

## SANDY FUNDING CRITERIA WORKSHEET

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| <b>State Department:</b>   |
| Department of Human Services - Division of Family Development  |
| <b>Name of Expenditure Program:</b> Sandy Homeowner and Rental Assistance Program (SHRAP)<br>Sandy Relief Act Supplemental Funds<br>Individual & Family Assistance Program |
| <b>Amount:</b>   |
| \$ 76,424,200 Benefits<br>\$ 2,592,900 Case Managers<br>\$ 2,509,000 Administrative & Operations<br>\$ 27,867,344 Unallocated<br>\$109,393,444 Total Program Cost          |

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| <b>Overview:</b>   |
| <p>Due to the disaster Superstorm Sandy imposed on NJ residents, Disaster Social Services for the Homeless (D-SSH) funds would be used to assist individuals and families who are experiencing short term, non-recurring emergencies in the nine most impacted counties: Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean and Union. Homelessness prevention measures may include assistance with past due rent or past due mortgage payments, past due utility charge payments, payment of security deposits for apartments, first month's rent, temporary rental assistance, essential furniture replacement, storage cost, or various other forms of eligible assistance that will resolve the emergency or enable the family to remain in their home or achieve housing stability post-Sandy.</p> <p>The Department of Human Services, Division of Family Development currently contracts with the impacted counties for the provision of services for homeless County residents and County residents at-risk of homelessness. These contracts will be modified to include the SSBG funding for Sandy D-SSH services. This will require a revised scope of services and detailed budget subject to Division review, approval and oversight.</p> |
| <b>Federal Department of Origin:</b>   |
| <p>U.S. Dept. of Health and Human Services, Administration for Children and Families, Office of Community Services – The Disaster Relief Appropriations Act, 2013, (P. L. 113-2); “Hurricane Sandy Supplemental Funds” to address necessary expenses resulting from Hurricane Sandy, including social, health, and mental health services for individuals, and for repair, renovation and rebuilding of health care facilities (including mental health facilities), child care facilities, and other social services facilities.</p>  |
| <b>Federal Requirements / Restrictions:</b>  |
| <p>Meets the federal definition of SSBG housing services.</p> <p>Limited to necessary expenses related to the consequences of Hurricane Sandy. Cannot duplicate services received under other programs for post-Sandy Assistance, including but not limited to FEMA assistance.</p> <p>US Citizenship or Legal Alien status is a required eligibility criterion.</p>   |
| <b>Procurement Process:</b>  |

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DFD will use the FEMA Individual Assistance (IA) designation coupled with the number of FEMA Individual Assistance applications and county population size to demonstrate need in the counties and determine the percentage of allocation to each of the impacted counties.

The Department of Human Services, Division of Family Development currently contracts with the impacted counties for the provision of services for homeless County residents and County residents at-risk of homelessness. Through expansion of these contracts, the Division of Family Development intends to use Disaster SSBG funding in order for the Counties to fulfill the program deliverables. The contracts will be modified to include the SSBG funding. The Counties will utilize their current RFP process to meet the program deliverables.

Current DHS third party contract process and regulations will be used. This includes contract modification, revised scope of services and program requirement changes, detailed budgets, contract monitoring and oversight to ensure compliance with all pertinent contract requirements including additional Sandy oversight activities, at a minimum, quarterly expenditure reporting as the frequency may be enhanced for Sandy services, fiscal monitoring and oversight of the expenditure reporting, coordination with program oversight staff and on-site field visits as deemed applicable.

**Eligibility Standards:**

Assistance will be available to individuals and families who lost housing due to Hurricane Sandy, regardless of income.

Applications will be accepted in the county of residence in the counties most affected by hurricane Sandy: Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean, and Union; and are assessed on a case-by-case basis.

Documentation of residency in one of the affected counties must be provided, and shall include any of the following: driver's license, lease/mortgage statement, FEMA IA contact or documentation, tax statements or utility bills.

