

**Hudson County  
Division of Housing  
and Community  
Development**



**Hudson County  
Emergency Solutions Grant  
Policies and Procedures Manual**



**Table of Contents**

Introduction..... 4

Definitions ..... 4

Distribution of Funding..... 8

Eligible Program Activities ..... 8

    Street Outreach..... 9

    Emergency Shelter ..... 10

    Homelessness Prevention ..... 11

    Rapid Rehousing ..... 13

Homeless Management Information System (HMIS) ..... 15

Administrative Activities..... 15

Funding Requirements..... 16

Program Implementation..... 19

    Subrecipient Agreement..... 19

    Reimbursement Procedures ..... 20

    Hudson County Forms ..... 21

    Financial Standards ..... 21

    Audit Requirements..... 22

Performance Standards ..... 22

Compliance Monitoring and Reporting ..... 22

    Monitoring Objectives..... 22

    Annual Monitoring Visits..... 23

    Areas of Monitoring..... 24

    Reporting Requirements ..... 26

Review and Updates ..... 26

Appendix A: Homeless Definition ..... 27

Appendix B: Client File Check List..... 30

Appendix C: Sample Time & Effort Allocation Sheet..... 31

Appendix D: Hudson County Grant Forms ..... 32

    D.1 Hudson County Rapid Rehousing and Homeless Prevention Eligibility Screening Tool ..... 32

    D2. Hudson County Rapid Rehousing and Prevention Self-Certification of Housing Status ..... 34

D3. Hudson County Rapid Rehousing and Prevention Housing Standards Inspection ..... 35

D4. Hudson County Rapid Rehousing and Prevention Landlord Payment Agreement Form..... 37

D5. Hudson County Rapid Rehousing and Homeless Prevention Lead Based Paint Disclosure..... 39

Appendix E: Data Quality and Performance Measures ..... 40

Appendix F: Quarterly Report Format..... 44

## Introduction

The ESG program is authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371–11378) as amended by the HEARTH Act. The program authorizes the Department of Housing and Urban Development (HUD) to make grants to States, units of general purpose local government, and territories for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance. (24 CFR 576.1) The ESG Interim Rule took effect on January 4, 2012 and updated on April 2017.

Hudson County ESG funds are designed to provide certain essential social services, shelter, financial assistance and housing to homeless individuals and families and those at risk of homelessness.

This policy and procedures manual reflects both the Federal regulations of the HEARTH Act that governs the ESG program, and the procedures used by the Hudson County Division of Housing and Community Development (HCD) in administration of this grant as directed by the U.S. Department of Housing and Urban Development (HUD). Changes may occur as statutory interpretations and clarifications become available from HUD or as Hudson County rules, procedures or guidelines are revised. No part of this policy guide shall override the rules set forth by Federal oversight of HUD. The effective date of this policy manual is July 1, 2021.

In addition to the policies and procedure sections, this manual includes Hudson County Grant Forms in order to assist sub-recipients with the proper implementation of ESG funds.

Questions and comments regarding the material contained in this manual may be referred to Naomi Lesnewski, Program Director at (201) 369-4520 or [nlesnewski@hcnj.us](mailto:nlesnewski@hcnj.us).

## Definitions

### At risk of homelessness:

- (i) An individual or family who:
- (ii) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (iii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the ‘homeless’ definition in this section; and
- (iv) Meets one of the following conditions:
  - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
  - (B) Is living in the home of another because of economic hardship;
  - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

- (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
  - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
  - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
  - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the subrecipient's approved consolidated plan;
- (1) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C.5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C.254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C.2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C.1786(b)(15)); or
- (2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**Consolidated plan** means a plan prepared in accordance with 24 CFR part 91. An approved consolidated plan means a consolidated plan that has been approved by HUD in accordance with 24 CFR part 91.

**Continuum of Care** means the group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; victim service providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

**Emergency shelter** means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. Any project funded as an emergency shelter under a Fiscal Year 2010 Emergency Shelter grant may continue to be funded under ESG.

**Homeless:**

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements(including congregate shelters,

- transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or
- (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - (ii) Has no other residence; and
  - (iii) Lacks the resources or support networks, e.g., family, friends, faith based or other social networks, to obtain other permanent housing.

**Chronically homeless:**

An individual or family that :

- (i) Is homeless and resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- (ii) Has been homeless and residing in a place for at least one year or on at least four separate occasions in the last 3 years, ;

- (iii) That the individual or family has a head of household with a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability;
- (1) An individual who has been living in an institutional care facility if the individual has been living in the facility for fewer than 90 days and has been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. The individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.
- (2) **Chronically homeless families;** are families with adult heads of households who meet the definition of chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if the minor head of household meets all the criteria of a chronically homeless individual. A chronically homeless family includes those whose composition has fluctuated while the head of household had been homeless.

**Homeless Management Information System (HMIS)** means the information system designated by the Continuum of Care to comply with the HUD's data collection, management, and reporting standards and used to collect participant level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

**Live-in aide** is a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who is determined to be essential to the care and well-being of the persons, is not obligated for the support of the persons, and would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403)

**Metropolitan city** means a city that was classified as a metropolitan city under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal year for which ESG funds are made available. This term includes the District of Columbia.

**Private nonprofit organization** means a private nonprofit organization that is a secular or religious organization described in section 501(c) of the Internal Revenue Code of 1986 and which is exempt from taxation under subtitle A of the Code, has an accounting system and a voluntary board, and practices nondiscrimination in the provision of assistance. A private nonprofit organization does not include a governmental organization, such as a public housing agency or housing finance agency.

**Program income** shall have the meaning provided in 2 CFR 200.80. Also, refer to 2 CFR 200.307.

**Program participant** means an individual or family who is assisted under the ESG program.

**Program year** means the consolidated program year established by the County under 24 CFR part 91. The County defined program year begins July 1 and ends on June 30 of the following year.

**Urban County** means a county that was classified as an urban county under 42 U.S.C. 5302(a) for the fiscal year immediately preceding the fiscal year for which ESG funds are made available.

**Victim service provider** means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

## **Distribution of Funding**

### Overview of Process

The county of Hudson program year begins July 1<sup>st</sup> and runs through June 30<sup>th</sup> of the following year. The County typically begins the ESG Application process in February for the upcoming program year. When announced, applications are made available through the County website and via e-mail to a master list of homeless assistance providers, advocates, units of local government, and interested residents. A Public Notice is also published in local papers. The notice will include dates and deadlines for the application process. Available funding amounts may be estimated based on the anticipated federal budget. The actual amount available will be provided when it is made available by HUD.

### Online Application System

Beginning in 2016, an online application system was implemented to collect applications for ESG funding. Applications will only be accepted through this system unless a waiver is granted. Applicants who are unable to utilize the system must submit a written request for a waiver, documenting why they are unable to meet this requirement.

### Applicant Scoring and Review

Each application is reviewed by the Hudson County Alliance to End Homelessness Performance and Evaluation Committee and staff of the Hudson County Division of Housing and Community Development. A score sheet is used to calculate the objective scores and recommendations are presented to the County Executive and ultimately the Board of County Commissioners for approval.

### Eligible Applicants

Private nonprofit organizations and units or departments of local government providing services to the homeless and those that are at-risk of becoming homeless within the County are eligible to apply for funding. Private non-profit organizations must be certified as a 501(c) organization and be registered in the state of New Jersey as a charitable organization. Funding may be provided to a religious organization if the organization agrees to provide all eligible activities under this program in a manner that is free from religious influences and in accordance with ESG requirements. Applicants that are primarily religious organizations are encouraged to contact Hudson County for specifics or refer to 24 CFR Part 576.406.

### Exceptions to the Funding Process

In the instance of a natural disaster or a local or federally declared emergency, the County of Hudson reserves the right to make funding changes and decisions outside of this application process. Decisions under these circumstances will be made in line with the guidance released by the U.S. Department of Housing and Urban Development, with final approval remaining with the Hudson County Board of County Commissioners.

## **Eligible Program Activities**



Target Population

This program is targeted to individuals and families who meet HUD’s definition of Homeless or At-Risk of Homelessness as defined by the ESG regulations 24 CFR Part 576.2. See **Appendix A** for the Homeless and At-Risk of Homelessness definition for the ESG Grant.

Use of Funds

ESG funding is available for the following components:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Rehousing
5. HMIS (Homeless Management Information System)

While all of these component are eligible under ESG, historically Hudson County has placed priority on street outreach, emergency shelter and rapid rehousing, utilizing other funding sources to provide for homelessness prevention and HMIS. These components are intentionally focused on housing – either targeted outreach to connect unsheltered individuals with shelter, assistance to operate shelters and/or rental assistance and services designed to rapidly assist households to obtain permanent housing. This assistance is not intended to provide long-term support for program participants, nor will it be able to address all of the financial and supportive service needs of households that may affect their ongoing housing stability. Rather, assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and working with participants to develop a plan for preventing future housing instability.

Changes to Hudson County Priorities

In the instance of a natural disaster or a local of federally declared emergency, the County of Hudson reserves the right to make changes to their current priorities and uses of funds to best serve the needs of the community at that time. Hudson County will make amendments or will provide separate policies for programs that may fall under these situations as they will likely differ from the policies outlined below.

**Street Outreach**

ESG funds are provided to homeless outreach programs with the goal of engaging unsheltered homeless people. Street outreach teams should be mobile and utilize evidence-based engagement strategies to link homeless individuals and families with shelter, permanent housing and essential services.

