

FORM 3 – APPLICANT’S WORK PLAN

The Work Plan must respond in detail to the Project Description criteria provided in Section 2.

1. Provide a proposal on how the work activities will be completed under the RFA. Ensure the response contains an understanding of the requirements for the project under the applicable state funding sources and descriptions of how timelines will be met, how outcome/process measures will be achieved, and how the Applicant will assess and evaluate program activities.
2. Describe how the funds will be utilized to provide statewide coverage in the assistance of SSI/SSDI application submissions. If applicable, include the proposed funding formula(s) and/or funding distribution methodology.
3. Describe the current policies and procedures utilized to assist individuals in obtaining affordable housing. In the description, include current partnering organizations and what methods are used to help individuals have a pathway to permanent housing. If the applicant does not currently have policies and procedures in place to assist individuals to obtain affordable housing or have methodology in place for permanent housing, describe the steps that will be taken to ensure the individuals assisted with SSI/SSDI applications will be able to obtain and retain affordable housing.
4. If the Applicant plans to contract for services under this grant project, describe how it will:
 - Provide equitable statewide coverage
 - Fully meet the performance metrics outlined in Section 2
 - Procure the contract services

If the Applicant does not plan to contract for services under this grant project, strike this section or indicate “Not Applicable”.