

**HOUSING NAVIGATOR
PROGRAM
2014**

**REQUEST
FOR
PROPOSALS**

**Issued By:
Department Of Human Services
Division of Family Development
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HOUSING NAVIGATOR PROGRAM 2014 REQUEST FOR PROPOSALS

PURPOSE OF FUNDING	2
BACKGROUND	2
AMOUNT OF FUNDS AVAILABLE.....	2
ALLOWABLE USE OF FUNDS	3
CONTRACT PERIOD.....	3
ELIGIBLE APPLICANTS	3
ACTIVITIES/SERVICES TO BE PROVIDED	3
PROGRAM ELIGIBILITY STANDARDS	4
FEDERAL REQUIREMENTS/RESTRICTIONS.....	5
TECHNICAL ASSISTANCE.....	6
TIMETABLE.....	7
REQUEST FOR PROPOSAL PROCESS.....	7
NOTIFICATION OF ACCEPTANCE OR REJECTION OF AWARD	8
APPEAL PROCESS.....	9
CONTRACT NEGOTIATIONS.....	10
TRACKING/MONITORING REPORTING.....	10
REPORTING REQUIREMENTS.....	10
PROPOSAL SELECTION AND EVALUATION CRITERIA.....	10
PROPOSAL CONTENT OUTLINE	12
PROGRAM NARRATIVE REQUIREMENTS	13

HOUSING NAVIGATOR PROGRAM 2014 REQUEST FOR PROPOSALS

PURPOSE OF FUNDING:

The State of New Jersey, Department of Human Services (DHS), Division of Family Development (DFD), announces the availability of funds for the Housing Navigator Program contingent upon final approval of the federal grant award and any conditional requirements. The program is intended to provide time-limited Housing Navigator services through the Sandy Social Services Block Grant (SSBG) Supplemental Disaster Relief Grant in the five counties of Atlantic, Bergen, Middlesex, Monmouth and Ocean, which were the most heavily impacted by Superstorm Sandy.

This grant aims to serve the targeted population of New Jersey residents from these counties who were displaced by the storm by helping them to obtain stable housing. The RFP for the Housing Navigator Program is contingent upon a final approved federal grant award and meeting any conditional requirements. Under the authority of the Commissioner of Human Services to provide for the health and safety of clients in exigent circumstances (N.J.A.C. 10:3-3.13), DHS will enter into this contract for professional services through a condensed RFP Process. More details are available at the following link:

<http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html>

BACKGROUND:

Although it has been more than a year since the storm, many people are still displaced, suffering financial distress, and may also be suffering from post-traumatic stress, which is typical in the course of recovery following a storm of this magnitude. Research has shown that providing for the basic need of shelter proves effective in improving client health and well-being in other areas; once stable housing is obtained, a major stressor is reduced, allowing the client to focus attention on other issues and needs. Therefore, this “navigational” assistance can offer concrete support to survivors who may still be struggling with issues of daily living and decision-making as they seek to restore housing stability.

AMOUNT OF FUNDS AVAILABLE:

Funding of up to \$1,700,000 for this initiative is being made available through the State of New Jersey, DHS/DFD, for State Fiscal Years (SFYs) 2014 through 2015, to one or more agencies that will serve the following designated counties in New Jersey: Atlantic, Bergen, Middlesex, Monmouth and Ocean.

ALLOWABLE USE OF FUNDS:

Funding cannot exceed a maximum of \$875,000 toward the cost of Salary and Fringe benefits, and funding cannot exceed a maximum of \$825,000 toward the cost of Administrative Costs. Funds may **not** be utilized to pay for realty costs or real estate fees.

CONTRACT PERIOD:

The contract period will be **on or after** July 8, 2014 through September 30, 2015.

ELIGIBLE APPLICANTS:

Eligible Applicants are for-profit and not-for-profit qualifying agencies that are legally entitled to operate in New Jersey and are able to provide housing navigation services to clients who meet the eligibility criteria as outlined in this RFP. Realtors or real estate agencies are not eligible to apply.

