

**SIGNATURE PAGE**

**CC-8-2022**

To the Monmouth County Board of County Commissioners:

**THE UNDERSIGNED HEREBY DECLARES THAT  
I (WE) HAVE CAREFULLY EXAMINED THE SPECIFICATIONS.  
I (WE) HEREBY CERTIFY PRICES QUOTED ARE IN ACCORDANCE  
WITH YOUR REQUIREMENTS.**

Company Name: Monarch Housing Associates

(PRINT)

Preparer's Name: Taiisa Kelly

(PRINT)

Signature: 

2/28/22

(DATE)

Address: 29 Alden Street, Suite 1B

Cranford, NJ 07016

Telephone No.: 908-272-5363

Fax No.: 908-623-1055

E-Mail Address: tkelly@monarchhousing.org

\*\*\***(This should be the email where Contracts would be sent)**\*\*\*

Contact Person: Taiisa Kelly

FEIN: 

(Federal Employee ID)

BRC: 

(Business Registration Certificate)

(Revised 2/2017)



Monmouth County Continuum of Care  
Management Proposal

**Budget**

| <b>Item</b>                                 | <b>Cost Basis</b>             | <b>Amount</b>    |
|---|-------------------------------|------------------|
| <b>Personnel</b>                            |                               |                  |
| Associate – K. Vienckowski                  | 75% of full-time              | \$48,750         |
| Team Support                                | 20% of full-time              | \$18,000         |
| Team Support                                | 15% of full-time              | \$8,250          |
| <b>Sub-total Personnel</b>                  |                               | <b>\$66,750</b>  |
| <b>Fringe Benefits</b>                      | <b>25% of Personnel Costs</b> | <b>\$16,688</b>  |
| <b>Total Personnel</b>                      |                               | <b>\$83,438</b>  |
| <b>Other Than Personnel Services (OTPS)</b> |                               |                  |
| Supplies and Materials                      |                               | \$10,004         |
| Travel                                      |                               | \$8,500          |
| Administrative Costs                        |                               | \$11,326         |
| <b>Total OTPS</b>                           |                               | <b>\$29,830</b>  |
| <b>TOTAL BUDGET</b>                         |                               | <b>\$113,268</b> |

Activities Budget

| <b>Activity</b>                               | <b>Description</b>     | <b>Cost</b>      |
|---|------------------------|------------------|
| Assisting Executive Committee                 | 48 hours @ \$150/hr    | \$7,200          |
| Creating Policies & Procedures                | 25 hours @ \$150/hr    | \$3,750          |
| Implementing CoC Strategies                   | 72 hours @ \$150/hr    | \$10,800         |
| Oversight of grants                           | 20 hours @ \$150/hr    | \$3,000          |
| Complete & Submit CoC Application             | 100 hours @ \$150/hr   | \$15,000         |
| Coordinate local selection process            | 50 hours @ \$150/hr    | \$7,500          |
| Gaps analysis                                 | 40 hours @ \$150/hr    | \$6,000          |
| Review/Monitor System Performance             | 50 hours @ \$150/hr    | \$7,500          |
| Review/Monitor Program Performance            | 50 hours @ \$150/hr    | \$7,500          |
| HMIS Data Quality                             | 50 hours @ \$150/hr    | \$7,500          |
| Training                                      | 35 hours @ \$150/hr    | \$5,250          |
| Facilitate Meetings                           | 90 hours @ \$150/hr    | \$13,500         |
| Oversee Coordinated Assessment Implementation | 50 hours @ \$150/hr    | \$7,500          |
| Strategic Plan Implementation                 | 75.12 hours @ \$150/hr | \$11,268         |
| <b>Total</b>                                  | <b>755.12 hours</b>    | <b>\$113,268</b> |