SANDY FUNDING CRITERIA WORKSHEET

State Department: Department of Human Services
New jersey Department of Human Services
Name of Expenditure Program: **Division of Mental Health and Addiction Services contract expansion of Community Health Law Project contract**
Amount: $1,000,000

Overview:

As a result of Superstorm Sandy some residents will face challenges navigating the legal system. Landlord tenant issues, fraud, exploitation, and insurance coverage are only a few areas where this specialized service will be needed. For many residents, navigating through an unfamiliar legal arena presents challenges in addition to those they are facing while trying to rebuild and recover. Funding will be made available to this agency to assist residents who find themselves in need of legal services.

The department of Human Services is proposing expanding by $1,000,000 the existing contract with Community Health Law Project that provides services to clients in this area of scope.

Federal Department of Origin:

US Department of health and Human Services, Administration for Children and Families, Office of Community Services-the Disaster Relief Appropriations Act, 2013 (P.L. 113-2)

Federal Requirements / Restrictions:

SSBG funding and compliance requirements will be adhered to.

Procurement Process:

The current contract with Community Health Law Project will be modified. The contract term of the current contract ends on 6/30/2014

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 onsite field visits as deemed applicable.

Eligibility Standards:

The individual must be a citizen of the United States or have permanent residency. This will be evidenced by an original or certified birth certificate, passport, consular registration of birth abroad certificate, certificate of citizenship, or a certificate of naturalization or green card. Residency will be evidenced by presenting a NJ driver's license, passport, shelter records, school records showing address, utility records, credit card bill, checking or savings account statement showing address, 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, first class mail received from any federal state or local government agency in the past year or provider agency service documentation.

If affected by superstorm Sandy and in need of legal services on a related matter.

Implementation/Timeline:

As soon as the contract expansion is approved, press releases announcing the services will be executed. How to and the process for application will be announced through our extensive provider and community based network.

SANDY FUNDING CRITERIA WORKSHEET

State Department: Department of Human Services
New jersey Department of Human Services
Name of Expenditure Program:
Division of Mental Health and Addiction Services contract expansion of Community Health Law Project contract
Amount: $1,000,000

The Department's web site will reflect information on how to access said services
IT Requirements:
N/A
Tracking/Monitoring:
Same principles and methods as the contract dictates will be followed. An additional Sandy clients tag will be included to segregate and report on the clients served exclusively through this initiative.
Reporting Requirements:
The Provider Agency shall submit to the Department programmatic and financial reports on forms provided by the sample forms to be used are included in the Annex (es) are specified and made available by the Department component.
Allocation Formula:
Funds will be utilized until grant is expired on 9/2015 or funding is depleted, whichever comes first