ACTIVITIES/SERVICES TO BE PROVIDED:

The RFP seeks one or more agencies serving the designated counties with a total of ten (10) Full Time Equivalent (FTE) staff, which shall include 1 FTE Supervisor and 9 navigators (Atlantic (1 FTE); Bergen (1 FTE); Middlesex (2 FTE); Monmouth (2 FTE); and Ocean (3 FTE)). It is anticipated that the FTE Supervisor will spend 50% time in direct navigation activities. The selected vendor(s) will be responsible for hiring a supervisor and two to three Navigators as applicable, or a maximum of up to nine FTE navigators, and 1 FTE supervisor to serve the designated locations.

The Housing Navigator Supervisor will be required to have a Bachelor's degree from an accredited college and a minimum of two years of experience in field duties and client intake relating to a housing assistance program or other housing or related social services program requiring determination of facility and participant eligibility. The Supervisor should have a minimum of one year of supervisory or program administration experience. The Navigators should have a Bachelor's degree and one year of related experience. Relevant experience may be substituted for education on a year for year basis.

The Navigator(s) in each impacted locale must provide direct assistance to Sandy survivors in locating or transitioning to rental or other interim housing and develop and maintain, through local community contacts, a database of housing availability. Navigation activities may include:

- Transporting clients without transportation to prospective housing locations.
- Meeting with landlords, facilitating scheduling of any required inspections, assisting clients with the completion of lease applications, rental agreements, forms or other documentation

required to obtain appropriate living arrangements. (For example, they may work with the NJ Housing Mortgage and Finance Company, the Department of Community Affairs and local housing authorities and use the *NJ Housing Resource Center* to locate affordable housing, assess a unit's affordability based on an individual's income, and assist clients in negotiating leases with landlords.)

- Once housing is located the Applicant(s) must work with clients in locating housing resources available in the community, for example, Section 8, voucher programs, temporary rental assistance, etc., or in this instance, any additional Sandy Disaster Relief housing or other related programs, to provide housing stability for those who were displaced by Sandy or are at risk of homelessness due to the loss of affordable housing stock in the Sandy impacted areas.

The selected vendor shall interact closely with the Long Term Recovery Groups in each of the targeted counties, the State's Disaster Case Management Program, other disaster case managers and voluntary agency representatives working with the survivors.

- Long term recovery is the period following a disaster when the affected community and its residents return to a new normal state of living. Long Term Recovery Groups (LTRGs) or Committees are networks of faith based, voluntary and/or government entities missioned to coordinate disaster recovery by information sharing, coordinating, facilitating access and dispersal of volunteers, donations and other recovery resources. In New Jersey, the majority of LTRGs are organized at the county level and may have funded coordinators; however, some groups' structures are composed solely of voluntary individuals operating through an informal committee process.
- Disaster Case management is a time limited process by which a skilled helper partners with a disaster affected individual or family ("client") in order to plan for and achieve realistic goals for recovery following a disaster. The plan ("Disaster Recovery Plan") will assess the client's unmet needs, such as food, shelter as well as financial, physical, emotional or spiritual needs. This comprehensive and holistic approach to recovery extends beyond providing relief, providing a service or meeting an urgent need.

These groups will refer prospective families/individuals to the Navigators when it is believed that they could benefit from the service and it will facilitate their housing stability. This collaboration will ensure that available funding and resources are maximized and housing services among various community based voluntary agencies and disaster case management entities are coordinated to avoid any duplication of services. It also will provide the service directly at the client level of need and will be responsive to local communities' needs in providing housing stability for families and individuals as they continue in their disaster recovery process.

PROGRAM ELIGIBILITY STANDARDS:

Persons applying to receive assistance from the Housing Navigator Program must meet the following eligibility standards:

- Impacted residence must be located in one of the following counties: Atlantic, Bergen, Middlesex, Monmouth or Ocean.
- U.S. Citizenship or Legal Alien status of a household member.