Eligible Activities

Eligible services for street outreach are those related to reaching out and engaging unsheltered homeless individuals and families, connecting them with emergency shelter, permanent housing or critical services, and providing them with urgent non-facility-based care. Eligible costs include:

- A. Engagement
- B. Case management
- C. Emergency health services\*
- D. Emergency mental health services\*; and
- E. Transportation
- F. Special Populations

*\*ESG funds may only be used for emergency health and/or mental health services to the extent that other appropriate health and/or mental health services are inaccessible or unavailable within the community.*

Further definitions of each eligible cost are provided in 24 CFR 576.101(a).

### Hudson County Outreach Priorities

For Hudson County, street outreach teams are funded to focus on those hardest to engage and serve, with a specific focus on clients residing in encampments or those engaged through the warming center. When homeless outreach teams engage with unsheltered homeless individuals or families, the first priority is linking them with shelter and case management through the Hudson County Coordinated Entry Program (HCCEP). Through the HCCEP, either at the drop-in or shelter, a full needs assessment will be completed to determine ongoing housing and service needs. In the event that an individual or family does not accept either of these referrals, outreach staff should work with HCCEP to determine the best way for an assessment to be conducted with the household.

### **Emergency Shelter**

Emergency shelters are essential to meet the most immediate and basic needs of persons experiencing homelessness. In general, emergency shelters address the basic health, food, clothing and personal hygiene needs of the households and provide/refer them to permanent housing programs and supportive services. Hudson County prioritizes Emergency Shelters that embrace a Housing First approach, offer immediate and low-barrier access to anyone facing a housing crisis, and open 24 hours a day through the year. Each shelter is required to coordinate with the Hudson County Coordinated Entry Program to ensure residents have access to potential permanent housing opportunities.

### Eligible Activities

Eligible services under Emergency Shelter are those related to providing essential services to homeless families and individuals in emergency shelters, renovating/converting buildings to be used as emergency shelter for homeless families and individuals and operating emergency shelters. Eligible costs include:

- A. Essential Services including case management, childcare, education services, employment assistance and job training, outpatient health services\*, legal services\*, life skills training, mental health services\*, substance abuse treatment services\* and transportation.
- B. Renovation costs which include labor, materials, tools and other costs for renovation. For renovation project, the emergency shelter must be owned by a government entity or private nonprofit organization and each building renovated with ESG funds must be maintained as a shelter for homeless individuals and families for not less than a period of 3 or 10 years, depending on the type of renovation and the value of the building. Further details on the value of the building, and minimum use period can be found at 24 CFR 576.102(c).
- C. Shelter Operations which include maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.
- D. Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 which include relocation payments and other assistance to persons displaced by a project assisted with ESG funds

*\*ESG funds may only be used for outpatient health services, legal services, mental health services and*

*substance abuse treatment services to the extent that other appropriate services are inaccessible or unavailable within the community.*

#### Evaluating Eligibility for Emergency Shelter

It is the County's goal to ensure that all who are in immediate need of shelter receive it. Because shelter beds and resources are limited, it is important that an upfront assessment is done at each shelter to ensure no other safe housing options exist before someone enters the homeless system. Households seeking emergency shelter should be screened by shelter staff for program eligibility as well as diversion potential. A pre-screening framework has been developed and shelters are required to incorporate a diversion philosophy into their existing intake process. The ultimate goal is to divert households from entering the shelter system whenever possible if another decent, safe option exists. Diversion strategies could include family reunification and/or mediation if possible, as well as prevention assistance with landlords.

Additionally, Hudson County prioritizes shelters that embrace a Housing First approach and offer immediate and low-barrier access to anyone facing a housing crisis. It is the expectation that low-barrier facilities follow a harm reduction philosophy.

All emergency shelters that receive ESG funding must comply with HUD's Equal Access Rule Final Rule 24 CFR Part 5.106 and the local policies set forth in the Hudson County Alliance to End Homelessness Policies and Procedures.

#### Duration and Amount of Assistance

The County has not set a maximum amount of time that clients can receive shelter. However, it is the County's goal to link individuals and families with permanent housing as quickly as possible. Shelters must work collaboratively with the Hudson County Coordinated Entry Program to ensure clients are assessed and provided appropriate services. HCCEP will provide mobile staff to conduct assessment on-site at shelter locations. Since Coordinated Entry cannot guarantee immediate housing and cannot replace emergency housing, shelters are urged to work with the HCCEP to provide sufficient supportive services related to housing placement prior to discharging a resident.

#### Discharge Policies

All ESG funded projects must have a specific termination of service policy that is followed when assistance for a household will be ended. All households must be aware at project entry about this process and what factors could have an impact on their ability to remain in the project. Because the County is looking to ensure households are not being discharged due to restrictions put in place by the project, it is expected that all ESG projects will have a low number of terminations due to non-compliance or disagreements with rules or staff in the project. This termination aspect will be evaluated in the performance review and monitoring done by the Performance and Evaluation Committee of the Hudson County Alliance to End Homelessness.

### **Homelessness Prevention**

Homelessness prevention programs are designed to help those who are at risk of homelessness by providing them with financial assistance and stabilization services to help them regain stability in their current permanent housing or move into other permanent housing to achieve stability. Linkages should also be made to community services to help the household maintain their housing moving forward. Hudson County does not currently prioritize homelessness prevention for ESG funding, instead utilizing other funding sources to cover the need.

#### Eligible Activities

Eligible activities under Homelessness Prevention include housing relocation and stabilization services and short and/or medium-term financial assistance to prevent a household from entering homelessness. Eligible costs, which are further defined in 24 CFR 576.105 and 24 CFR 576.106, include:

- A. Financial assistance costs related to housing relocation including rental application fees, security deposits, last month’s rent, utility deposits, utility payments and moving costs
- B. Services such as housing search and placement, housing stability case management, mediation, legal services and credit repair
- C. Rental Assistance in the form of: short-term rental assistance which can cover up to 3 months rent, medium-term rental assistance which can cover between 4 and 24 months of rent, or a one-time payment of up to 6 months of rental arrears

Evaluating Eligibility for Homelessness Prevention

ESG homelessness prevention funds must be used to serve households that meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) or the “homeless” definition and have an annual income below 30% of median family income for the area. For 2021, the Income Limits are:

2021 Income Limits		
Family Size	Annual Income	Monthly Income
1	\$21,750	\$1,812
2	\$24,850	\$2,070
3	\$27,950	\$2,329
4	\$31,050	\$2,587
5	\$33,550	\$2,795
6	\$36,050	\$3,004
7	\$40,120	\$3,343
8	\$44,660	\$3,721

In addition to meeting HUD eligibility, all households assisted with homelessness prevention funding must demonstrate the ability to maintain the apartment after assistance has ended. Each agency funded for homelessness prevention should set clear criteria for determining sustainability.

While referrals for homelessness prevention are not required to come through the HCCEP, in the event the Hudson County Alliance to End Homelessness develops a coordinated entry point specifically for prevention, any agency that receives prevention funding through the County’s ESG allocation will be required to participate.

Duration and Amount of Assistance

Hudson County ESG funded homelessness prevention programs can only provide a maximum of four months of assistance. Exceptions to the duration and amount of assistance can be submitted to the Hudson County Division of Housing and Community Development for approval based on the provider’s individual assessment, housing plan, and availability of other community resources.

Eligible Units

Homelessness prevention funding may only be provided in units that do not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD’s standard of rent reasonableness, as established under 24 CFR 982.507. For purposes of calculating rent, the rent shall be equal to the sum of the total monthly rent for the unit, any fees required for occupancy under

the lease (excluding late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone and trash) established by the local public housing authority.

All units must meet certain Habitability Standards to ensure that facilities provide appropriate privacy, safety, sanitary and other health-related conditions for homeless persons. The written Habitability Standards are available at <https://www.hudexchange.info/resources/documents/ESG-Emergency-Shelter-and-Permanent-Housing-Standards.pdf>

#### Rental Assistance Agreement

The subrecipient may make rental assistance payments only to an owner with whom the subrecipient has entered into an agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the terms of the agreement, the owner must provide the subrecipient a copy of any notice to the program participant to vacate the housing unit or any complaint to commence an eviction action against the program participant. In addition, it notifies the landlord that during the time they are receiving rental assistance through ESG they are prohibited from evicting a tenant solely because the tenant is or becomes a victim of domestic violence, dating violence, sexual assault, or stalking as further detailed in 24 CFR 576.409.

A copy of the rental assistance agreement that must be used for all homelessness prevention and rapid rehousing programs is attached to these policies and procedures.

### **Rapid Rehousing**

Rapid Rehousing programs are designed to help those who are literally homeless by quickly placing them in permanent housing with the ongoing support necessary to maintain it. The primary goal is to stabilize a program participant in permanent housing as quickly as possible and to provide wrap-around services after the family or individual obtains housing. There is no initial income limit at intake. Enrollment in a rapid rehousing program should rely heavily on a case management plan developed in conjunction with the participant to ensure the long-term stability for program participants. Providers are expected to implement a case management plan that will increase household income and/or increase access to mainstream benefits for program participants. Linkages should also be made to applicable mainstream programs such as food stamps, Medicaid, etc.

#### Eligible Activities

Eligible activities under Homelessness Prevention include housing relocation and stabilization services and short and/or medium-term financial assistance to prevent a household from entering homelessness. Eligible costs, which are further defined in 24 CFR 576.105 and 24 CFR 576.106, include:

- D. Financial assistance costs related to housing relocation including rental application fees, security deposits, last month's rent, utility deposits, utility payments and moving costs
- E. Services such as housing search and placement, housing stability case management, mediation, legal services and credit repair
- F. Rental Assistance in the form of: short-term rental assistance which can cover up to 3 months rent, medium-term rental assistance which can cover between 4 and 24 months of rent, or a one-time payment of up to 6 months of rental arrears

#### Evaluating Eligibility for RRH

All rapid rehousing programs funded with ESG are required to solely take referrals through the Hudson County Coordinated Entry Program (HCCEP). All individuals and families entering the HCCEP are assessed using the standard assessment tool which determines level of need. The HCCEP is responsible for identifying and referring eligible clients to RRH programs. Additionally, the HCCEP will prioritize referrals according to the policies set forth by the Continuum of Care. The subrecipient is ultimately responsible for ensuring proper eligibility documentation is maintained for each client.

