RESOLUTION No. 17-713

Date of Adoption: OCT 3 1 2017

Approved as to Form and Legality

ACTING CITY ATTORNEY

Factual content certified by:

JAMES A. BROWNLEE, DIRECTOR OF HEALTH AND HUMAN SERVICES/HEALTH OFFICER

Councilman/woman presents the following Resolution:

RESOLUTION AWARDING A CONTRACT THROUGH A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44 A-20.4 ET SEQ., TO ARM IN ARM, INCORPORATED, 123 EAST HANOVER STREET, TRENTON, NEW JERSEY 08608, FOR A COORDINATED ASSESSMENT SUPPORTIVE CASE MANAGER FOR THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, IN AN AMOUNT NOT TO EXCEED $53,000.00- RFP 2017-34

WHEREAS, the City has a need for Professional Services for a Coordinated Assessment Supportive Case Manager for the City of Trenton, Department of Health and Human Services, Coordinated Entry and Assessment Services Center (CEAS) for a period of one (1) year from date of award; and

WHEREAS, a request for proposal was advertised, and one (1) proposal was received on September 14, 2017 and was evaluated by a committee based on criteria that included, experience, understanding of requirements and cost; and

WHEREAS, the proposal of Arm In Arm, Inc., 123 E. Hanover St., Trenton, NJ 08608 was deemed to have the necessary qualifications and expertise for the performance of the services at the rates budgeted; and

WHEREAS, funds in an amount not to exceed $53,000.00 have been certified to be available in account number T-22-17-40-2223-290.

NOW, THEREFORE IT IS RESOLVED, by the City Council of the City of Trenton, as follows:

1. The Mayor is hereby authorized to enter into a contract with Arm In Arm, Inc., 123 E. Hanover St., Trenton, NJ 08608 for a period of one (1) year from date of award in an amount not to exceed $53,000.00.

2. This contract is awarded pursuant to the authority set forth in the Local Public Contracts Law at N.J.S.A. 40A:11-5.

3. A notice of this action shall be printed once in the official newspaper for the City of Trenton and the Resolution and contract shall remain on file in the City Clerk’s Office.

<table>
<thead>
<tr>
<th></th>
<th>Aye</th>
<th>Nay</th>
<th>Abstain</th>
<th>Absent</th>
<th></th>
<th>Aye</th>
<th>Nay</th>
<th>Abstain</th>
<th>Absent</th>
<th></th>
<th>Aye</th>
<th>Nay</th>
<th>Abstain</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>BETHEA</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>HOLLY</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>WARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CALDWELL WILSON</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>MUSCHAL</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HARRISON</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>REYNOLDS</td>
<td></td>
<td></td>
<td>JACkSON</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Resolution was adopted at a Meeting of the City Council of the City of Trenton on OCT 3 1 2017

President of Council

City Clerk
PROFESSIONAL SERVICES CONTRACT

RFP2017-34
RESOLUTION 17-713

THIS CONTRACT, made this 3rd day of NOVEMBER 2017 by and between the CITY OF TRENTON, 319 EAST STATE STREET, TRENTON, NEW JERSEY 08608 a Municipal Corporation of the State of New Jersey, ("City") and ARM IN ARM, INCORPORATED, 123 EAST HANOVER STREET, TRENTON, NEW JERSEY 08608 ("CONTRACTOR")

WHEREAS, the City has a need for a Coordinated Assessment Supportive Case Manager for a period of one (1) year from time of award until November 2, 2018 for the City of Trenton, Department of Health and Human Services.

WHEREAS, Contractor agrees to provide PROFESSIONAL SERVICES in terms and conditions as set forth hereinafter, and the City being agreeable thereto;

NOW THEREFORE, the parties mutually agree as follows:

1. PROFESSIONAL SERVICES:
The City agrees to retain ARM IN ARM, INCORPORATED, 123 EAST HANOVER STREET, TRENTON, NEW JERSEY 08608 hereinafter at the request of and under the general supervision of the City of Trenton, Department of Health and Human Services in an amount not to exceed $53,000.00 for a period of one (1) year from time of award until November 2, 2018.

