

Governor
Philip Murphy

Commissioner
Jacquelyn Suárez

OFFICE OF HOMELESSNESS PREVENTION:

NJ FamilyCare Housing Supports Provider Readiness Program

REQUEST FOR PROPOSALS - SFY25

RFP Due Completed in DCA SAGE: No later than 11:59pm on 12/16/2024

I. Name of the grant program

NJ FamilyCare Housing Supports Provider Readiness Program – SFY25

II. DCA contact information

Michael Callahan, Director, OHP, Michael.Callahan@dca.nj.gov
Tina McGill, Assistant Director - Programs, OHP, Tina.McGill@dca.nj.gov
Anthony Cassetta, Lead Contracts Administrator, Programs Section, OHP, Anthony.Cassetta@dca.nj.gov

III. Purpose of the grant program

The NJ Division of Medical Assistance and Health Services (DMAHS) seeks to launch a new Housing Supports program to help NJ FamilyCare members find and maintain housing.

Under the NJ FamilyCare Housing Supports Provider Readiness Program, DCA and DMAHS are partnering to fund potential NJ FamilyCare housing supports providers (e.g., CBOs, shelters, supportive housing organizations, case management organizations, home modification/remediation providers), to:

- Incentivize Housing Supports program readiness and cover startup costs (e.g., Medicaid enrollment, MCO contracting, build new IT systems capabilities, attend trainings)
- Provide seed capital to help pay for new staff – both administrative and frontline service providers – as well as necessary IT and billing systems

IV. RFP Due Date

***RFP Due Completed in SAGE*:** No later than 11:59pm on 12/16/2024

***Award Notification Date*:** On or about 1/7/2025

V. Available & types funding

This RFP utilizes state appropriated health-related social needs (HRSN) and federal match funding.

Total State Funds:	*$5,000,000.00*
Total Federal Funds:	*$5,000,000.00*
Total Funds Available for this RFP	**$ 10,000,000.00**

VI. Maximum amount of single award: $250,000.00

All applicants to this program must clearly demonstrate local system knowledge (see below), a commitment to Housing First principles, and an operational understanding of the NJ FamilyCare Housing Supports program (see figure 1, below).



Figure 1: Overview of NJ FamilyCare Housing Supports Program

VII. Eligible entities

Non-profit organizations (see figure 2, below) that are ***either approved*** by NJ FamilyCare ***or eligible for approval*** to provide pre-tenancy and tenancy sustaining services. To be considered an entity eligible for approval for the purposes of this funding opportunity, organizations must demonstrate the following:

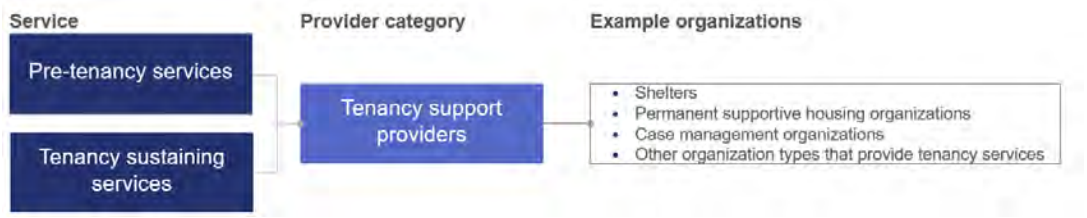

Figure 2: Example organization types that can provide NJ FamilyCare pre-tenancy or tenancy sustaining services (i.e., tenancy support providers)

1. **Minimum of three years of experience in providing at least one of the following:** homelessness prevention services, street outreach services, emergency shelter services, supportive services, permanent housing services and/or housing sustainment

services such as financial assistance, housing relocation and stabilization services to the target population.

2. **Attendance at a mandatory technical assistance workshop.**

3. **Be an active participant in NJ HMIS or willing to participate in NJ HMIS** (For more information please visit NJ HMFA/HMIS @ New Jersey Housing and Mortgage Finance Agency | Homeless Management Information System)

4. **Executed Letter(s) of Intent (LOI) with one or more Managed Care Organizations (MCOs)**

MCO	LOI POC Name	LOI POC Email
Aetna	Joel Martinez	*Martinezj15@aetna.com*
Fidelis	Marlene Mercado	*Marlene.g.mercado@fideliscarenj.com*
Horizon	Alana McDonald	*Alana_Mcdonald@horizonblue.com*
United	Hilary Delany and ACSS	*hilary_delany@uhc.com* *hcbsprovidernetwork@uhc.com*
Wellpoint	Rhonnda Talton	*rhonnda.talton@wellpoint.com*