In order to be eligible for Emergency Solutions Grant (ESG) assistance for rapid rehousing, a household must meet the criteria under paragraph 1 of the “homeless” definition or who meet the criteria under paragraph 4 of the “homeless” definition and live in an emergency shelter or other place described in paragraph 1 of the homeless definition.

If a client remains housed in the program for a year or more, the client must be complete an income recertification at the 12 month point and their income must be below 30% of AMI. For 2021, the limits are:

<b>2021 Income Limits</b>		
<b>Family Size</b>	<b>Annual Income</b>	<b>Monthly Income</b>
1	\$21,750	\$1,812
2	\$24,850	\$2,070
3	\$27,950	\$2,329
4	\$31,050	\$2,587
5	\$33,550	\$2,795
6	\$36,050	\$3,004
7	\$40,120	\$3,343
8	\$44,660	\$3,721

Income limits for the following year are usually released in April.

Duration and Amount of Assistance

Due to the limited amount of funding available, Hudson County limits ESG funded RRH programs to a maximum of four units of assistance. As an example, these four units can entail four months of rental assistance or one month security deposit and three months of rental assistance. Clients receiving this short-term rental assistance are not required to contribute to their rental payments. Exceptions to the duration and amount of assistance can be made by the provider based on the individual assessment, housing plan, and availability of other community resources.

In instances of exceptions, households are not required to contribute to their rent for the first 6 months they are in the program. At the 6-month mark, the provider must complete a HUD rent calculation for the household and they are required to contribute 30% of their net income to their rent.

Eligible Units

Rental assistance may only be provided in units that do not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD’s standard of rent reasonableness, as established under 24 CFR 982.507. For purposes of calculating rent, the rent shall be equal to the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (excluding late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone and trash) established by the local public housing authority.

All units must meet certain Habitability Standards to ensure that facilities provide appropriate privacy, safety, sanitary and other health-related conditions for homeless persons. The written Habitability Standards are available at <https://www.hudexchange.info/resources/documents/ESG-Emergency-Shelter-and-Permanent-Housing-Standards.pdf>

#### Rental Assistance Agreement

The subrecipient may make rental assistance payments only to an owner with whom the subrecipient has entered into an agreement. The rental assistance agreement must set forth the terms under which rental assistance will be provided, including the requirements that apply under this section. The rental assistance agreement must provide that, during the terms of the agreement, the owner must provide the subrecipient a copy of any notice to the program participant to vacate the housing unit or any complaint to commence an eviction action against the program participant. In addition, it notifies the landlord that during the time they are receiving rental assistance through ESG they are prohibited from evicting a tenant solely because the tenant is or becomes a victim of domestic violence, dating violence, sexual assault, or stalking as further detailed in 24 CFR 576.409.

A copy of the rental assistance agreement that must be used for all homelessness prevention and rapid rehousing programs is attached to these policies and procedures.

### **Homeless Management Information System (HMIS)**

All programs funded under the ESG Program are required to participate in the HMIS system designated by the Continuum of Care for the area. In order to assist programs in meeting this requirement, HUD allows for certain HMIS costs to be covered under ESG funding. Due to the limited funding in Hudson County, the Hudson County Division of Housing and Community Development does not prioritize ESG funding for HMIS.

#### Eligible Activities

Because the recipient is not the HMIS lead agency in Hudson County, eligible HMIS costs under ESG include:

- Purchases or leasing computer hardware;
- Purchasing software or software licenses;
- Purchasing or leasing equipment, including telephones, fax machine, and furniture;
- Obtaining technical support;
- Leasing office space;
- Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;
- Paying salaries for operating HMIS, which includes activities outlined in 24 CFR 576.107
- Paying costs to staff to travel to and attend HUD-sponsored and HUD-approved training on HMIS d programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
- Paying staff travel costs to conduct intake; and
- Paying participation fees charged by the HMIS Lead

### **Administrative Activities**

To assist in the planning and execution of ESG activities, HUD allows recipients to use up to 7.5% of its ESG grant for payment of administrative costs. Due to limited funding, Hudson County does not traditionally take administrative funding out of ESG.

### Eligible Activities

Administrative activities allowed under ESG are further detailed in 24 CFR 576.108, but include costs of overall program management, coordination, monitoring and evaluation.

ESG administrative funds may be used to pay for salaries, wages and related costs to carry Program administration assignments which include:

- Preparing program budgets and schedules, and amendments to those budgets and schedules;
- Developing systems for assuring compliance with program requirements;
- Developing interagency agreements and agreements with subrecipients and contractors to carry out program activities;
- Monitoring program activities for progress and compliance with program requirements;
- Preparing reports and other documents directly related to the program for submission to HUD;
- Coordinating the resolution of audit and monitoring findings;
- Evaluating program results against stated objectives; and
- Managing and supervising persons who's primary responsibilities with regard to the program include such assignments as outlined above

Additional eligible costs include:

- Costs to provide training on ESG requirements and attending HUD-sponsored ESG trainings;
- Costs of preparing and amending the ESG and homelessness-related sections of the consolidated plan;
- Costs of carrying out the environmental review responsibilities under 576.407

## **Funding Requirements**

### Local Match Requirements

Subrecipients are required to provide matching funds equal to their approved ESG funding amounts for eligible program activities. Matching funds must be derived from sources other than the program. In calculating the amount of matching funds, the following types may be included:

- Cash;
- The value or fair rental value of any donated material or building;
- The value of any lease on a building;
- Any salary paid to staff to carry out the program of the recipient; and
- The value of the time and services contributed by volunteers to carry out the program of the recipient at a current rate of \$5 per hour\*

*\*Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.*

Applicants will be required to document source of matching funds at time of application and must be approved by the Division. Details on eligible match sources and uses of funds can be found at 24 C.F.R. § 576.201

### Client Files



All subrecipients must maintain detailed client files. Client files should not only document program eligibility but should include a detailed record of the services provided to each client and the program funds that supported each service. ESG funding is directly related to project performance. Program outcomes can only be measured if full and precise information about activities and services provided are gathered and maintained for reporting. Please refer to **Appendix B** for the Client File Check-list.

Note: Any demographic and service information requested on the quarterly report should be a regular part of recordkeeping procedures for subrecipients. Client files should reflect dates, types, program costs, etc., of all services in order to document both efficient grant management and the success of the project.

#### Confidentiality

42 U.S.C. 11375 (c)(5) requires service providers assisting clients in domestic violence situations to ensure that their records are kept confidential. Hudson County will not disclose non-public, personal information to any non-affiliated third party except as required by law, or with the client's expressed written consent. Client information should be kept in a secure location and not be accessible to any persons other than authorized service provider personnel, or authorized personnel from Hudson County and HUD for compliance monitoring and/or audit purposes. The Homeless Management Information System (HMIS) used for required homeless tracking statistics includes ample safety measures for confidentiality as well. Locations of domestic violence shelter facilities receiving ESG funds will not be publicly disclosed except with the written authorization of the person responsible for shelter operations.

Additional details and guidance on data sharing and confidentiality can be found in the Hudson County Alliance to End Homelessness Data Sharing and Case Conferencing Policies and Procedures.

#### Termination of Assistance

Service providers may terminate ESG assistance to participants who violate program requirements. The agency must have a process in place that governs the termination and grievance procedures and must make this policy available to participants either by written handouts or public posting of the policy used by the program.

#### Participation in the Hudson County Alliance to End Homelessness

All ESG projects must demonstrate that they will work in coordination with the Hudson County Alliance to End Homelessness (HCAEH) which serves as Hudson County's Continuum of Care. In addition, ESG funded programs are required to participate in the Continuum of Care (CoC) and all relevant CoC activities, including but not limited to the Point in Time (PIT) Count and the Housing Inventory Chart (HIC). Visit the HCAEH website at [www.hudsoncountynj.org/homeless-initiatives/hudson-county-alliance-to-end-homelessness-hcaeh/](http://www.hudsoncountynj.org/homeless-initiatives/hudson-county-alliance-to-end-homelessness-hcaeh/) for information about upcoming meeting dates or to be added to the HCAEH email list.

#### Participation in HMIS

Projects receiving ESG funding must participate in the Hudson County Homeless Management Information System (HMIS). HMIS is an electronic database that collects data on homeless persons who receive housing and services in the community and persons who receive homeless prevention and intervention services. Participation includes technical set up, staff training, implementation and ongoing client data entry. HMIS also allows Hudson County to evaluate client and system level outcomes in order to improve the services provided.

Domestic Violence service providers that receive ESG funding are required to use a comparable database outside of HMIS. The database must be able to generate required reporting (CAPER) and aggregate data to the Hudson County Alliance to End Homelessness (CoC). In the event a domestic violence provider is funded, the County will work with the provider and the HMIS Lead to determine if a system is a comparable database and document that the system meets all requirements.

#### Coordinated Entry Participation

All project funded through ESG are required to utilize or work with the Coordinated Entry Program for the CoC. Specific requirements are dependent on project type:

##### *Rapid Rehousing*

All ESG funded rapid rehousing programs must solely take referrals through the Hudson County Coordinated Entry Program (HCCEP). Garden State Episcopal Community Development Corporation operates the HCCEP for Hudson County. Prior to entering any ESG funded rapid rehousing program, each homeless household will be assessed using the CoC's vulnerability matrix and CEP will make referrals to programs as openings become available and eligible households are identified.

