

Purpose and Description of Request

The New Jersey Department of Community Affairs announces the availability of funds in the Homelessness Prevention Program (HPP) grants to provide temporary financial assistance to households being evicted or are homeless due to a temporary financial problem beyond their control. Examples of temporary problems include: 1) loss of employment; 2) medical disability or emergency; 3) fire or flood; and 4) substantial and permanent change in household composition.

This RFP invites eligible sponsors who have experience administering homeless prevention programs to submit proposals for the purpose of awarding State funds to administer the Homelessness Prevention Program in a specific county of the State. Awarded agencies will be provided training on the program's regulations.

Eligible Sponsors

Eligible sponsors include nonprofit and community-based organizations servicing only Atlantic and Cape May Counties.

Activities

The overall administration of the rental component of the Homelessness Prevention Program which includes: interviewing applicants to determine eligibility; verifying financial and legal documents; approving a level of assistance that is the minimum amount necessary to obtain housing or to avoid eviction; issuing the payment to the appropriate landlord; completing and maintaining required program documentation; and creating and maintaining detailed records on all applicants including a log that will include the name of the household being assisted, address, amount of assistance and the reason for assistance.

Term of Assistance

One Year

Eligible Households

Households must either be homeless or in imminent danger of losing their apartment as a result of eviction for non-payment of rent through no fault of their own.

RFP Requirements

A project narrative including:

1. Agency history and capacity
2. Description of staff who will work on the program

Budget overview

Maximum award: \$120,000 (\$100,000 programmatic and \$20,000 administrative)

RFP Submission

All RFP's must be submitted through SAGE by March 31, 2009
[System for Administering Grants Electronically \(SAGE\)](#).