5. **A diverse compilation of resources and partnerships ("Resources Listing") to support and assist households that are homeless and at risk of homelessness exit those situations and circumstances.**

    a. An agency's application should demonstrate a ***diverse*** compilation of resources and partnerships. Acceptable examples are found below:

        I. **Resource Inventory**: Clearly catalogue and describe the range of resources that the agency has available for persons experiencing homelessness and those at risk of homelessness. This could include direct services such as emergency shelter and food, case management, job training, mental health counseling, other OHP programs, or substance use treatment. The inventory should also include indirect resources like connections to affordable housing, educational programs, healthcare facilities, and legal aid. The more comprehensive and diversified the resource inventory, the better equipped the agency is to handle various cases of homelessness.

        II. **Partnership Network**: Provide evidence of partnerships that the agency has formed with other organizations in the community, whether they are governmental, non-profit, or private entities. This can be through formal

memoranda of understanding, joint programs, shared funding, or co-hosted events.

III. **Success Stories**: Showcase success stories that have resulted from the use of these resources and partnerships. This might involve detailing case studies of individuals or families who were able to exit homelessness with the agency's assistance, highlighting how the agency's resources and partnerships were instrumental in their transition.

IV. **Outcomes Data**: Demonstrate with data the effectiveness of the agency's resources and partnerships. This could involve statistics on the number of people served, the rate of successful housing placements, improvements in employment status, reductions in recidivism, etc. The data should be presented in a way that is transparent and easy to understand.

V. **Feedback from Clients and Partners**: Include feedback or testimonials from clients who have benefitted from these resources and partnerships, as well as from partners who have collaborated with the agency. This will provide a first-hand account of the agency's work and its impact.

VI. **Innovative Solutions**: Detail any innovative or unique solutions that have been developed through these resources and partnerships. This could involve cutting-edge programs, unique partnerships, or novel resources that the agency has put into place to address homelessness. This demonstrates the agency's commitment to continuous improvement and creative problem- solving.

6. Commitment to Housing First:

a. Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing **without preconditions and barriers to entry**, which include but are not limited to:
    1. Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues;
    2. Helping participants quickly identify and resolve barriers to obtaining and maintaining housing;
    3. Seeking to quickly resolve the housing crisis before focusing on other non-housing related services;
    4. Allowing participants to choose the services and housing that meets

their needs, within practical and funding limitations;

5. Connecting participants to appropriate support and services available in the community that foster long-term housing stability.

b. Agencies **must demonstrate commitment to the above outlined principles either via attestation, memorandum, or board resolution** and provide proof of same. (See example resolution, in Appendix A.)

7. Commitment to the Inclusion of & Incorporation of Feedback from Persons with Lived Experience & Expertise (PWLEE):

a. OHP is committed to incorporating the perspectives and insights of persons with lived experience and expertise (PWLEE) of homelessness and housing instability in feedback and program evaluation processes.

1. OHP regularly receives this feedback through the DCA Statewide PWLEE Advisory Board, which meets on a monthly basis with OHP and a quarterly basis with DHCR and DCA leadership.

b. As this feedback is critical to promoting inclusion, equity, diversity, and access in the homelessness prevention and services ecosystem (HPSE), all OHP grantees must affirm and provide proof of organizational alignment with (or the good faith effort of development of alignment with) the following key principles for ensuring the inclusion of PWLEE in feedback in their programs and organization:

1. Centering the voices of PWLEE: PWLEE have a unique perspective on the experience of homelessness and offer valuable insights into the challenges and barriers they face. It is essential to center their voices in feedback processes to ensure that their experiences and needs are accurately represented.

2. Creation of a safe and supportive environment: PWLEE may have experienced trauma or marginalization related to their experiences of homelessness. It is important to create a safe and supportive environment for them to share their feedback, where they feel heard and respected.

3. Using inclusive language and communication: Feedback processes should use language and communication that is inclusive and accessible to all. This includes using plain language, avoiding jargon or technical terms, and ensuring that all communication is available in formats that are accessible to individuals with disabilities.

4. Providing opportunities for meaningful engagement: PWLEE should have

opportunities to provide feedback in ways that are meaningful and accessible to them. This may include one-on-one conversations, focus groups, surveys, or other methods of engagement that suit their preferences and needs.