The following eligibility standards will apply:

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1. Applicant must be a US citizen or eligible alien.
2. There is no income eligibility standard.
3. Applicant must be able to demonstrate that they will be able to maintain the housing if assistance is provided.
4. Applicants must document blood or legal relationship of family members applying for assistance.
5. Applicants who are eligible for TANF, GA or SSI emergency assistance benefits will not be eligible for this program. TANF/GA/SSI eligible clients will be served through the current WorkFirst New Jersey Emergency Assistance Program. If an individual has exceeded their lifetime limit to receive WorkFirst New Jersey benefits, then they would be eligible for D-SSH.
6. The provision of services may not duplicate or supplant other benefits for which the applicant is or may be eligible.
7. Applicants must have applied for D-SSH benefits prior to October 1, 2015.
8. Up to six months of assistance can be provided. Additional months of assistance will be provided case by case, based upon need and available funding.

### **Implementation/Timeline:**

Current DFD SSH contracts with the nine impacted counties will be modified. Each county is being requested to provide a detailed narrative of their implementation plan to provide Sandy D-SSH services in an expeditious manner, no less than 45 days after funding notification. Should a county or counties indicate they would not be able to immediately implement and provide D-SSH services or fail to meet DFD contracted standards for the delivery of services, the contingency plan will be to contract with the DFD contracted Disaster Case Management agency to administer the program.

Access to the D-SSH program will be through the existing county SSH Information and Referral agencies, the DFD contracted Disaster Case Management entity, the DFD contracted Housing Navigators, the county welfare agencies and the 2-1-1 system. The division also intends to have a media campaign to publicize the D-SSH program.

DFD will provide a DFDI (instruction) and forms to the vendors within 5 business days of approval of the DSSH plan. The DFDI will include the details regarding the monitoring of the funds, how payments will be processed to service providers, and explanation of all eligibility standards.

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The DFDI will be distributed through DFD's normal policy process which includes immediately posting the instruction on line; each vendor will also receive an email to notify them that it is posted and then a hard copy will be mailed.

DFD will meet with the SSH providers to provide training within 30 days of receipt of funding.

The projected start time for the project is also within 30-45 days of the receipt of funding.

**IT Requirements:**

The Housing Mortgage Finance Agency (HMFA) will add a D-SSH program type to the existing Homeless Management Information System (HMIS) to accommodate DFD's reporting and monitoring needs.

**Tracking/Monitoring:**

The D-SSH program will be tracked through the Foothold Homeless Management Information System. HMIS will provide real time county and provider agency expenditure and programmatic level of service reports and data. HMIS can also provide service specific detail and provide unduplicated totals for applicants provided service more than once during the Program's lifetime. Each contracted county will also be required to submit to DFD quarterly expenditure reports, as well as a close-out expenditure report for each contracted year.

Payments are made directly to the provider of the service and in most instances are vouchered. For example, the purchase of furniture would require the completion of a voucher by the furniture store detailing the items provided, the quantity and the cost per item. Payments are never made directly to an applicant.

Each county will be responsible for monthly monitoring its county D-SSH program and providing the DFD with a copy of their monitoring findings. DFD will conduct a formal monitoring of all nine DSSH county contracts, to include a site visit, and case file review of at least two service providers' case files (unless only one exists) and a County administrative review.

The counties will be subject to the current contract monitoring procedures in place for regular SSBG funding in addition to the Super Storm Sandy monitoring procedures set up by the Office of the Comptroller, the

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Governor's Office of Recovery and Rebuilding, the Department of Human Services – Division of Family Development, and the U.S. DHHS Administration for Children and Families.

Current DHS third party contract process and regulations will be used. This includes review and approval of detailed budgets, routine contract monitoring and oversight, at a minimum quarterly expenditure reporting as the frequency may be enhanced for Sandy services, fiscal monitoring and oversight of the expenditure reporting, coordination with program oversight staff and on-site field visits as deemed applicable.

**Reporting Requirements:**

The nine contracted counties are required to submit quarterly expenditure reports. County contracted D-SSH providers are required to enter all applicants provided with service into the Foothold HMIS system which they must transmit electronically into the State managed Foothold HMIS. Monthly Level of Service (LOS) reports are produced from the HMIS system. Various new reports will be developed in the HMIS system to assist in tracking the individuals and families served by assistance type.

**Allocation Formula:**

See attached