Citizenship and residency can be evidenced by presenting one or more of the following verifications, as applicable:

- a NJ driver's license or state-issued photo ID,
- birth certificate,
- shelter records,
- an affidavit or statement regarding current living arrangements,
- school records showing address,
- utility records,
- Homeowner's Insurance documents,
- credit card bill,
- checking or savings account statement showing address,
- mortgage statement, original lease or rental agreement, property tax bill, statement or record from the past year, any letter or correspondence received from the IRS or state tax office, or
- First-class mail received as of October 29, 2012 from any federal, state, or local government agency or provider agency service documentation.

Documentation must be presented to the Housing Navigator by the referent or otherwise verified. A copy of the documentation reviewed by the provider agency asserting eligibility must be retained in the client record maintained by the provider agency. The client must consent to the service provision and attest to the veracity of the information.

FEDERAL REQUIREMENTS/RESTRICTIONS:

Federal guidelines from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services—*The Disaster Relief Appropriations Act, 2013* (Pub.L.113-2) — mandate the use of "Hurricane Sandy Supplemental Funds" to address necessary expenses resulting from Hurricane Sandy, including social, health, and mental health services for individuals, and for the repair, renovation, and rebuilding of health care facilities (including mental health facilities), child care facilities, and other social service facilities.

- SSBG guidelines define "housing services" as "those services or activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing. Component services or activities may include tenant counseling; helping individuals and families to identify and correct substandard housing conditions on behalf of individuals and families who are unable to protect their own interests; and assisting individuals and families to understand leases, secure utilities, make moving arrangements and minor renovations."

- U.S. Citizenship or Legal Alien status of a household member is a required eligibility criterion.
- Program is limited to housing service needs that are directly related to Superstorm Sandy and may not duplicate services or funding from another program.
- All services must end by September 30, 2015.

TECHNICAL ASSISTANCE:

The Division of Family Development will conduct a **Mandatory Technical Assistance Conference** that will provide clarifying information about the Housing Navigator Program RFP and related proposal procedures.

Attendance at the conference is **MANDATORY**. **A representative of agencies planning to apply must attend and sign in at the conference. Proposals submitted by any agency or organization not officially represented at the conference will be considered disqualified for funding consideration at time of proposal receipt.** At the conference, persons attending who are representing more than one agency/organization **must sign in separately for each agency/organization.**

The Technical Assistance Conference will provide potential Applicants an opportunity to ask any and all pertinent questions regarding the RFP and receive technical information regarding the RFP from Department representatives.

NOTE: No further technical assistance on the programmatic aspects of this RFP will be provided after the Technical Assistance Conference is held.

APPLICANTS ARE ASKED TO PRE-REGISTER FOR THE TECHNICAL ASSISTANCE CONFERENCE NO LATER THAN THURSDAY, APRIL 17, 2014 BY CALLING THE OFFICE OF POLICY AND STANDARDS DEVELOPMENT/GRANTS UNIT AT 609-588-2290; BY FAX AT 609-588-7240 OR BY E-MAIL AT PENELOPE.CASARICO@DHS.STATE.NJ.US. EACH APPLICANT WILL BE LIMITED TO TWO REPRESENTATIVES AT THE CONFERENCE.

If pre-registering by phone, please leave your name, agency affiliation, address, telephone number and the number of attendees (maximum of 2 persons) on the voice mail. In addition, please advise if special accommodations for someone with a physical disability will be required.

The Technical Assistance Conference is scheduled as follows:

Place: New Jersey Division of Family Development
Quakerbridge Plaza, Building 6, 2nd floor, Conference Room J
Mercerville, NJ 08619

Date: April 22, 2014

Time: 10:00 a.m. – 1:00 p.m.

Directions to the Technical Assistance Conference are provided with this RFP package as *Attachment J*.