5. Recognition of power imbalances: Power imbalances can and often do exist between PWLEE and those collecting feedback, which can lead to a lack of representation or influence. It is important to recognize and address these imbalances to ensure that the perspectives and experiences of PWLEE are fully represented and considered in feedback processes.

c. Applicants for OHP funding are required to **document affirmation of the principles through submission of at least one (1) of the following supplementary materials submitted as addenda to their application.**

Acceptable materials indicating affirmation include, but are not limited to:

1. Centering PWLEE Voices: This could be proven through agency protocols highlighting how PWLEE's perspectives are prioritized, or instances where their insights have influenced changes in the program.

2. Creating Safe Environments: Evidence of this could include policies or guidelines about creating respectful and supportive spaces for PWLEE, and possibly testimonials from PWLEE on their experience participating in feedback processes.

3. Inclusive Language and Communication: Applicants may share their guidelines or examples of accessible, jargon-free communication materials, including different formats for individuals with disabilities.

4. Opportunities for Meaningful Engagement: This could be shown through the variety of feedback methods employed to suit different preferences and needs of PWLEE, and how this feedback has been utilized by applicant.

5. Recognition of Power Imbalances: Applicant could provide evidence of their strategies to identify and address power imbalances, such as policies for equitable treatment, or practices promoting shared decision-making.

6. Active Pursuit of Inclusion, Equity, Diversity, and Access: Applicant may share the organization's policies, training programs, and examples of actions taken to uphold these values.

7. Evidence of Good Faith Effort: For organizations still developing alignment with these principles, they should provide a detailed plan showcasing their understanding of these principles and their steps towards incorporating them. This can include timelines, measurable goals, and designated personnel responsible for each step.

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VIII. Ineligible entities

1. Entities listed on the DCA list of High-Risk grantees and, as applicable, the current audit submission is not overdue.

2. Entities listed on the State Debarment list, located at www.state.nj.us/cgi-bin/treas/revenue/debarsearch.pl

3. Entities whose annual information update has not been completed in DCA SAGE.

IX. Eligible Activities

This program provides assistance through the following three activity components: 1) seed capital, 2) program readiness and 3) flexible funding.

1. Seed Capital:

Description

The Seed Capital component provides initial funding to help potential housing supports providers cover immediate costs associated with expanding their capacity to participate in the NJ FamilyCare Housing Supports program.

Objectives

- Provide upfront capital to cover immediate expansion needs
- Support organizations in hiring new staff and acquiring necessary resources
- Enable providers to start building capacity before program go-live

Eligible Activities and Costs

1. Staffing:
    - Hiring of new administrative staff
    - Recruitment and onboarding of new frontline service providers (e.g., housing case managers)
2. Equipment and Supplies:
    - Purchase of office equipment necessary for expanded operations
    - Acquisition of supplies needed for new staff and services
3. Initial IT Infrastructure:
    - Basic IT equipment for new staff
    - Initial software licenses for expanded operations
4. Preliminary Training:
    - Basic staff training on housing supports concepts
    - Initial orientation for new hires
5. Operational Costs:
    - Short-term lease expansions or modifications to accommodate new staff

- Initial marketing and outreach materials to inform potential clients about upcoming new services

6. Consulting Services:
   - Hiring organizational development consultants to assist with:
     - Capacity assessment and growth planning
     - Workflow optimization for expanded services
     - Change management strategies for organizational expansion
   - Engaging financial consultants to help with:
     - Budgeting for organizational growth
     - Financial projections for new service lines
     - Cost-benefit analysis of expansion opportunities

2. Program Readiness:

Description

The Program Readiness component focuses on building the specific capabilities and meeting the requirements necessary to operate as a Medicaid provider within the NJ FamilyCare Housing Supports program.

Objectives

- Ensure providers can meet Medicaid and MCO requirements
- Build necessary infrastructure for Medicaid billing and reporting
- Prepare staff for delivering Medicaid-billable housing support services
- Establish relationships and processes with MCOs