2. SCOPE OF SERVICES
   • The City of Trenton is in need of a Coordinated Assessment Supportive Case Manager who will work with homeless individuals including the chronically homeless and a variety of homeless providers in the Trenton/Mercer County community. Coordinated Assessment refers to the practice of conducting in-depth assessments of the needs and barriers of homeless people. The goals are to match people with the type, level and duration of services that best meets their needs and to house the most vulnerable, as well as the chronically homeless first.

   • Under the supervision of the Coordinated Entry and Assessment Services (CEAS) Center Director, the Coordinated Assessment Supportive Case Manager does field and office work in making varied types of social investigations; interviews and assesses sheltered and unsheltered homeless individuals as well as participating in case conferencing with community partners. The Coordinated Assessment Supportive Case Manager will also develop case records utilizing the CEAS Screening Tool and the Homeless Management Information System (HMIS); draws sound social conclusions and bases appropriate action thereon.

   • The Coordinated Assessment Supportive Case Manager will work respectfully with homeless individuals who have multiple complex needs including but not limited to mental health, alcohol and drug addiction and physical disabilities.
ESSENTIAL FUNCTIONS

- Conducts screening to identify initial housing strategy (Permanent Supportive Housing, Rapid Rehousing or Other Permanent Housing) utilizing the universal priority screening tool
- Initiates client engagement in conjunction with Emergency Shelter Liaison, CEAS Outreach Team and designated community partners during outreach events at the CEAS Center or in the community.
- Frequent interaction with the homeless from diverse racial, cultural, gender identities and be able to professionally handle client crisis
- Collects client level documentation (i.e. identification, homeless certification, income verification).
- Develop a housing stability plan for permanent housing
- Providers direct and flexible supportive services to residents housed through the CEAS Center including but not limited to: supportive residential counseling, linkages to community support services to maintain housing, education regarding daily living skills
- Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Maintains confidential, accurate and current client documentation
- Utilizes various types of technology used by the CEAS Center including computers, laptops, scanners and telephone applications.

DURATION OF THE CONTRACT:
This contract shall remain in full force and effect for a period of one (1) year from November 3, 2017 to November 2, 2018 in an amount not to exceed $53,000.00

3. COMPENSATION:

(a) All work performed by the Contractor is a continuance to complete the project.
(b) The Contractor shall submit monthly bills complete with appropriate support documentation to justify said billing.

4. STATUS OF CONTRACTOR: It is expressly understood by and between the parties hereto that the status of the Contractor retained to carry out the services set forth in this agreement is that of an Independent Contractor. It is further understood by and between the parties that is not intended nor shall it be construed, that the contractor is an agent, employee, or officer of the City of Trenton.

5. NOTICES: Any notices required to be delivered to either party pursuant to this Contract shall be in writing to their respective addresses. The parties shall be responsible for notifying each other of any change of address.
6. **INTEGRATION: Resolution #17-713** and this contract constitutes the entire agreement between the parties and any representation that may have been made prior to the execution of this Contract are nonbiding, void, and of no effect and neither party has relied on any such prior representations in entering into this Contract with the City of Trenton, Department of Health and Human Services.

7. **ENFORCEABILITY:** If any term or condition of this Contract or its application to any party or circumstances shall be deemed invalid or unenforceable, the remainder of the Contract and its application to other parties and circumstances shall not be affected.

8. **GOVERNING LAW:** This Contract shall be governed by the laws of the State of New Jersey.