NOTE: In the event of the closure or delayed opening of State Offices, the Technical Assistance Conference will be rescheduled. Announcements concerning the closure or delayed opening of State Offices are broadcast on radio stations throughout the State.

TIMETABLE:

Time frames for completion of the RFP process are as follows:

April 7, 2014	Public Notice of Availability of Funds
April 17, 2014	Deadline Date for Pre-Registration for the Mandatory Technical Assistance Conference
April 22, 2014	MANDATORY Technical Assistance Conference
May 6, 2014	<u>Deadline for Receipt of Grant Proposals</u> (No later than 4:00 PM)
June 11, 2014	Notification of Grant Awards (Subject to Funding Availability)
On or after June 24, 2014	Contract Begins

REQUEST FOR PROPOSAL PROCESS:

Eligible Applicants interested in applying for these funds must submit **one signed original and nine (9) copies** of the complete proposal document, including all support materials, to be received by the **Office of Grants Management no later than 4:00 p.m. on May 6, 2014. FAXED proposals/documents will not be accepted.** Proposals may be e-mailed, mailed or hand delivered.

If an application is e-mailed, it must also be simultaneously mailed or hand delivered. All e-mailed applications must be in either Word 97 version or higher or Adobe pdf. The type set (font size) must be at least 12 point Times New Roman or Arial and the margins set to one inch on all sides. The application (not including attachments) is not to exceed fifteen (15) single-spaced, one-sided pages.

Mail/US Post Office Delivery:

**Amy Shaw
Office of Policy and Standards Development/Grants Unit
Department of Human Services
Division of Family Development
PO Box 716
Trenton, New Jersey 08625-0716
Amy.Shaw@dhs.state.nj.us**

OR,

Hand Delivery or Commercial Courier/Mail Service:

**Amy Shaw
Office of Policy and Standards Development
NJ Division of Family Development
Quakerbridge Plaza
Building 3
Quakerbridge Road
Mercerville, New Jersey 08619**

***Building # 3 is the only location that
will be recognized for Hand Deliveries
or Commercial Courier/Mail Service.**

Directions to Quakerbridge Plaza are contained in *Attachment I*.

- ◆ FAXED DOCUMENTS/INFORMATION WILL NOT BE ACCEPTED AT ANY TIME.**
- ◆ APPLICANTS ARE RESPONSIBLE FOR MAILING AND DELIVERING PROPOSALS WELL IN ADVANCE OF MAY 6, 2014 AT 4:00 PM TO ENSURE THAT THE PROPOSALS ARE RECEIVED ON TIME.**
- ◆ POSTMARKS AND OTHER SIMILAR DOCUMENTS DO NOT ESTABLISH RECEIPT OF A PROPOSAL.**
- ◆ PROPOSALS THAT DO NOT MEET THE CRITERIA STATED ABOVE AND ARE NOT RECEIVED BY THE DEADLINE DATE AND TIME ARE DEEMED LATE AND WILL NOT BE CONSIDERED FOR FUNDING.**
- ◆ ANY DOCUMENTS THAT ARRIVE UNDER SEPARATE COVER WILL NOT BE INCLUDED AS PART OF THE PROPOSAL PACKAGE.**

NOTIFICATION OF ACCEPTANCE OR REJECTION OF AWARD:

Applicants will be notified of their contract award status on or after **June 11, 2014**. All grant awards will be contingent upon subsequent contract negotiations.

The Department reserves the right to reject all proposals when it is in the Department's best interest

to do so. The Department's best interests include, but are not limited to, loss of funding, inability of the Applicant to provide adequate services, an indication of misrepresentation of information, and/or non-compliance with State and Federal laws and regulations.

The Department also reserves the right to conduct a facility inspection and/or pre-award survey with any individual, agency or organization that submits a proposal in response to this RFP.