RRH programs can no longer accept clients that self-refer, walk-in, or come from pre-existing waiting lists or other community referral processes. HCCEP will work closely with all providers to ensure that appropriate and eligible referrals are made. Providers will also be given a certain amount of discretion in accepting clients should they feel that a certain household is not suitable for their program. Detailed policies and procedures for the HCCEP process can be found on the HCAEH website at [www.hudsoncountynj.org/homeless-initiatives/hudson-county-alliance-to-end-homelessness-hcaeh/](http://www.hudsoncountynj.org/homeless-initiatives/hudson-county-alliance-to-end-homelessness-hcaeh/)

##### *Emergency Shelters*

Households seeking emergency shelter at one of the County's homeless shelters will be screened by shelter staff for program eligibility as well as diversion potential and do not need to go through HCCEP for emergency placement. However, shelters must work collaboratively with the HCCEP to ensure clients are assessed and provided appropriate services and linkage to permanent housing.

##### *Street Outreach*

All funded outreach programs should attempt to link unsheltered clients with the HCCEP for assessment and connection to housing.

##### *Homelessness Prevention*

As HCCEP is not the single point of entry for prevention programs, homelessness prevention providers are able to establish their own means of accepting clients, but must review referrals through the HCCEP, should they be made. In the event that the Hudson County Alliance to End Homelessness establishes a specific coordinated entry point for homelessness prevention, any program receiving ESG funding will be required to participate.

#### Records Maintenance

Subrecipients must retain all records pertaining to each fiscal year of ESG funds for the greater of 5 years or the period specified below. Copies made by photocopying or similar methods may be substituted for the original records.

- Documentation of each program participant's qualification as a family or individual at risk of homelessness or as a homeless family or individual and other program participant records

must be retained for 5 years after the expenditure of all funds from the grant under which the program participant was served;

- Where ESG funds are used for the renovation of an emergency shelter involves costs charged to the ESG grant that exceed 75 percent of the value of the building before renovation, records must be retained under 10 years after the date that ESG funds are first obligated for the renovation; and
- Where ESG funds are used to convert a building into an emergency shelter and costs charged to the ESG grant for the conversion exceed 75 percent of the value of the building after conversion, records must be retained until 10 years after the date that ESG funds are first obligated for the conversion.

Subrecipients must follow the guidelines under § 576.500 to ensure proper recordkeeping and reporting for all activities funded through ESG. HUD requires Hudson County to report consistently on not only the proper and timely expenditure of grant funds, but also the types of program activities being funded and their evidence of measurable outcomes. HMIS will provide a wide variety of tracking capabilities to serve this purpose. Reliable agency data, client data, service data and outcomes data will be gathered through this system and used for annual HUD reporting. Further details on data quality and performance outcomes are provided later in this manual.

#### Compliance with Equal Access Final Rule

The subrecipient agrees that it will be committed to creating LGBTQ inclusive facilities and programming in accordance with HUD's Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity ruling. This rule states HUD supported housing programs remain open to all eligible individuals regardless of marital status and actual or perceived sexual orientation or gender identity. In addition, all programs funded through Hudson County must follow the Hudson County Alliance to End Homelessness Policies and Procedures which may provide additional guidance on LGBTQ inclusivity.

This commitment requires ESG subrecipients to participate in any LGBTQ cultural competency and/or HUD Equal Access Rule training held by the local Continuum of Care.

## **Program Implementation**

### **Subrecipient Agreement**

All agencies selected for ESG funding must enter into a subrecipient agreement.

#### Approved Budget

Eligible activities for the ESG program are listed above and at 24 CFR 576 Subpart B. During the application process, a Budget Worksheet is required to show how the recipient plans to spend the requested funds. These budgets are reviewed and must be approved by Hudson County before the activity is set up for drawing down funds. The Final Approved Budget is included in the subrecipient agreement and is used throughout the grant period to monitor spending. Any adjustments to the approved budget made throughout the project year must follow the process outlined in the subrecipient agreement prior to implementing the adjustment.

#### Spending Deadlines and Recapture

A normal spending cycle for the ESG funding is 12 months. Subrecipients are expected to plan their budgets in a way that project goals are met by the end of the spending period with little or no budget

adjustments. In the event that Hudson County determines a subrecipient to be unable to spend all grant monies by the contractual deadline, funds may be recaptured and redistributed to another recipient that will be able to spend the funds in a timely manner on eligible activities.

Grant extensions may be provided at the discretion of the County. Subrecipients must request extensions through the County prior to the end of their grant term. All extensions must be requested through an online submission form, which can be found at <https://hudsoncounty.smapply.io> by logging into your Applicant Account and selecting the project/application for which you are requesting the extension. All requests for extensions should be submitted 30 days before the end of the project year.

### **Reimbursement Procedures**

ESG grants are provided on a reimbursement basis. Requests for reimbursement of expenses must be submitted **at least quarterly** in the format outlined below. Any subrecipient who does not submit a drawdown at least quarterly must submit a written explanation for why funds are not being drawn.

Requests for reimbursement of expenses can be submitted on a monthly basis by the 5<sup>th</sup> of the month. Only listed items on the Approved Budget in the executed Subrecipient Agreement will be considered for reimbursement. In the event of a change in the original line items in the budget, a budget modification must be submitted to the Hudson County Division of Housing and Community Development as outlined in the subrecipient agreement.

Only expenses incurred on or after the effective date of the executed subrecipient agreement between the County of Hudson and the subrecipient are eligible for reimbursement. In each request for reimbursement submitted, the subrecipient must include an invoice detailing payment requests, an official County of Hudson voucher and appropriate back-up documentation. Appropriate back-up documentation includes the following:

- Personnel Expenses/Time Allocation Certification – requests for payment of personnel expenses must include either a copy of a payroll register or copies of pay checks. For any personnel that are not covered 100% by ESG funding, copies of timesheets showing the split of funding between ESG and other funding must be submitted and must match the amount of the reimbursement request. A copy of the Hudson County approved time allocation sheet is included in Appendix C for your reference. In the event that your organization already utilizes a time allocation sheet, please submit a copy for approval.
- Proof of Payment – requests for payment must include a copy of the invoice AND a copy of the check showing the invoice has been paid by the subrecipient. If an invoice was paid electronically, the subrecipient can submit a copy of a bank statement reflecting the electronic payment, clearly indicating the amount of ESG funds applied to that expense on the invoice.
  - For rental assistance payments, the agency/landlord contract that is signed by all parties can be submitted as the “invoice” with a copy of the check showing payment

All reimbursement requests will be reviewed by staff for accuracy, completeness and compliance with program guidelines. The subrecipient may be contacted with questions or for requests for additional documentation. Documentation that is insufficient or difficult to decipher will delay or halt the reimbursement process, and may be grounds for the entire request to be returned to the subrecipient for clarification and to be resubmitted properly at a later date. If all documents are complete and correct, payment should be received within 30 days of completed submission.

Semi-annual reports must be current and on file with the Hudson County Division of Housing and Community Development in order to receive reimbursement payments.

#### Exceptions to Reimbursement Procedures

In the instance of natural disaster or federal or locally declared emergency, the County of Hudson reserves the right to adjust reimbursement procedures to meet the needs of the recipient and subrecipient at that time. Adjustments will be made in compliance with federal and local standards.

### **Hudson County Forms**

Hudson County provides most of the forms necessary for carrying out this grant. Hudson County forms are created to fit the needs of the administration process and, most importantly, to ensure subrecipients meet the reporting requirements from HUD. The use of these forms is required unless written approval is provided to use alternative versions. All forms are provided in **Appendix D**.

### **Financial Standards**

Internal controls reflect the overall financial management of an organization. Standards for financial management systems of nonprofit organizations may be found in 24 CFR Part 200 OMB Super Circular. The following areas should be included:

#### Budget Controls

When budget controls are adequate, the subrecipient will have a regular, on-going basis of comparison between actual expenditures and ESG-budgeted amounts for the activities. The ESG budget will cover intended activity expenses with very little necessity for adjustments during the grant period. The subrecipient will also relate its financial information to recorded outcomes, since awards are more likely to be made when performance measures are in place and outcomes are tracked.

#### Accounting Controls

Expenditures must be supported by invoices, contracts, purchase orders, etc, even when Hudson County does not require full details to accompany draw requests. If minimal documentation is allowed with a draw, subrecipients must have detailed records onsite to provide a complete audit trail at any time.

#### Procurement Rules

24 CFR Part 200 OMB Super Circular provides regulations that govern the procurement of supplies, equipment, construction and services to ensure that they are obtained economically and competitively. In summary, subrecipients may use their own procurement procedures as long as they conform to the regulations. Important elements for subrecipients to consider are: a system to handle contract disputes, a code of conduct preventing conflicts of interest, some form of cost analysis to ensure economic purchases, positive efforts to use small, minority- and women-owned businesses to the maximum extent possible.

#### Property Controls

The Federal regulations regarding property controls in 24 CFR Part 200 OMB Super Circular are for the purpose of tracking the assets purchased with grant funds to ensure that they are properly maintained, secure and being used for authorized purposes. Hudson County is required to do a periodic physical inventory on these items to verify their existence, current utilization and continued need. For this reason, agencies using ESG funds to purchase furnishings, vehicles or equipment for an activity should keep accurate records including the following: a complete description of the item

purchased, a serial or other identification number, the source of funds and Grant Agreement number, the acquisition date and the cost.