9. **MISCELLANEOUS PROVISIONS:**

   a. Contractor, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation, disability or nationality. Contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional, gender identity or expression, sexual orientation. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

   b. Contractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, gender identity or expression, affectional or sexual orientation.

   c. Contractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the American with Disabilities Act.

   d. Contractor, where applicable, agrees to attempt to schedule minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2, amended and supplemented from time to time.

   e. Contractor, where applicable, agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies,
placement bureaus, colleges, universities, labor unions that it does not
discriminate on the basis of age, creed, color, national origin, ancestry,
marital status, sex, gender identity or expression, affectional, sexual
orientation, disability or nationality and that it will discontinue the use of any
recruitment agency which engages in direct or indirect discriminatory
practices.

f. Contractor, where applicable, agrees to review all procedures relating to
transfer, upgrading, downgrading and layoff to ensure that all such actions
are taken without regard to age, race, creed, color, national origin,
ancestry, marital status, sex, gender identity or expression, affectional,
sexual orientation, disability or nationality. Contractor will conform these
employment goals consistent with statutes and court decisions of the State
of New Jersey, and applicable Federal law and Federal court decisions.

g. Contractor, where applicable, shall furnish such reports or other documents
to the Affirmative Action Office as may be requested by the office from
time to time in order to carry out the purposes of these regulations.
Contractor shall furnish such information as may be requested by the
Affirmative Action Office for conducting a compliance investigation
pursuant to Subchapter 10 of the Administrative Code [N.J.A.C. 17:27].

h. Contractor, shall submit along with the signed contract one of the following
as evidence of compliance with N.J.A.C. 17:27:

1. Appropriate evidence that the Independent contractor is operating
under an existing Federally approved or sanctioned affirmative action
program.

2. A certificate of employee information report approval issued in
accordance with N.J.A.C. 17:27-4.

3. An initial employee information report (Form AA#302) provided
by the Affirmative Action Office and completed by the contractor in
accordance with N.J.A.C. 17:27-4
ARM IN ARM, INCORPORATED
123 EAST HANOVER STREET
TRENTON, NEW JERSEY 08608

Date: 11/27/11

Seal: __________________________________________________________________________

Attest: __________________________________________________________________________

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year above written.

ATTEST:

DWAYNE M. HARRIS
MUNICIPAL CLERK

Date: 12/13/11

CITY OF TRENTON

ERIC E. JACKSON
MAYOR

Date: __________________________________________________________________________
ADDENDUM A

COORDINATED ASSESSMENT

PARTICIPATION REQUIREMENTS
In accordance with the U.S. Department of Housing and Urban Development (HUD) 24 CFR Part 578, HUD has established guidance that instructs all CoC projects to participate in their local CoC’s Coordinated Assessment system. Any project that receives HUD CoC funding must comply with the participation requirements as established by the Trenton/Mercer CoC.

The Contractor must participate in the Coordinated Entry and Assessment System (CEAs). At a minimum, the Coordinated Assessment participation will include the following:

- CoC projects must enroll only those clients referred according to the CoC’s designated referral strategy
- Persons experiencing a housing crisis must access CoC services and housing using CoC defined access points
- Persons identified for permanent housing and is receiving services from a CoC housing provider will continue to do so but must have a HMIS intake completed by the CEAs Center Staff
- CoC projects must adhere to written standards for client eligibility and enrollment determination
- CoC projects must communicate project vacancies (bed and/or unit) to the System’s Monitor
- CoC projects must participate in the CoC’s Coordinated Assessment planning and management activities as established by the CoC

PROCESS
The Trenton/Mercer Continuum of Care, through a comprehensive Coordinated Assessment Process, targets and prioritizes the most vulnerable persons experiencing homelessness in the community. The CoC follows a two-part coordinated assessment process for families and individuals.

a. For homeless households with children, a centralized intake is in place at the Mercer County Board of Social Services that seeks to mediate/prevent homelessness whenever possible and reduce the length of time families are homeless through a rapid re-housing - a model that places a priority on moving a family experiencing homelessness into permanent housing as quickly as possible, ideally within 30 days of a family becoming homeless. A Universal screening Tool is used to identify and prioritize families for services with a primary goal of returning the family to permanent housing.