All proposals are considered public information and, as such, will be made available upon request after the completion of the RFP process. In addition, pursuant to Executive Order No. 125, signed by Governor Christie on February 8, 2013, the Office of the State Comptroller ("OSC") is required to make all approved State contracts for the allocation and expenditure of federal reconstruction resources available to the public by posting such contracts on an appropriate State website. Such contracts are posted on the New Jersey Sandy Transparency website located at: <http://nj.gov/comptroller/sandytransparency/contracts/sandy/>.

The contract resulting from this RFP is subject to the requirements of Executive Order No. 125. Accordingly, the OSC will post a copy of the contract, including the RFP, the selected Applicant's proposal and other related contract documents for the above contract on the Sandy Transparency website.

In submitting its proposal, a bidder may designate specific information as not subject to disclosure. However, such bidder must have a good faith legal and/ or factual basis to assert that such designated portions of its proposal (i) are proprietary and confidential financial or commercial information or trade secrets or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided.

The State reserves the right to make the determination as to what is proprietary or confidential, and will advise the winning bidder accordingly. The State will not honor any attempt by a winning bidder to designate its entire proposal as proprietary, confidential and/or to claim copyright protection for its entire proposal. In the event of any challenge to the winning bidder's assertion of confidentiality, the bidder shall be solely responsible for defending its designation.

The Department reserves the right to base the final contract on the total amount of funds available at the time of contract negotiations.

APPEAL PROCESS:

An appeal of the selection process will be heard only if it is alleged that the Division has violated its contracting manual in the awarding of a grant. **Applicants requesting an appeal based on a violation of the contracting manual must submit a written request stating the alleged violation to the Department of Human Services, Division of Family Development, Office of the Director, PO Box 716, Trenton, New Jersey 08625-0716, no later than 10 calendar days following the date of a non-award notification.**

An appeal will not be heard based on a challenge to the subjective evaluation of a proposal.

CONTRACT NEGOTIATIONS:

Upon award notification, the Department of Human Services, Division of Family Development will negotiate a contract with the selected Applicant(s) and proceed with the process of preparing and finalizing formal contracts with the selected Applicant(s), as appropriate.

Funding and issuance of this proposed contract is contingent upon the availability of federal funding from the Sandy Social Services Block Grant Supplemental Disaster Relief Grant and sufficient resources in the SFYs 2014 and 2015, DFD budgets. No legal responsibility for payment on the part of DFD shall be made, unless and until funds are made available to DFD from the federal government and incorporated in the DFD budget for this purpose.

The Department assumes no responsibility or liability for the costs incurred by an Applicant for the planning or preparing of a proposal in response to this RFP.

TRACKING/MONITORING REPORTING:

Current DHS/DFD third party contract process and regulations will be used to track and monitor selected applicant(s). This includes the review and approval of the contract as deemed applicable. Additionally, monitoring may also occur in accordance with monitoring procedures that have been or may be set up by the Office of the Comptroller, the Governor's Office of Recovery and Rebuilding, the Department of Human Services-Division of Family Development, and the U.S. Department of Health and Human Services, Administration for Children and Families.

REPORTING REQUIREMENTS:

Program: The selected vendor must electronically maintain client level identifying and basic demographic information at a level sufficient to maintain program integrity and avoid duplication of services. Monthly summary reports will include, at a minimum: number of clients, county location, number of referrals, source of referrals, number of client and agency coordination contacts, summary status of active referrals and phase of activities, number of closed cases and reasons for closure.

Fiscal: Monthly fiscal reports will be required. Current DHS-DFD third party fiscal reporting will be used. The agency must maintain records of all expenditures in accordance with the Annex B of the contract, DHS contract policy, and federal requirements, and must provide such documentation to any State or federal contract or audit staff upon request. Further information is available at: <http://www.state.nj.us/humanservices/dfd/info/>.

PROPOSAL SELECTION AND EVALUATION CRITERIA:

A review team of at least five people will review and evaluate each proposal. The review team will consist of staff members of the DFD/DHS, and may include representatives of other State/local agencies and organizations.