### **Audit Requirements**

The fiscal management system of a unit of local government, which receives ESG funds, must provide for audits in accordance with the requirements of 24 CFR Part 44. A private nonprofit organization, which receives ESG funds, must provide for audits in accordance with the requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### **Performance Standards**

The Hudson County Division of Housing and Community Development, in consultation with the Hudson County Alliance to End Homelessness (CoC), developed data quality and performance standards that provide measures to evaluate the effectiveness of 1) reducing the number of people living on the streets and emergency shelters; 2) shortening the time people spend homeless; and 3) reducing each program participant's housing barriers or housing stability risks.

The County will continue to consult with the HCAEH regarding the performance measures of the HEARTH Act and how best to utilize HMIS. This will also include how well the HEARTH Act performance measures are met through the use of HMIS, including tracking the length of time persons are homeless, returns to homelessness, reducing numbers of homeless households and increasing the percent of exits to permanent housing, income and prevention of homelessness.

In addition to the outcomes outlined in Appendix E, the County will utilize HMIS to monitor performance through the following indicators:

- Number of individuals/households served by prevention and rapid rehousing activities
- Exit destinations (temporary and permanent) of individuals/households served
- Length of time served by ESG program
- Amount of clients that return to homelessness within 6 months to 2 years of discharge
- Increase of all income sources at discharge
- Increase of earned income sources at discharge

### **Compliance Monitoring and Reporting**

Hudson County, as the HUD grantee for the Emergency Solutions Grant (ESG), is responsible for ensuring the performance and compliance of all subrecipients.

### **Monitoring Objectives**

Hudson County's monitoring efforts are guided by objectives that address both the agency's responsibilities and goals under the ESG. The objectives are as follows:

- Track Program/Project Performance - resources within the County for permanent housing for homeless persons are limited. Hudson County will track subrecipient performance to ensure that both the level of service provided and the individuals served correspond to the activities outlined in the subrecipients grant agreement;

- Ensure timely expenditure of ESG funds – funds must be spent within specific time periods or the County will lose these valuable housing resources. To ensure that funds are expended in a timely manner, the agreements executed by subrecipients establish specific periods of performance.
- Hudson County will monitor subrecipient progress in spending their ESG funds to ensure that these funds will not be lost.
- Document Compliance – Hudson County is responsible for ensuring that ESG funds are used for eligible activities. If HUD determines that these funds were used for ineligible activities, Hudson County will be required to repay these funds out of its own resources. Hudson County will monitor the administration of ESG-funded programs and projects to assure that subrecipients are complying with Federal requirements and properly documenting their activities.
- Prevent Fraud, Waste and Abuse – fraud, waste and misuse of Federal funds is a crime and Hudson County will monitor subrecipient systems for administering ESG funds to ensure that adequate protections against fraud, waste and abuse of funds are in place.
- Identify Technical Assistance Needs – subrecipients encountering program or financial performance problems may need technical assistance to address weaknesses in program designs or to build their capacity to administer ESG funds. As part of Hudson County’s partnership with subrecipients, it will work with them to identify technical assistance needs and obtain the help they need to improve their performance.

Remote desk reviews are performed at Hudson County offices throughout the year and involve examining information and materials provided by subrecipients to track their performance and identify potential problem areas. In performing desk reviews, staff will examine invoices and subrecipient progress reports to assess subrecipient performance and look for indicators of performance or compliance problems. Hudson County staff may also find valuable information in the subrecipient’s audit.

### **Annual Monitoring Visits**

Hudson County will conduct an annual on-site review with each ESG subrecipient. At least two weeks prior to the on-site monitoring visit, County staff will provide the subrecipient with a monitoring checklist. During an on-site review, Hudson County staff identifies aspects of the program/project performance where the subrecipient is performing well and any areas of weakness; assess subrecipient’s compliance with program requirements; and determine whether subrecipient’s records are adequate to document compliance. When performing an on-site review, staff will complete the appropriate monitoring checklist and prepare a written report summarizing the results of the review.

During an on-site review, Hudson County staff will gather information through a combination of interviews with program/project staff and reviews of program/project files.

### Monitoring Letter

After completing the on-site visit, Hudson County staff will prepare a monitoring letter describing the results of the review. Recommendations for technical assistance or corrective actions will be included with timeframes for completion.

### Follow-Up Action

- If the subrecipient fails to meet a target date for corrective action, Hudson County staff will first contact the subrecipient by telephone.

- If the subrecipient has not responded within 15 days after the date the subrecipient was required to take corrective action, Hudson County staff will send a letter requesting the subrecipient to document and submit the steps that have been taken to implement required corrective actions. The letter will also advise the subrecipient of possible consequences of failure to take corrective action.
- Once a subrecipient's response has been received, Hudson County staff will review the response and determine if the subrecipient has successfully addressed the required corrective actions. These reviews will be completed within 15 days of receiving the subrecipient's response.
- If Hudson County staff determines that the subrecipient's response is not satisfactory, a follow-up letter will be sent to the subrecipient, which specifies the additional actions that are required and the date for completing these actions. Significant non-compliance or lack of response from the subrecipient may result in suspension of funding until such time as the problems are rectified or recapture of funds.

#### Sanctions for Non-Compliance

Hudson County is responsible for implementing sanctions upon any subrecipient found to be out of compliance with program requirements. Sanctions may include, but are not limited to:

- A warning letter regarding further sanctions for continued non-compliance;
- Conditioning a future grant;
- Directives to stop incurring certain costs;
- Retraction of remaining grant funds;
- Requirement to repay certain grant amounts spent ineligibly;
- Reducing the level of funds a subrecipient may otherwise be entitled to; and
- Electing not to provide future funds until appropriate actions are taken to ensure compliance.

These sanctions are taken from HUD's Operating Instructions and Policy Guide for the Emergency Solutions Grant Program.

#### Exceptions to On-Site Monitoring Visits

If, due to a natural disaster or federal or local health emergency, the Hudson County Division of Housing and Community Development determines it is unsafe or they are unable to conduct on-site monitoring visits, the Division will instead complete a virtual or desk monitoring of the funded programs. Documentation stating why a site monitoring was not conducted will be maintained by the Division and any areas that must be monitored in person will be done so when conditions are safe or during the following annual site-visit.

### **Areas of Monitoring**

The major areas of compliance are listed below. The various means of monitoring described above should yield information about whether subrecipients meet the program requirements.

#### Eligible Activities Requirements

Subrecipients are to use the ESG funds as originally planned and for eligible activities as described in 24 CFR Subpart B. Any changes from planning expenditures should be documented in the subrecipient's program files. If a subrecipient proposed to spend funds for an eligible activity and, subsequently, expends funds for another eligible activity, written permission is to be obtained from Hudson County. One step in reviewing the uses of ESG funds for eligible activities is to determine



whether costs have been properly classified. While ESG regulations do not list all eligible activities, items, or costs, there is a statutory requirement that activities benefit the appropriate population and that they will be provided at a reasonable cost. If there are questions about the classification of items or activities, subrecipients should contact Hudson County for clarification.

#### Habitability Standards

All housing (including emergency shelters) funded with ESG, must meet certain Habitability Standards to ensure that facilities provide appropriate privacy, safety, sanitary and other health-related conditions for homeless persons. The written Habitability Standards are available at <https://www.hudexchange.info/resources/documents/ESG-Emergency-Shelter-and-Permanent-Housing-Standards.pdf>

#### General Program Requirements

- Participant Eligibility – subrecipients must document that participants meet all required eligibility requirements including income eligibility and the HUD definition of homeless.
- Assistance in Obtaining Supportive Services – ESG requires that recipients be given assistance in obtaining appropriate supportive services to promote self-sufficiency and to assist them in obtaining permanent housing (24 CFR 576.401(d)(e)).

#### Equipment and Records

Regulation 24 CFR Part 200 OMB Super Circular defines equipment and the equipment records that must be maintained by nonprofit organizations.

#### Financial Management Standards

ESG requires that nonprofit subrecipient's financial management systems must conform to the requirements of 24 CFR Part 200 OMB Super Circular. Nonprofit subrecipients should review these standards with their CPAs to ensure that the financial administration of the program funds meet all OMB standards.

#### Procurement

Purchases of services from contractors or vendors by nonprofit subrecipients with ESG funds are subject to 24 CFR Part 200 OMB Super Circular. This includes standards that prohibit conflicts of interest, procedures for open competition with consistent technical solicitations, affirmative efforts to hire minority- and women- and veteran-owned businesses, maintenance of selection documentation, and a contract administration system that provides sufficient monitoring. Purchases of services from contractors or vendors by public agencies with ESG funds are subject to 24 CFR Part 85.

#### Conflict of Interest

A conflict of interest may exist when a person affiliated with a subrecipient's organization has a direct or indirect financial interest in the selection of contractors, vendors and beneficiaries assisted with program funds. Subrecipients must follow the conflict of interest provisions contained in either 24 CFR 85 (for public agencies) or 24 CFR Part 200 OMB Super Circular (for nonprofit agencies). Parts 84 and 85 provide general guidelines with respect to the procurement of services and materials with Federal funds. In general, subrecipients must have a code of conduct that prohibits any employee, officer or agent of the subrecipient from participating in the decision-making process if that person or his/her immediate family, partner or any organization employing any of the above has direct financial interest or benefit in the entity selected. These persons also may not accept any form of gratuity, favors or anything of monetary value from any entities selected. Subrecipients should

develop standards for avoiding such conflicts, be they real, apparent or potential.

### Audits

States, local government and nonprofit organizations are required to comply with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

## **Reporting Requirements**

Subrecipients will be required to report fiscal, program and client data to Hudson County on a quarterly basis. Specifically:

1. Quarterly progress reports must be submitted on a quarterly basis through an online submission form linked to the original SM Apply application. To submit a quarterly report, an agency must log in to their SM Apply Account, select the original application/program for the year. The link to SM Apply is <https://hudsoncounty.smapply.io>
2. Quarterly submissions must be submitted within 30 days of the end of the quarter and should be based on the program year outlined in the project's grant agreement, even if your project did not voucher for that time period. As example, the majority of grants will run from July 1<sup>st</sup> to June 30<sup>th</sup>, which means the first quarter report would cover July 1<sup>st</sup> – September 30<sup>th</sup>, and should be submitted by October 31<sup>st</sup>.