b. For individuals unaccompanied by children, the CoC has developed a Coordinated Entry and Assessment System (CEAs) for individuals experiencing homelessness. This CEAS Center located at 509 Perry Street in Trenton operates through this system as a designated point of entry for homeless individuals to access housing and community services. Through this coordinated assessment process, the needs of the homeless are identified and prioritized and
a plan to move from homelessness to housing is developed. The goal of this system is to prioritize chronically homeless individuals with the longest history of homelessness and with the most severe service needs.

2. PRIORITIZATION
The CoC has established orders of priority aimed at ensuring that all PSH funded through the CoC Program targets the persons who need it the most—whether that be a person experiencing chronic homelessness or a person with the most severe needs that do not yet meet the requirements to be considered chronically homeless.

- **Priority 1**: Chronically homeless individuals and families with the longest history of homelessness and with the most severe service needs ***
- **Priority 2**: Chronically homeless individuals and families with the longest history of homelessness
- **Priority 3**: Chronically homeless individuals and families with the most severe service needs
- **Priority 4**: All other chronically homeless individuals and families
- **Priority 5**: Homeless individuals and families with a disability with the most severe service needs

Chronically Homeless Veterans with longest history of homelessness and most severe service needs will take first priority.

***Severity of Service Needs include: 1) History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or 2) Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing

If individuals are assessed and found not to be vulnerable and chronically homeless, they will be targeted for: rapid re-housing, or income-based housing. Homeless veterans and seniors over age 55 will also be targeted and prioritized using this tool and referred to Veteran and Aging services. Non-chronically homeless individuals who identify a substance abuse and/or mental health disorder and interest in receiving services for these concerns will be referred to the appropriate residential treatment programs.
<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DESCRIPTION</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREENING</td>
<td>During phase one, the Liaison conducts screening on fifty high utilizers of shelter system and new persons who enter the shelter. As Phase two is implemented, other screeners will be added to the system.</td>
<td>Within 24 hours of person of new person entering the shelter.</td>
</tr>
<tr>
<td>PRIORITY</td>
<td>On a monthly basis, the System Monitor generates a prioritization list in HMIS based on screening scores.</td>
<td>Every 30 days</td>
</tr>
<tr>
<td>PRIORITY</td>
<td>A Prioritization Matrix tool is then used to help identify those housing solutions that may best fit the homeless individual based on their level of need.</td>
<td></td>
</tr>
<tr>
<td>CASE MANAGEMENT &amp; HOUSING STABILITY PLANNING</td>
<td>During phase 1, the liaison will complete the matrix tool and bring this information to the Case Conferencing Team to begin housing stability planning for the persons identified on the list.</td>
<td></td>
</tr>
<tr>
<td>ASSESSMENT</td>
<td>Engagement begins: Face to Face contact with the client including visiting the clients at the Rescue Mission, TASK or attending appointments and office visits with clients.</td>
<td>Individuals will be seen at least 3 times per week;</td>
</tr>
<tr>
<td></td>
<td>Use the CEASE Assessment tool to assess needs and barriers; gathers information and documentation necessary to meet goals of housing</td>
<td>Assessment is ongoing; CEAS Assessment tool should be completed within first week of meeting individual</td>
</tr>
<tr>
<td></td>
<td>Collects all required documentation needed to support housing goal;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coordinates ancillary evaluations needed to support housing goal (mental health, health, substance abuse).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CEAS TEAM develops initial HSP based on housing need identified through matrix;</td>
<td></td>
</tr>
<tr>
<td>CASE</td>
<td>Case Conferencing with CEAS and</td>
<td>Weekly or more as</td>
</tr>
<tr>
<td>CONFERENCING</td>
<td>Community provider team to maximize all potential resources to move individuals who are identified as the highest priority into housing in 30 days.</td>
<td>needed.</td>
</tr>
<tr>
<td>HOUSING</td>
<td>Works in conjunction with housing provider to locate apartment and process lease</td>
<td>Within 30 days</td>
</tr>
</tbody>
</table>

6. RAPID REHOUSING FOR SINGLES
If individuals are assessed and found not to be vulnerable and chronically homeless, they will be targeted for rapid rehousing or income-based housing. Homeless veterans and seniors over age 55 will also be targeted and prioritized using this tool and referred to Veteran and Aging services.