Proposals will be rated in accordance with the narrative information provided as outlined in the Program Narrative Requirements section of this RFP. Applicants are eligible to receive a maximum point score of 100 points for proposal content. The maximum point score for each Narrative section is

provided in the Program Narrative Requirements section of this RFP. Proposals receiving an average numerical rating of 65 or less will not be considered for funding.

As an outcome of the team review, a list of recommended proposals will be submitted to the Director of the Division of Family Development and the Commissioner of the Department of Human Services for final approval. During the selection process, additional information may be requested.

Each applicant must demonstrate knowledge of:

- various agencies and departments of government which provide services to low income, handicapped, disabled, and elderly persons;
- general health and safety standards applicable to rental housing; existing rental housing market situation in the area to be served;
- state and local laws governing tenant and landlord relations;
- local rent control ordinances and affordable housing requirements; and
- real estate practices and contracts as they apply to the leasing and operation of rental housing.

Each applicant must demonstrate the ability to:

- assess services rendered by owners of rental properties as stipulated in lease agreements;
- analyze and interpret basic laws and regulations concerning rental housing and their practical applications;
- prepare statistical and informative reports that meet the reporting requirements specified in the RFP; and
- make field investigations throughout the designated areas and maintain cooperative working relationships with local communities and agencies.

In addition, each applicant shall comply with State and Department rules and regulations governing the purchase of services contract process, the Department's Standard Language Document and the Contract Reimbursement and Contract Policy and Information Manuals, in addition to the terms and conditions set forth in this RFP. Grant Recipients are required to comply with the Affirmative Action Requirements of Public Law 1975, c. 124 (N.J.A.C. 17:27) and the requirements of the Americans with Disabilities Act of 1991 (P.L. 101-336). Applicants must also sign the Statement of Assurances (Attachment A) and the Certification Regarding Debarment, Suspension, Ineligibility Voluntary Exclusion (Attachment B). Applicants may review the Department of Human Services' contracting rules and regulations, as defined in the "Contract Reimbursement Manual", and the "Contract Policy and Information Manual". Copies of these manuals are available online at the following websites:

<http://www.state.nj.us/humanservices/ocpm/home/resources/manuals/index.html>

<http://www.state.nj.us/humanservices/dfd/info/standard/index.html>

Proposal Selection Criteria:

- Ability to meet standards as indicated in this RFP;
- Past performance and effectiveness in working with displaced people;
- Experience of the agency in providing clients with the ability to meet and obtain basic needs in the aftermath of a storm, such as shelter;
- Experience of the agency in developing collaborative relationships;
- Effectiveness of the total program design, including how the Applicant plans to provide services in the affected areas;
- Realistic and attainable program goals and objectives;
- Compliance with the criteria and intent contained in the RFP; and
- Feasibility and reasonableness of the proposed budget as it relates to the total proposed program design and the goals that the Applicant expects to achieve.

PROPOSAL CONTENT OUTLINE:

Applicants must submit **one signed original and nine (9) copies** of the complete proposal package.

Failure to submit a signed original and the required number of copies will result in the proposal not being considered for funding (disqualification). Note: It is suggested that a blue ink pen be used for all required signatures.

All proposals submitted for consideration should:

- Include all of the following items in the order stipulated; and
- Be securely fastened.

All proposals submitted for consideration **MUST** include the following:

**A. PROPOSAL/AUTHORIZATION COVER SHEET (ATTACHMENT C)
(SIGNATURE REQUIRED)**

B. CHECKLIST (ATTACHMENT H)

C. TABLE OF CONTENTS

D. NARRATIVE: All applications (not including attachments) provided including Sections I through V of the Program Narrative below shall not exceed fifteen (15) single-spaced,

one-sided pages. The Applicant must use a type set (font) of at least 12 point Times New Roman or Arial and the margins set to one inch on all sides.