Eligible Activities and Costs

1. Medicaid Enrollment:
   - Costs related to enrolling as a provider with DMAHS
2. MCO Contracting and Credentialing:
   - Legal fees for contract review
   - Staff time dedicated to MCO negotiations and credentialing process
3. Specialized IT Systems:
   - Purchase or upgrade of Medicaid-compliant billing systems
   - Software for submitting service referrals and care plans to MCOs
   - Data reporting systems to meet Medicaid and program requirements
4. Medicaid-Specific Training:
   - Staff time for attending required trainings (e.g., Medicaid 101, billing system requirements, Medicaid-compliant documentation practices)
   - Materials and resources for internal staff education on Medicaid procedures
5. Medicaid Compliance:
   - Development of policies and procedures to meet Medicaid requirements
   - Creation of Medicaid-compliant documentation templates and processes
6. MCO Relationship Building:
   - Time required to develop relationship with MCO and understand their business processes

7. Billing and Financial Systems:
    - Setup of Medicaid-specific financial tracking and reporting systems
    - Staff training on Medicaid billing procedures
8. Consulting Services:
    - Engaging Medicaid billing consultants to assist with:
        - Setting up Medicaid-compliant billing processes
        - Training staff on Medicaid billing procedures
        - Auditing and optimizing billing practices
    - Hiring compliance consultants to help with:
        - Developing Medicaid-compliant policies and procedures
        - Conducting internal readiness assessments
        - Creating compliance monitoring and reporting systems
    - Utilizing IT consultants for:
        - Evaluating and selecting appropriate Medicaid billing software
        - Integrating new systems with existing IT infrastructure
        - Ensuring data security and HIPAA compliance
    - Engaging legal consultants for:
        - Reviewing and negotiating MCO contracts
        - Ensuring organizational policies align with Medicaid requirements
        - Advising on legal aspects of Medicaid participation

3. Flexible Funds:

Description

The Flexible Funds component provides additional resources for provider readiness activities that may not fit neatly into the Seed Capital or Program Readiness categories. This component aims to address unique organizational needs, innovative approaches, or unforeseen challenges in preparing for the NJ FamilyCare Housing Supports program.

Objectives

- Support innovative or unique approaches to provider readiness
- Address unforeseen challenges in the preparation process
- Provide flexibility for organizations to tailor their readiness activities to their specific contexts
- Encourage creative solutions to potential barriers in becoming Medicaid-ready

Eligible Activities and Costs

The Flexible Funds component is intentionally broad to accommodate a wide range of potential needs. Examples of eligible activities and costs may include, but are not limited to:

1. Partnership Development:
    - Costs associated with forming new partnerships or collaborations to enhance service delivery capabilities
    - Expenses for joint training or planning sessions with partner organizations
2. Community Engagement:

- Funding for community forums or focus groups to gather input on service design
- Costs for developing culturally competent outreach materials

3. Pilot Programs:
   - Small-scale testing of new service delivery models before full implementation
   - Evaluation costs for pilot initiatives
4. Technology Innovation:
   - Exploration of emerging technologies that could enhance housing support services
   - Development of custom software solutions for unique organizational needs
5. Workforce Development:
   - Specialized training programs not covered under standard Medicaid readiness preparations
   - Costs associated with developing internal career pathways or mentorship programs
6. Capacity Building for Specific Populations:
   - Targeted efforts to build capacity for serving specific high-need populations
   - Cultural competency initiatives
7. Knowledge Sharing:
   - Costs associated with participating in or hosting learning collaboratives
   - Development of best practice guides or case studies
8. Contingency Planning:
   - Development of risk mitigation strategies
   - Creation of business continuity plans
9. Accessibility Improvements:
   - Enhancing physical or digital accessibility of services beyond basic requirements
   - Developing materials in multiple languages or formats
10. Quality Improvement Initiatives:
    - Implementation of quality management systems
    - Staff training on continuous quality improvement methodologies

Organizations applying for flexible funds must provide a clear rationale for how the proposed activities will contribute to their overall readiness for the NJ FamilyCare Housing Supports program.

X. Ineligible activities

Activities not specifically approved through this application or subsequently approved in writing by DCA.

XI. Funding Distribution

Grantees are paid via **cash advances** consistent with a milestone-based performance scheme see figure 3, below):

1. 30% cash advance paid upon grant selection (no milestones yet complete)

2. Next 30% cash advance disbursed (total 60% paid) after grantee completes first group of milestones

3. Final 30% cash advance disbursed (total 90% paid) after grantee completes second group of milestones
4. Final 10% disbursed (total 100% paid) after grantee completes remaining milestones
5. Grantees will **share documentation** proving completion of milestones with DCA
6. Grantees will have **1 year** from the date of award to **complete activities** and earn funding (unless extension given)