<table>
<thead>
<tr>
<th>RAPID REHOUSING ACTIVITY</th>
<th>DESCRIPTION</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREENING</td>
<td>The Liaison will conduct screenings on all new clients who enter the shelter system. The RRH provider agency will conduct screening on unsheltered homeless encountered during street outreach. Liaison and RRH provider will meet at the shelter to identify persons from the screening report that would potentially be eligible for RRH. The RRH providers would then do a full assessment to determine RRH eligibility.</td>
<td>• BIWEEKLY</td>
</tr>
<tr>
<td>ASSESSMENT</td>
<td>Based on screening scores, all newly homeless individuals, both sheltered and unsheltered, will be assessed for rapid rehousing eligibility. Homeless veterans will be assessed by the SSVF provider to determine eligibility for SSVF RRH services. Veterans not eligible for VA SSVF or VASH will be prioritized for other RRH services.</td>
<td>• BIWEEKLY</td>
</tr>
<tr>
<td>CASE COORDINATION</td>
<td>RRH providers will coordinate RRH services for the client determined eligible for RRH services.</td>
<td>BIWEEKLY</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>SSVF providers will coordinate cases for homeless veterans eligible for SSVF RRH.</td>
<td></td>
</tr>
</tbody>
</table>

| IMPLEMENTATION REVIEW | System monitor will meet with RRH partners to review implementation progress and performance. | BIMONTHLY |

7. INTEGRATING MEDICAL EVALUATIONS INTO THE CEAS® SYSTEM PROCESS
The CEAS team will identify the individuals at the Rescue Mission or unsheltered who will be assessed for Housing and the CEAS case managers will develop a Housing Stabilization plan with input from a case conferencing process.

Once individuals are identified, the CEAS Center Supervisor will notify the City of Trenton Health Department Nurse/Case Manager and will facilitate the scheduling of the medical evaluation. The CEAS case managers will utilize the medical evaluation as an engagement opportunity, notifying the individual of when it will occur and the benefits of such a service. The CEAS Case managers working with the nurse will obtain the disability certification for individuals eligible for CoC vouchers.

8. HOUSING PROCESS
The following steps outline the process in which a CEAS case is transferred to the housing provider for housing:
   a. CEAS staff conducts initial assessment and identifies housing plan during case conference.
   b. CEAS staff outreaches to housing provider(s) to verify openings and specific program eligibility criteria.
   c. Invites Housing provider to case conference. Housing provider has opening and agrees to take the case.
   d. CEAS staff collects all required eligibility documentation (homeless verification, income verification, disability verification, ID).
   e. Completes Case Transfer Form and does warm hand off during case conference.
      Case is officially transferred to housing provider.
   f. Housing Provider takes over case management and housing placement tasks.
   g. Case will continue to be discussed during case conference until lease is signed.
   h. Case will be closed in CEAS HMIS program once person is housed.

