail

Document Description: Logic Model for Program Outcome (HUD 96010)