Category	Milestones	Grant funding earned
Grantee selected	*No required milestones, but eligible for 30% cash advance*	30%
Enroll as a Medicaid Provider & credential with 1st MCO	• Receive an NPI number • Enroll as a provider with DMAHS • Contract & credential with 1st MCO	30%
Demonstrate readiness	• Set up a workable billing system capable of submitting claims to MCOs • Demonstrate capability to submit service referrals and care plans to MCOs • Submit 1st required data reporting • Attend required trainings hosted by Regional Health Hubs (Medicaid 101, system requirements, housing supports best practices) • Deliver and bill for 1st unit of service to members	30%
Credential with remaining MCOs	• Contract and credential with at least 1 additional MCO	10%
Total		**100%**

Figure 3: Program milestones and funding distributions

XII. Grant term

January 15th, 2025 – January 14th, 2026

XIII. Application process - Narrative

The proposal must be submitted electronically via DCA SAGE. All applicants must submit in DCA SAGE a written narrative that describes the following:

1. Agency's mission, experience (to include outcomes) in homeless services, rental

assistance/supportive services, geographic footprint (i.e., counties serviced) and financial management/grant operations.

2. Contact information for executive team and project personnel.
3. Data collection and management processes
4. Consultant listing (if applicable)
5. Attestation of intent in joining the housing supports program, and which Medicaid covered services agency intends to provide (e.g., Pre-Tenancy Supports, Tenancy Supports, etc.)
6. Number of staff, staff capacity information (i.e., caseload by position) and hiring plans (if applicable).
7. High-level budget narrative distinguishing between seed capital, program readiness, and flexible funds activities
8. Attestations of completed milestones (if applicable)
9. For flexible funds: A narrative explaining the proposed use and its contribution to provider readiness
10. Proposed Project Budget (see examples, below).

Example Budget: HSPRP – Impactful and Growing Midsize Housing Organization	
Total Award: $250,000.00	
Category	*Amount ($)*
Administration (Up to 10%)	**$25,000.00**
Personnel	
Salaries/Wages	
Fringe	
Operating	
Audit	
Other	
Program (Minimum 90%)	**$225,000.00**
Direct Expenses	
Back Office Staff – Biller	$70,000.00
Consultant to lead MCO credentialing process	$65,400.00
Fringe (capped at 40%)	$28,000.00
Operational Expenses	
Partnership Development	$9,600.00
Fuel, Maintenance, & Insurance	$1,500.00
Software Upgrades	$10,000.00
Staff Trainings	$10,500.00
Flexible Funds	$30,000.00
Total	**$250,000.00**

XIV. Application process - Required attachments

1. Certification regarding debarment and suspension (See DCA SAGE – Schedule G)
2. Certification regarding lobbying (See DCA SAGE – Schedule H)
3. Staff resumes, to include the applicant's executive team.
4. Job descriptions of positions created via project (if proposed project will create additional positions at/for entity).
5. Resolution from the applicant's Board of Trustees.
6. Materials outlined in Section VII of this document:
    a. Executed LOI(s) with one or more MCOs
    b. Affirmation of Housing First
    c. PWLEE Inclusion and Activities
7. Executed application cover page.

XV. Reporting and monitoring requirements

1. Bi-monthly peer-to-peer meetings with OHP Program Staff (via Teams)
2. Quarterly leadership meetings with NJ FamilyCare & OHP (via Teams)
3. Quarterly reporting via SAGE
4. Semi-annual site visitation/file review
5. Monthly Milestone Reporting (via SAGE)

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XVI. Training requirements

Each grantee agrees that staff will participate in all mandatory training and meetings according to a schedule provided by the Office of Homelessness Prevention (see below). Training and meetings are to increase understanding of integrated services delivery and its interplay with other aspects of case management and as part of a larger housing problem-solving approach to preventing homelessness that is person-centered and affirming of Housing First principles.

Direct staff, Supervisors and Leadership staff must agree to the following mandatory training participation as part of this program:

1. DHS NJFamilyCare trainings

In addition, grantee will have access to the following OHP provided trainings:

2. Harm reduction
3. Landlord collaborations
4. Housing First
5. Eviction Prevention & Housing Rights
6. Reporting, including the use of the Homelessness Management Information System database (HMIS), also known as AWARDS, report building, and uploading options through NJ HMFA.
7. Racial equity
8. Trauma-Informed Service Delivery
9. Project Service Delivery Coaching & Peer-to-Peers
10. Persons with Lived Experience and Expertise (PWLEE) feedback sessions

Lastly, it is expected that all awarded entities also work in collaboration with other DCA grantees to achieve this initiative's objectives.