9. CLIENT REFUSAL OF SERVICES AND GRIEVANCE POLICY
CEAS Staff, through the administration of screening and assessment tools and with consumer input, will attempt to do what they can to meet each consumers needs while also respecting community wide prioritization standards. The CoC recognizes that the priority population has high barriers and intensive efforts to engage this population are necessary. The CoC has established protocols for clients who decline services and for those who are difficult to engage and not cooperative with housing planning. These protocols will be discussed and planned during weekly case conference meetings and
evaluated on a case by case basis. All related client contacts and service planning will be documented in HMIS.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>Description</th>
<th>Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clients Declining Services:</td>
<td>• Client declines engagement;</td>
<td>CEAS Staff will make a minimum of 3 attempts per week for 30 days to engage the clients who decline services. If unsuccessful, the client will be notified that his/her name will remain on the list but in an inactive status.</td>
</tr>
<tr>
<td></td>
<td>• Declines signing of consent forms;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Declines to meet with CEAS staff or attend orientation.</td>
<td></td>
</tr>
<tr>
<td>Clients Not Ready for Housing Plan:</td>
<td>• Client is engaged with CEAS but declines multiple housing opportunities.</td>
<td>CEAS Staff will work with clients who may be willing to engage with CEAS Staff, but decline housing opportunities presented to them. If a client declines a housing placement opportunity, attempts will be made to locate 2 additional placements. Clients who decline 3 separate housing placement opportunities will be moved to inactive status. Clients will be notified that they will have an opportunity to become active on the list again if they choose to participate in the housing process.</td>
</tr>
<tr>
<td></td>
<td>• Client declines services needed to verify eligibility to housing programs.</td>
<td></td>
</tr>
<tr>
<td>INACTIVE LIST</td>
<td>• For clients on an inactive list, the CEAS staff will make attempts to re-engage clients on the list every 2 weeks.</td>
<td>For clients on an inactive list, the CEAS staff will make attempts to re-engage clients on the list every 2 weeks. Clients on inactive status will remain on the list until permanent housing is secured or the person moves out of the CoC region. Clients on inactive list will be reviewed during case conference on a bi-monthly basis.</td>
</tr>
</tbody>
</table>

**Consumer Grievances**
The CEAS Staff supervisor should address any complaints by consumers as best as they can in the moment. Complaints that should be addressed directly by the CEAS Supervisor include complaints about how they were treated by CEAS staff, center conditions, or violation of data agreements. Any other complaints should be referred to the chair of the CEASe Implementation Committee for resolution as above. Any complaints filed by a consumer should note their name and contact information so the chair can contact them and offer them the chance to appear before the committee to discuss them.

**10. VACANCY REPORT AND PENDING OPENING NOTIFICATION PROCESS**
The CoC has established orders of priority aimed at ensuring that all Permanent Supportive Housing funded through the CoC Program targets those individuals with the
longest periods of homelessness and highest service needs. In an effort to move the highest priority individuals quickly to housing, the CEASe System will monitor and track all available permanent supportive housing vacancies utilizing the Homeless Management Information System. To ensure quick turnaround of vacancies, all CoC Funded Permanent Supportive Housing providers will notify the System Monitor of any pending openings in their projects. This information will be provided to the CEAS Case Conferencing Team.

<table>
<thead>
<tr>
<th>TASK</th>
<th>WHO</th>
<th>FREQUENCY</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACANCY REPORT</td>
<td>System Monitor</td>
<td>Bi-Weekly</td>
<td>System Monitor will run a Vacancy Report in HMIS; Report will be shared with CEAS Team during Case Conferencing</td>
</tr>
<tr>
<td>PENDING OPENING NOTIFICATION</td>
<td>Housing Provider, CoC Grant Administrator, System Monitor,</td>
<td>Every 30 days</td>
<td>Housing Provider will notify System Monitor of any openings; System Monitor will provide updated vacancy report including pending openings to CEAS Team during Case Conferencing</td>
</tr>
<tr>
<td>PLANNING</td>
<td>System Monitor, CEAS Center Supervisor, and Liaison</td>
<td>Bi-Weekly</td>
<td>System Monitor and Liaison will meet bi-weekly to review the vacancy list and identify individuals from the Priority Matrix who would meet the eligibility criteria for vouchers. These individuals would be set in queue for the next openings at the CEAS Center.</td>
</tr>
</tbody>
</table>