SECTION

- I. Agency Overview
- II. Service Goals and Objectives
- III. Program Approach and Implementation Plan
- IV. Service Coordination/Collaboration
- V. Budget

E. BUDGET FORMS (ATTACHMENTS D1-D4)

**F. STATEMENT OF ASSURANCES (ATTACHMENT A)
(SIGNATURE REQUIRED)**

**G. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION (ATTACHMENT B)
(SIGNATURE REQUIRED)**

H. OTHER REQUIRED DOCUMENTS

Failure to submit these required documents may make the proposal ineligible for funding consideration

- Source Disclosure Certification Form (Attachment F)
- “Pay to Play” Certification and Disclosure form (Attachment G) – *not to be attached to the Applicant’s proposal, but included as a separate and distinct document that must be submitted together with the Applicant’s proposal*
- State of New Jersey-Division of Purchase and Property, Disclosure of Investment Activities in Iran (Attachment L)
- Copy of the Applicant's organizational chart
- Copy of the most recent organization-wide audit report or financial statement
- Agency's Code of Ethics/Conflict of Interest Policy (Must include Policy of Applicant Agency. Attachment F is provided **only** for guidance.)
- List of the Board of Directors, Officers and their terms **(non-profits only)**
- Charitable registration status **(for non-profits only)**
- Applicant’s Certificate of Incorporation

PROGRAM NARRATIVE REQUIREMENTS:

I. Agency Overview (15-point maximum)

- a. Provide a brief description of the Applicant's history, purpose and goals. Specify how these relate to the proposed project.
- b. Provide a description of the Applicant's experience in providing services to displaced people.
- c. Provide a description of the applicant's work experience in housing, if applicable.

II. Service Goals and Objectives (20-point maximum)

- a. Provide both qualitative and quantitative project goals that the Applicant plans to achieve, including, but not limited to:
 - How the applicant plans to provide services to clients with the most need while serving other program recipients in the proposed service region(s);
 - How many counties the applicant plans to serve; and
 - How the applicant plans to assign cases to workers and designate services to program recipients.
- b. Identify the Applicant's goals and objectives for providing those services.

III. Program Approach and Implementation Plan (30-point maximum)

- a. Describe how the Applicant will ensure that the program is implemented and services are provided within the given timeframe for this initiative.
- b. Describe how the Applicant will oversee the program application and verification process that it will use to determine eligibility for the proposed program.
- c. Provide a description of how the Applicant will undertake the necessary steps to provide assistance to program-eligible storm survivors in locating or transitioning to rental or interim housing.
- d. Describe how the Applicant will work to develop relationships with collaborative agencies including Long Term Recovery groups, local community resource agencies, disaster case managers, and persons who meet the program eligibility requirements.
- e. Describe how the Applicant will develop and maintain, through local community contracts, a database of housing availability in the affected area(s) and/or county(ies) to be served.
- f. Describe how the Applicant will meet DFD third party contract and federal reporting requirements, including: submitting a budget for approval; contract monitoring and

oversight; on-site field visits, the preparation of required monthly level of service reports, and the preparation of monthly fiscal reports to track expenditures.

- g.** Describe the management and supervisory methods that will be utilized in the operation and oversight of this initiative.
- h.** Attach a copy of the Applicant's organizational chart. Explain how this initiative will be incorporated into the existing organizational structure of the Applicant's agency.

IV. Service Coordination/Collaboration (25-point maximum)

- a.** Describe in detail how the Applicant will collaborate with Long Term Recovery Groups, the State's Disaster Case Management program and other agencies to ensure that services reach the targeted population, and are not duplicated by collaborative agencies. Identify how the applicant will work together with each agency to serve eligible program recipients.

Describe the methodology to be used for coordinating, monitoring, and evaluating services among collaborative agencies.

V. Budget (10-point maximum)

- a.** Provide a brief narrative that explains how the costs in the Budget Forms (Attachments D1-D4) were derived and how they relate to this proposed initiative.