As part of the quarterly report, subrecipients will be required to upload an outcome report from HMIS. Instructions on how to pull this report are provided below:

1. Log in to HMIS at <https://njhmis.footholdtechnology.com/zf2/>
2. From the Home Page, click REPORTS at the top of the page
3. In the program drop down, click the program for which you are submitting the report for
4. Select HMIS ReportBuilder
5. Update the date range to match the range you are submitting the quarterly report for
6. Under the "Select a saved report format" drop down menu, select "Hudson County ESG Quarterly Report"
7. Hit Continue
8. Once the report is generated, click the HMFA logo in the top right corner to "print" the report. You should then save the report as a PDF. \*if you are unable to print to PDF, you may save the report as excel, but PDF is preferred
9. Save this file on your computer, it can then be used to complete the upload requirement in the electronic submission

A blank copy of the form can be found in the attachments (Appendix F) for your reference, but all quarterly reports must be submitted using the online submission form.

In addition to quarterly reports to the Division, all subrecipients are required to provide HMIS data and programmatic information needed for the Division of Housing and Community Development to submit the annual CAPER to HUD. Directions and guidance will be provided by the Division at the time of preparation and submission.

## **Review and Updates**

This policies and procedures manual is reviewed and updated on an annual basis and as needed due to new regulations and notices by the U.S. Department of Housing and Urban Development.

**Appendix A: Homeless Definition**



# Homeless Definition

<b>ELIGIBILITY BY COMPONENT</b> (Emergency Solutions Grants Program)	<b>Street Outreach</b>	<p>Individuals defined as Homeless under the following categories are eligible for assistance in SO:</p> <ul style="list-style-type: none"> <li>• Category 1 – Literally Homeless</li> <li>• Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)</li> </ul> <p>SO projects have the following additional limitations on eligibility within Category 1:</p> <ul style="list-style-type: none"> <li>• Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter</li> </ul>
	<b>Emergency Shelter</b>	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in ES projects:</p> <ul style="list-style-type: none"> <li>• Category 1 – Literally Homeless</li> <li>• Category 2 – Imminent Risk of Homeless</li> <li>• Category 3 – Homeless Under Other Federal Statutes</li> <li>• Category 4 – Fleeing/Attempting to Flee DV</li> </ul>
	<b>Rapid Re-housing</b>	<p>Individuals defined as Homeless under the following categories are eligible for assistance in RRH projects:</p> <ul style="list-style-type: none"> <li>• Category 1 – Literally Homeless</li> <li>• Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)</li> </ul>
	<b>Homelessness Prevention</b>	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in HP projects:</p> <ul style="list-style-type: none"> <li>• Category 2 –Imminent Risk of Homeless</li> <li>• Category 3 – Homeless Under Other Federal Statutes</li> <li>• Category 4 – Fleeing/Attempting to Flee DV</li> </ul> <p>Individuals and Families who are defined as At Risk of Homelessness are eligible for assistance in HP projects.</p> <p>HP projects have the following additional limitations on eligibility with homeless and at risk of homeless:</p> <ul style="list-style-type: none"> <li>• Must only serve individuals and families that have an annual income <u>below</u> 30% of AMI</li> </ul>




# Homeless Definition

<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
	<b>Category 2</b>	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	<b>Category 3</b>	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	<b>Category 4</b>	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>



# Homeless Definition

<p><b>RECORDKEEPING REQUIREMENTS</b></p> 	<p><b>Category 1</b></p>	<p>Literally Homeless</p>	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; <u>or</u></li> <li>• Written referral by another housing or service provider; <u>or</u></li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li>   <li>• For individuals exiting an institution—one of the forms of evidence above <u>and</u>:                             <ul style="list-style-type: none"> <li>○ discharge paperwork <u>or</u> written/oral referral, <u>or</u></li> <li>○ written record of intake worker’s due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution</li> </ul> </li> </ul>
	<p><b>Category 2</b></p>	<p>Imminent Risk of Homelessness</p>	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u></li> <li>• For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u></li> <li>• A documented and verified oral statement; <u>and</u></li>   <li>• Certification that no subsequent residence has been identified; <u>and</u></li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>
	<p><b>Category 3</b></p>	<p>Homeless under other Federal statutes</p>	<ul style="list-style-type: none"> <li>• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u></li> <li>• Certification of no PH in last 60 days; <u>and</u></li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u></li> <li>• Documentation of special needs <u>or</u> 2 or more barriers</li> </ul>
	<p><b>Category 4</b></p>	<p>Fleeing/ Attempting to Flee DV</p>	<ul style="list-style-type: none"> <li>• <i>For victim service providers:</i> <ul style="list-style-type: none"> <li>○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.</li> </ul> </li> <li>• <i>For non-victim service providers:</i> <ul style="list-style-type: none"> <li>○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u></li> <li>○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u></li> <li>○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.</li> </ul> </li> </ul>

## Appendix B: Client File Check List

### Hudson County Client File Check List

#### Emergency Solutions Grant (ESG) and Hudson County Homeless Trust Fund (HCHTF)

**ALL CLIENT FILES MUST HAVE:**

	Eligibility Screening Assessment
	HMIS Intake (print screen)
	HMIS Client Consent Form
	Verification of Homelessness or At-Risk of Homelessness

**CLIENTS RECEIVING FINANCIAL ASSISTANCE:**

	Copy of lease agreement
	Housing plan
	Lead-based Paint Disclosure Form
	Housing Habitability Inspection Form
	Landlord Payment Agreement Form
	Verification client will be able to resume/continue payments after assistance is provided
	Income and Resource Certification Form
	Documentation of Financial Assistance Payment (documentation of payment must include the Payee Name, Client Name, Check Number and Amount paid using ESG funds)
	Copy of Eviction Notice, Notice to Quit, Demand for Possession or Summons & Complaint (Prevention only)
	Copy of Shut-Off Notices (Utility arrearages only)

**Appendix C: Sample Time & Effort Allocation Sheet**

AGENCY NAME																
Employee Name:	Pay Period Ending															
Code/Note (optional)		1/1/00	1/1/00	1/2/00	1/3/00	1/4/00	1/5/00	1/6/00	1/7/00	1/8/00	1/9/00	1/10/00	1/11/00	1/12/00	1/13/00	TOTAL
	HOPWA Facility Based Hsg															0
	HOPWA Supp Services															0
	HOPWA Admin															0
	HUD															0
	CSBG															0
	SSH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	ESG															0
	CDBG															0
	Other															0
	Sick															0
	Vacation															0
	Holiday															0
	Other Leave															0
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Employee Signature		Date		Supervisor Signature		Date		Supervisor Signature		Date		Supervisor Signature		Date		

## Appendix D: Hudson County Grant Forms

### D.1 Hudson County Rapid Rehousing and Homeless Prevention Eligibility Screening Tool

Applicant/Head of Household:		Date of Initial Screening:	
Current Address:		Phone Number:	
Yearly Household Income:		# of People in Household:	

#### WHERE IS THE APPLICANT CURRENTLY LIVING?

Place not meant for human habitation	<i>Applicant may be eligible for rapid rehousing assistance. Skip to SECTION A: RAPID REHOUSING QUESTIONS</i>
Shelter, transitional housing or hotel/motel paid for by a charitable organization or a government agency	
Exiting an institution where (s)he has resided for 90 days or less and who resided in emergency shelter or a place not meant for human habitation immediately before entering the institution	
Unstably housed in own home, someone else's home or is paying to stay in a hotel/motel	<i>Applicant may be eligible for prevention assistance. Skip to SECTION B: PREVENTION QUESTIONS</i>
Fleeing or attempting to flee a domestic violence situation	<i>Applicant may be eligible for rapid rehousing or prevention assistance. Complete SECTIONS A and/or B</i>

#### SECTION A- RAPID REHOUSING

	YES	NO
Does the applicant lack the support network preventing them from becoming re-housed?		
Does the applicant lack the financial resources to relocate?		
Will the applicant be able to maintain housing after short term financial assistance is provided?		

***If the applicant answered yes to all of the above questions, they may be eligible for rapid rehousing assistance.***

#### SECTION B- PREVENTION

PREVENTION QUESTIONS:	YES	NO
Is the applicant being evicted or forced to move from where they are currently living		



in the next 21 days?		
Has the applicant moved because of economic reasons two or more times during the 60 days immediately preceding the application for assistance?		
Is the applicant living in the home of another because of economic hardship?		
Does the applicant reside in a hotel or motel and the cost is NOT paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals?		
Does the applicant live in an SRO or efficiency apartment unit with more than 2 persons or in a larger housing unit with more than one and a half persons per room?		

***If the applicant has answered yes to at least one of the above, please continue to additional prevention questions below. If applicant answered no to all questions they are not eligible for homeless prevention funds***

ADDITIONAL PREVENTION QUESTIONS:	YES	NO
Does the applicant lack the support network to prevent them from becoming homeless? (i.e. friends/families whom they may live with)		
Does the applicant lack the financial resources to maintain their housing or relocate to adequate housing?		
Will the applicant be able to maintain housing after short term prevention assistance is provided?		

***If the applicant answered yes to all of the above questions, they may be eligible for prevention assistance.***

**Is applicant a veteran?**  Yes  No **If yes, refer to SSVF provider first.**

Applicant appears to be eligible for homeless prevention assistance and was referred to:

\_\_\_\_\_

Applicant appears to be eligible for rapid rehousing assistance and was referred to:

\_\_\_\_\_

Applicant is not eligible for homeless prevention assistance or rapid rehousing.