XVII. Additional performance expectations & requirements

1. Awarded project is operationalized and running no later than 30 days post award notification.
2. Attendance at all training and OHP peer-to-peer activities.

XVIII. Threshold requirements

Only applications that meet all the following threshold requirements will be scored; ***applications missing any documents identified in numbers 7-9 will be provided 5 business days to upload same.***

1. Submit executed LOI(s) with MCO(s).
2. Submit attestation to enroll in NJFamilyCare Housing Supports program.
3. Submit the last 3 years of audits [to include statement cash flows [or equivalent]) and latest IRS Form 990.
    a. Applicant's submissions **must demonstrably show** that they have sufficient cash flows to sustain staff and effectively administer the grant.
4. Submit Bylaws.
5. Submit Articles of Incorporation.
6. Submit staff resumes and current organizational chart.
7. Submit verification of current SAM registration.
8. Complete all certification sheets.
9. Submission of all required attachments and narratives in Sections XIII & XIV.

XIX. Scoring Rubric: NJ FamilyCare Housing Supports Provider Readiness Grant Program Evaluation Rubric

Section	Component	Maximum Points
1: Organizational Capacity and Experience	Staff capabilities and capacity	5
	Experience in housing supports	5
2: Proposed Approach	Gaps in organizational capacity or infrastructure clearly identified	20
	Clear and understandable strategy between plan for infrastructure development/identified gaps and funded component(s)	15
	Activities tied to component(s) are aligned with program goal(s)	10
	Effective and reasonable allocation of funds to component(s)	15
	Timeline for deliverables of component(s) to achieve program readiness is reasonable and achievable	20
3: Commitment to Best Practices	Affirmation of Housing First principles	5
	Voice of lived experience	5
4: Threshold Requirements	Meets all criteria in RFP: Pass/Fail	
5: Overall Proposal Quality	Quality and clarity of proposal	10
	Maximum Total Score:	**110**

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APPENDIX A: EXAMPLE HOUSING FIRST RESOLUTION

Housing Supports Provider Readiness Program (HSPRP)

[Name of Nonprofit Organization]

Resolution of the Board of Trustees

Adoption of Housing First Principles and Practices

Resolution #: [Enter Resolution Number]

Date: [Enter Date]

WHEREAS, the Board of Trustees (the "Board") of [Name of Nonprofit Organization] (the "Organization"), a nonprofit organization duly organized and existing under the laws of the State of New Jersey, recognizes the importance of addressing homelessness in our community;

WHEREAS, the Organization is committed to the principles of dignity, respect, and compassion for all individuals, particularly those experiencing homelessness;

WHEREAS, Housing First is an evidence-based approach to homelessness, which prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life;

WHEREAS, Housing First principles include rapid access to permanent housing without preconditions, a harm reduction approach to addictions and community integration, and the belief that housing is a basic human right;

WHEREAS, the Board acknowledges that adopting Housing First practices is essential in effectively addressing the issue of homelessness in our community, and aligns with the mission and values of the Organization;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby affirms and adopts Housing First principles and practices for its housing programs. Specifically, the Organization shall:

1. Prioritize rapid placement and stabilization in permanent housing without preconditions of treatment acceptance or compliance;
2. Ensure that supportive services are voluntary and person-centered, focusing on individual strengths and needs;
3. Engage in ongoing advocacy for housing as a basic human right and actively work towards expanding access to affordable housing in our community;
4. Commit to the continuous evaluation and improvement of our housing programs to align with Housing First principles and best practices;
5. Allocate necessary resources, including training for staff, to effectively implement and sustain Housing First practices within our housing programs.

BE IT FURTHER RESOLVED, that the Executive Director and staff of the Organization are authorized and directed to take all actions necessary and appropriate to implement the principles and practices of Housing First in the Organization's housing programs.

ADOPTED AND APPROVED by a vote of the Board of Trustees of [Name of Nonprofit Organization] on this [Enter Date].

Certification

I, [Secretary's Name], the undersigned, do hereby certify: (1) that I am the duly elected and acting Secretary of [Name of Nonprofit Organization]; and (2) that the foregoing is a true and correct copy of a resolution duly adopted at a meeting of the Board of Trustees of said Organization convened and held in accordance with law and the Bylaws of said Organization on [Enter Date], and such resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this [Enter Date].

[Secretary's Name]

Secretary