



Functions of the SHC

- Housing Search Assistance
- Landlord Recruitment
- Housing Inspections
- Subsidy Package Processing
- Rental Subsidy Administration
- Tenant/Landlord Inquiry Resolutions



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Housing Search

Current	SHC
Individuals themselves and/or with their advocate, provider, or guardian locate housing	Same
Individuals choose DDD Licensed Housing setting that they are referred to by DDD (based on DDD policy)	Same
	The SHC will provide tools to locate housing and assist with landlord recruitment



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Housing Search

- Tenants can find housing in a number of ways:
 - With the assistance of provider or advocate
 - On their own
 - Through referral by DDD to licensed setting
- The SHC can connect tenants with tools and resources to locate housing



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Housing Search

- New Jersey Housing Resource Center (NJHRC), an HMFA service and a tool to find housing, is a searchable, interactive online database of affordable and accessible housing units in NJ
- 30 general and advanced search fields, many related to accessibility features
- Spanish and English Toll-Free Call Center
- Database is managed by Social Serve, a non-profit that provides housing locator tools to states and localities throughout the country



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Landlord Recruitment

- To enhance the number of affordable housing opportunities:
 - The SHC will work with Social Serve to recruit new landlords to participate in this program
 - SHC will provide training and assistance to new and existing landlords



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Landlord Recruitment

- Social Serve will be sending out email blasts, making phone calls, and creating flyers to encourage current and prospective landlords to post units that are at or below Fair Market Rent (FMR) on the NJHRC



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Landlord Agreement

- Similar to the Housing Assistance Payment (HAP) contract for Section 8
- Agreement between the SHC and the landlord regarding the DHS subsidy, and the SHC's policies and procedures
- Must be signed before a tenant leases a unit



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Housing Inspections

Current	SHC
For DDD Licensed Settings there is a pre-inspection by DDD staff	Same
For DHS Licensed Settings there is an inspection by DHS Office of Licensing	Same
For DMHAS, provider agencies perform housing inspections	Inspections will be completed by trained SHC and affiliated staff for all DDD and DMHAS units



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Housing Inspections

- Based on HUD Housing Quality Standards (HQS)
- These standards are intended to ensure that tenants live in safe, decent, and affordable housing
- Conducted:
 - Prior to move-in
 - Annually
 - As needed



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Housing Inspections

– HQS Requires that we check:

- Living Rooms
- Bathrooms
- Kitchens
- Other Rooms
- Building Exterior, Plumbing and Heating
- Health and Safety



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Subsidy Package Processing

Current	SHC
For DMHAS subsidy package sent to DMHAS staff	Subsidy package sent to SHC for processing
For DDD housing costs are "bundled" with service costs in budget/contract	



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Subsidy Package Processing

- The subsidy package includes:
 - Landlord:
 - Signed landlord agreement
 - Direct Deposit information
 - W9
 - Tenant
 - Most current income documents
 - Signed Lease
 - Rental Subsidy Calculation Worksheet (SHC will use same Rental Subsidy Calculation methodology as currently used by DMHAS)
 - Signed Tenant's Rental Subsidy Agreement



Subsidy Package Processing

- Income will be calculated according to DHS standards:
 - Initially
 - Annually
 - Every 6 months for consumers with no income
- SHC will notify landlord and tenant of:
 - Amount to be paid by tenant
 - Subsidy amount to be paid by SHC



Subsidy Payments

Current	SHC
Rental subsidies (or housing costs) are paid to provider agencies who use those funds to pay landlords	The SHC will make rental subsidy payments to the landlords
In unlicensed settings, tenants pay their portion directly to the landlord	Same
In licensed settings, tenants pay Contribution to Care	Tenants pay their rental portion directly to the landlord



Subsidy Payments

- The SHC will make the rental subsidy payment on behalf of DHS each month via direct deposit into the landlord's account



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Other Payments

- DHS will continue to make payments for:
 - Furniture Stipend
 - Fire Suppression
 - Security Deposits
 - Utility Startup funds
- You will be notified when these processes move to the SHC



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Tenant/Landlord Inquiry Resolution

Current	SHC
Landlords and individuals, with the assistance of provider agencies, work together to resolve issues	Same
Landlords and individuals sometimes contact DHS for assistance	Landlords and individuals may contact the SHC if issues cannot be resolved



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Tenant/Landlord Inquiry Resolution

- Service providers will continue to assist and advocate for their clients
- The SHC will be a centralized location to receive inquiries from tenants and landlords
 - In some instances, these issues will be elevated to DHS or other parties



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Tenant/Landlord Inquiry Resolution

- When to contact the SHC:
 - After the landlord, tenant, and provider agency have attempted to resolve housing-related issues among themselves



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Tenant/Landlord Inquiry Resolution

- Types of housing-related situations the SHC would help resolve:
 - Issues related to tenant and landlord relationship
 - HQS violations that are not remedied in a timely manner (hot water does not work, heat does not work, window is broken)
 - Questions or concerns involving SHC policies and practices



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Timeline

- Program anticipated to begin in March, 2015 and ramps up as DHS transfers existing and new subsidies to the SHC
- Existing participants will be notified via mail, email or phone and assisted through the transition



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Contact Us!

- SHC@njhmfa.state.nj.us
- 1-800-NJHOUSE
- www.NJHOUSING.gov
- Sign up to receive SHC emails at <http://bit.ly/njhmfaemail>



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