**Case Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## D2. Hudson County Rapid Rehousing and Prevention Self-Certification of Housing Status

**Instructions:** This form is to be completed by applicants or program participants when they are unable to provide required verifications or documents and self-certification is the only way the agency is able to verify information related to program eligibility.

---

Applicant Name/Head of Household: \_\_\_\_\_ Date: \_\_\_\_\_

**Check only one:**

I [and my children] am/are currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground).

I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse.

I [and my children] am/are currently unstably housed and meet risk factor # \_\_\_ on the At Risk of Homelessness Certification.

Please explain:

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**I certify that the information above is true, accurate and complete.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INTAKE STAFF VERIFICATION FOR SELF CERTIFICATION (To be completed for each applicant)**

I understand that third-party verification is the preferred method of certifying housing status for homeless prevention and/or rapid rehousing assistance. I understand self-declaration is only permitted when I have attempted to but cannot obtain third party verification. Below is a description of the attempt made for third-party verification:

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**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### D3. Hudson County Rapid Rehousing and Prevention Housing Standards Inspection

**Instructions:** Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. The property must meet all standards in order to be approved. A copy of this checklist must be placed in the client file.

Approved	Deficient	Element
		1. <i>Structure and materials:</i> The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.
		2. <i>Space and security:</i> Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
		3. <i>Interior air quality:</i> Each room or space must be provided with natural or mechanical ventilation.
		4. <i>Water Supply:</i> The water supply appears to be free from contamination. United Water report indicates Hudson County water supply meets all quality standards.
		5. <i>Sanitary Facilities:</i> Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		6. <i>Thermal environment:</i> The housing must have adequate heating facilities in proper operating condition.
		7. <i>Illumination and electricity:</i> The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure.
		8. <i>Food preparation:</i> All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		9. <i>Sanitary condition:</i> The housing must be maintained in sanitary condition.
		10. <i>Fire safety:</i> All condition below must be met to meet this standard. a) There must be a second means of exiting the building in the event of fire or other emergency. b) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. c) If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. d) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.

**CERTIFICATION STATEMENT**

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

- Property meets all of the above standards.
- Property does not meet all of the above standards.

<b>Comments:</b>          
--

**Household Name:** \_\_\_\_\_

**Apartment Address:** \_\_\_\_\_  
\_\_\_\_\_

**Evaluator's Signature:** \_\_\_\_\_

**Date of Review:** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_

## D4. Hudson County Rapid Rehousing and Prevention Landlord Payment Agreement Form

The purpose of this agreement is to assist the Tenant identified below to lease, or maintain a lease, in a decent, safe and sanitary dwelling unit from the Landlord. Prevention or Rehousing Provider will make TEMPORARY Emergency Solutions Grant (ESG) Rapid Re-Housing or Prevention tenant-based rental assistance payments to the Landlord on behalf of the Tenant in accordance with this agreement.

### Contract Unit, Tenant, Lease and Age of Contract Unit

This Agreement applies only to the Tenant and dwelling unit (Contract Unit) designated in this section:

Contract Unit \_\_\_\_\_

(Property name and apartment #, or street address; city; state; zip code)

Landlord Name \_\_\_\_\_

Tenant Name (s) \_\_\_\_\_

(Name of Tenant /Leaseholder)

Prevention or Rapid Rehousing Provider \_\_\_\_\_

### Term of the Agreement

This agreement shall begin on \_\_\_\_\_, provided the Tenant has possession of the unit, and shall continue on a month to month basis until all promised payments are received or terminated by Hudson County.

### Lease Terms

As stated in the Tenant's lease:

1. Total monthly rent amount \_\_\_\_\_
2. Rent payment due date is \_\_\_\_\_.
3. The grace period for rent payment is \_\_\_\_\_.
4. Late payment penalty requirements are \_\_\_\_\_

### Payment Assistance

\_\_\_\_\_ will assist with:  
(prevention or rehousing provider)

Item	Owed to Landlord	To be paid by Provider	To be Paid by Tenant	Total
Security Deposit				
First Month Rent				
Arrears (only for the following months: _____)				
<b>TOTAL</b>				

### Obligations of the Landlord

The Landlord agrees to accept Rental Assistance Payments from the Provider appropriately pro-rated, only for months in which the Tenant resides in the unit. The Landlord is required to give the Provider a copy of any notice to the Tenant to vacate the unit, or any complaint used under State or local law to commence an eviction action. The Landlord agrees to promptly notify (within 5 days) the Provider in writing when the Tenant vacates the unit.

### Monthly Payment to Landlord

The Landlord will furnish the Provider with a completed W-9 and other requested documentation (financial records, rent ledgers or cancelled checks and in order to receive payment from the Provider.

The Provider will endeavor to pay the Rental Assistance Payment to the Landlord on the first business day of the month in which the payment is due. Payment will be in the form of a check or by direct deposit, if the option is available and desirable to both parties. Payment due date, grace period for payment and late fees as outlined above from existing lease will continue. The Provider is responsible for paying any late fees using non-ESG funds that arise for payments that they were responsible for.

The Landlord agrees that the endorsement and deposit/cashing of the check constitutes certification by the Landlord that the unit remains decent, safe and sanitary, the Landlord is in compliance with the terms of the lease and the unit remains occupied by the Tenant and that the Owner has not received and will not receive any additional consideration for the unit for this period from any source other than outlined in this agreement.

**Adjustments and Termination**

The Provider may make adjustments to the Tenant Rent and Rental Assistance Payments not to exceed the Contract Rent. The Landlord and the Tenant shall be given written notice by the Provider of any adjustments or termination. Adjustments may include termination of assistance if the Tenant is determined to no longer be program eligible or if the Tenant’s income is deemed to be adequate to pay the Contract Rent. Termination of this agreement shall not constitute a breach of the lease between the Landlord and the Tenant.

If the Tenant moves from the Contract Unit in violation of the lease, the Landlord is entitled to keep the Rental Assistance Payment only for the month in which the Tenant moves. Nothing in this agreement prevents the Landlord from enforcing the Lease with the Tenant.

If the Landlord evicts the Tenant, the Landlord is entitled to receive the Rental Assistance Payment only for the months that the unit is occupied by the Tenant and the Tenant remains program eligible. The Landlord is required to give the Provider a copy of any notice to the Tenant to vacate the unit, or any complaint used under State or local law to commence an eviction action.

During the timeframe the landlord is receiving Rental Assistance Payments under the ESG program, the landlord is prohibited from evicting the tenant solely because the tenant is or becomes the victim of domestic violence, dating violence, sexual assault or stalking. In these instances, the Provider will work with the tenant to determine a Emergency Transfer Plan as outlined in 24 CFR 576.409.

The Provider can terminate this agreement if the Landlord fails to maintain the Contract Unit in a decent, safe and sanitary condition or materially violates the lease and fails to cure the breach within five (5) days of the written notice or for non-compliance with this agreement or for other good cause. The Provider assumes no obligation for the Tenant Rent or payment of any claim by the Landlord against the Tenant. The Landlord may only terminate the Tenant’s lease in accordance with the lease terms and applicable law.

**Landlord Signature:** \_\_\_\_\_

**Tenant Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Provider Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## D5. Hudson County Rapid Rehousing and Homeless Prevention Lead Based Paint Disclosure

### Lead Warning Statement

*Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust, can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint or lead-based paint hazards in the dwelling. Tenants must also receive a federally-approved pamphlet on lead poisoning prevention.*

---

### Owner/Landlord Disclosure (initial)

- \_\_\_\_\_ (a) Presence of lead-based paint or lead-based paint hazards **(check one below)**:
- Known lead-based paint or lead based paint hazards are present in the unit (explain):
- Owner/Landlord has no knowledge of lead-based paint or lead-based paint hazards in the unit.
- \_\_\_\_\_ (b) Records and reports available to the Owner/Landlord **(check one below)**:
- Owner/Landlord has provided the Tenant with all available records and reports pertaining to lead-based paint or lead-based paint hazards in the unit (list documents below):
- Owner/Landlord has no reports or records pertaining to lead-based paint or lead-based paint hazards in the unit.
- \_\_\_\_\_

### Tenant's Acknowledgment (initial)

- \_\_\_\_\_ (c) Tenant has received copies of all information listed above.
- \_\_\_\_\_ (d) Tenant has received the pamphlet, *Protect Your Family from Lead in Your Home*.

### Owner's Agent Acknowledgment (initial)

- \_\_\_\_\_ (e) Owner's/Landlord's Agent has informed the Owner/Landlord of the Owner/Landlord obligations under 42 U.S.C. 4852(d) and is aware of his responsibility to ensure compliance.

### Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

_____	_____
Owner/Landlord	Date
_____	_____
Owner/Landlord Agent	Date
_____	_____
Tenant	Date

## Appendix E: Data Quality and Performance Measures

Hudson County Alliance To End Homelessness Data Quality Report							
<p align="center"><b>Goal #1: Universal Data Elements are Complete</b></p> <p align="center">No more than 2% incomplete data for data elements 1-11 and 13. No more than 15% for incomplete data for data element 12. Total possible points: 13</p>							
Total People Served in Program:	1	Total Adults Served in Program:		1	Total Adults Discharged:	1	
Universal Data Element	Null/Missing	%	Unknown/Don't know/Refused	%	Total incomplete	Max Score	Final Score
1. First Name	0	0.0%	0	0.0%	0.0%	1	0
2. Last Name	0	0.0%	0	0.0%	0.0%	1	0
3. SSN	0	0.0%	0	0.0%	0.0%	1	0
4. Date of Birth	0	0.0%	0	0.0%	0.0%	1	0
5. Race	0	0.0%	0	0.0%	0.0%	1	0
6. Ethnicity	0	0.0%	0	0.0%	0.0%	1	0
7. Gender	0	0.0%	0	0.0%	0.0%	1	0
8. Veteran Status	0	0.0%	0	0.0%	0.0%	1	0
9. Disabling Condition	0	0.0%	0	0.0%	0.0%	1	0
10. Residence Prior to Entry	0	0.0%	0	0.0%	0.0%	1	0
11. Relationship to Head of Household	0	0.00%	0	0.0%	0.0%	1	0
12. Destination	0	0.0%	0	0.0%	0.0%	1	0
13. Client Location for project entry	0	0.0%	0	0.0%	0.0%	1	0
<b>Total:</b>						<b>13</b>	<b>0</b>
<p align="center"><b>Goal #2: HMIS Data Compliance</b></p> <p align="center">Total Possible Points: 2</p>							
Data is entered in HMIS within 72 hours (1 pt max)						<b>Score:</b>	<b>0</b>
All annual updates have been entered for clients when applicable (1 pt max)						<b>Score:</b>	<b>0</b>
						<b>Total:</b>	<b>0</b>
<p align="center"><b>Total HMIS Data Quality Score</b></p> <p align="center">Total Possible Points: 15</p>							
<b>Goal #1: Universal Data Elements are Complete</b>						<b>0</b>	
<b>Goal #2: HMIS Data Compliance</b>						<b>0</b>	
						<b>0.00</b>	



**Hudson County Alliance to End Homelessness Performance Evaluation  
for ESG Rapid Rehousing Programs**

Agency Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

	Programmatic Indicator	Measure & Data Source	Benchmark	Score
<b>Utilization Rate</b>				
<b>1</b>	Program met the number of households it anticipated serving with the funding	Program met or exceeded number of household's to be served based on original application submission	met or exceeded = 10 within 10% of anticipated = 7 within 15% of anticipated = 4 Did not serve at least 85% of anticipated households	
<b>Income, Employment and Benefits</b>				
<b>2</b>	Households are connected to income at program discharge	85% will be connected to income sources at program discharge	≥85%= 10 75%-84%= 7 65%-74%= 4 ≤64%= 0	
<b>3</b>	Households will exit the program employed	30% of are discharged with employment income	≥30%= 5 25%-29%= 3 20%-24%= 1 ≤20%= 0	
<b>4</b>	Households are connected to mainstream benefits, including healthcare at program discharge	85% will be connected to mainstream benefits/healthcare	≥85%= 10 75%-84%= 7 65%-74%= 4 ≤64%= 0	
<b>Housing Stabilization</b>				
<b>5</b>	Households will exit to PH or will remain in current PH location	85% of households will remain in permanent housing or exit to other permanent housing	≥85%= 10 75%-84%= 7 65%-74%= 4 ≤64%= 0	
<b>6</b>	Households exiting PH will be discharged to transitional housing, unsheltered, emergency shelter, unknown & don't know locations	<10% of those exiting permanent housing return to homelessness	≤10%= 10 11%-20%= 7 21%-30%= 4 ≥31%= 0	
<b>7</b>	Very few households will exit involuntarily (noncompliance, disagreement with rules or persons, max length of stay)	<15% exit involuntarily	≤15%= 10 16%-20%= 7 21%-25%= 4 ≥26%= 0	
<b>Non Scoring System Performance</b>				
<b>8</b>	Average length of time between program admission and move in date for clients admitted in 2018			
<b>9</b>	Percentage of households discharged to permanent housing in 2017 that returned to homelessness			

<b>Final Score:</b>	<b>0</b>
<b>Maximum Points Available:</b>	<b>65</b>

**Hudson County Alliance to End Homelessness Performance Evaluation  
for ESG Emergency Shelter Programs**

**Agency Name:** \_\_\_\_\_ **Program Name:** \_\_\_\_\_

	<b>Programmatic Indicator</b>	<b>Measure &amp; Data Source</b>	<b>Benchmark</b>	<b>Score</b>
<b>Utilization and Coordination</b>				
<b>1</b>	Program operates at full capacity	Program maintains 90% occupancy rate for program year	≥90%= 10 80%-89%= 7 70%-79%= 4 ≤69%= 0	
<b>2</b>	Client are connected to GSEDCD Coordinated Entry for permanent housing connection	75% of clients served in shelter are connected to GSEDCD coordinated entry	≥75%= 5 60%-74%= 3 40%-59%= 1 ≤39%= 0	
<b>Income, Employment and Benefits</b>				
<b>3</b>	Households are connected to income at program discharge	65% will be connected to income sources at program discharge	≥65%= 5 55%-64%= 3 45%-54%= 1 ≤44%= 0	
<b>4</b>	Households will exit the program employed	25% of are discharged with employment income	≥25%= 5 20%-24%= 3 15%-19%= 1 ≤14%= 0	
<b>5</b>	Households are connected to mainstream benefits, including healthcare at program discharge	65% will be connected to mainstream benefits/healthcare	≥65%= 5 55%-64%= 3 45%-54%= 1 ≤44%= 0	
<b>Housing Stabilization</b>				
<b>6</b>	Household exiting emergency shelter move directly into permanent housing	30% of households will be discharged to permanent housing placements	≥30%=10 25%-29%= 7 20-24%= 4 ≤19%= 0	
<b>7</b>	Very few households exiting emergency shelters remain homeless	< 30% of households will be discharged to homeless or unknown locations	≤ 30% = 5 31%-40%= 3 41%-50% = 1 ≥ 50%= 0	
<b>5</b>	Very few households will exit involuntarily (i.e. noncompliance, disagreement with rules or persons, max length of stay)	< 20% exit involuntarily	≤ 20%= 10 21%-30%= 7 31%-40%= 4 ≥ 40%= 0	

<b>Final Score:</b>	<b>0</b>
<b>Maximum Points Available:</b>	<b>55</b>

**Hudson County Alliance to End Homelessness Performance Evaluation  
for ESG Street Outreach Programs**

Agency Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

	Programmatic Indicator	Measure & Data Source	Benchmark	Score
<b>Engagement</b>				
1	Program met the number of clients they anticipated engaging through this program	Program met or exceeded number of household's to be engaged based on original application submission	met or exceeded = 10 within 10% of anticipated = 7 within 15% of anticipated = 4 Did not engage at least 85% of anticipated households	
2	Program engaged in case management the the number of clients they anticipated in the original application	Program met or exceeded number of household's to be engaged in case management based on original application submission	met or exceeded = 10 within 10% of anticipated = 7 within 15% of anticipated = 4 Did not engage at least 85% of anticipated households	
<b>Shelter and CEP Coordination</b>				
3	Program linked the number of clients to emergency shelter that they anticipated in the original application	Program met or exceeded number of household's to be linked to emergency shelter based on original application submission	met or exceeded = 10 within 10% of anticipated = 7 within 15% of anticipated = 4 Did not link at least 85% of anticipated households	
4	Client are connected to GSECDC Coordinated Entry for permanent housing connection	55% of clients served in shelter are connected to GSECDC coordinated entry	≥55%= 10 45%-54%= 7 36%-44%= 4 ≤35%= 0	
<b>Housing Stabilization</b>				
5	Households will be discharged to permanent housing placements	20% of households will be discharged to permanent housing placements	≥20%=10 15%-19%= 7 10-14%= 4 ≤9%= 0	

<b>Final Score:</b>	<b>0</b>
<b>Maximum Points Available:</b>	<b>50</b>

## Appendix F: Quarterly Report Format

Hudson County ESG Quarterly Progress Report

### Contact Information

1. Name of Recipient/Subrecipient

2. Name of Contact Person if there are questions about this submission:

3. Email Address of Contact Person:

### Project Information

4. Title of Project

5. Select Funding Source

Emergency Solutions Grant Funding

County ESG Supplemental Funding

6. List the start and end date of the quarter you are submitting this report for:

**Quarter Start Date**

**Quarter End Date**

**Funding Report**

7. Identify the amount of funding you have vouchered for this program:

**Amount vouchered for quarter  
you are reporting for**

**Amount vouchered for project  
to date**

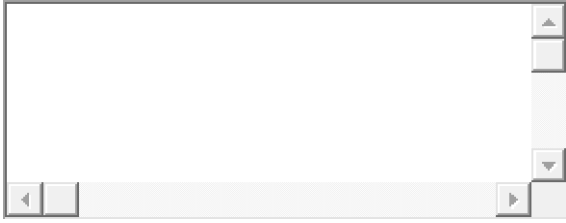
8. If you have not vouchered for this quarter, please identify why: (optional)



9. Do you anticipate the project will utilize its full funding by the end of the program year?

- Yes
- No

9a) If no, please explain why:

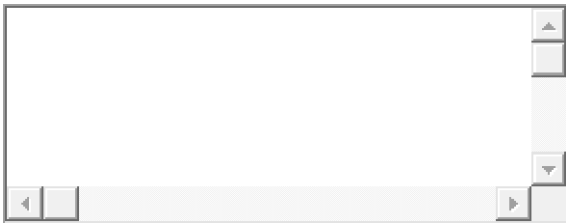


Project Outcomes

10. Is this project on track to reach the service/performance levels indicated in the application for funding?

- Yes
- No

10a) If no, explain why:



11. Is this project a street outreach program?

- Yes
- No

11a) If yes, identify the number of clients for each category for this quarter:

**Clients engaged through outreach**

**Clients engaged in case management**

**Clients linked to emergency shelter**

Final Comments

12. Use this text box to provide any information about the program you think the County should know. Please note, this is NOT required for submission. (optional)



Submission Signature

Name

Title