

## Part II. Housing Assistance

In the FY 2003 Appropriations bill Congress made available \$4,609,840 for housing assistance services to eligible migrants and seasonal farmworkers. As noted in the Purpose and Background section of this SGA, applicants for Housing Assistance grants that are also applying for the NFJP grants must submit a separate application for the Housing Assistance grants. The Department will fund proposals according to the Rating Criteria listed at the end of this Part, up to the level of funding available.

The Department is committed to greater accountability in the utilization of Housing Assistance grants to ensure that housing supportive services are provided, as a first priority, to eligible migrant and seasonal farmworkers who have the greatest need for housing assistance. The Department intends to achieve greater accountability for addressing this priority through the following requirements:

- Housing assistance may only be provided to Section 167 eligible migrant and seasonal farmworkers;
- Housing assistance will be permitted for direct support payments for emergency and temporary housing and for direct investments in housing assistance for migrant and seasonal farmworkers at their home base. Indirect services, such as leveraging services to increase or maintain the housing stock available to farmworkers, are also authorized. However, these indirect services must focus exclusively on increasing (or maintaining) the stock of emergency and temporary housing, including portable housing units.
- Housing assistance must be related to the promotion of a farmworker's employment through a documented strategy that supports that farmworker's housing needs while they are employed in agricultural labor or while they are receiving intensive and/or training services. This strategy may be identified through an Individual Employment Plan (IEP).

The Department seeks to promote the use of temporary and portable housing designs that meet safety and health standards for use by migrant and seasonal farmworkers that have been unable to find safe, affordable housing during their migrations. Proposals that include such strategies should provide for the utilization of Energy Star-rated designs whenever possible. Please note that, as before, grant funds may not be used for facilities construction.

## Contents of Grant Application

### A. Understanding the Problems of the Eligible Migrant and Seasonal Farmworkers of the State or Area

An understanding of the area's economy, the housing market in the area and the problems faced by migrant and seasonal farmworkers working within that economy, is essential to formulating an effective strategy to provide housing assistance to migrant and seasonal farmworkers.

1. Describe the housing market in the area including the role that employer-provided housing and publicly subsidized housing plays in defining the stock of standard housing available to farmworkers and discuss the problems Section 167 eligible farmworkers encounter when seeking temporary and emergency housing in the state. Discuss how these problems affect their ability to obtain and retain employment, or to participate in job search and or training activities to improve their employment and earnings whether in or outside agriculture.

2. Describe the strategy for identifying, and conducting outreach to, eligible migrant farmworkers who have critical housing needs.

### B. Familiarity With the Area To Be Served

In order to provide housing services that are appropriate for the migrant and seasonal farmworkers the program serves, the applicant must be familiar with the housing conditions in the proposed service area and the housing assistance available from other agencies that provide relevant assistance—for example, the One-Stop Career Center system, and the wider community of social service agencies, including faith-based and community-based agencies. The application should:

1. Provide an analysis of the housing assistance resources available from employers and state and local agencies to respond to the temporary and year-round housing needs of migrant and seasonal farmworkers in the state. Include housing assistance available through faith-based and community-based organizations. Discuss the applicant's experience and effectiveness in engaging the resources of these agencies to meet farmworkers' temporary and emergency housing needs.

2. Describe the types of housing assistance activities appropriate for addressing the needs of the eligible migrant and seasonal farmworkers in the area. Provide a housing assistance strategy for those farmworkers that require assistance in order to remain in

agricultural labor, as well as for those who require temporary or emergency housing to obtain and retain employment, or to participate in job search and or job training activities to improve their employment and earnings, whether in or outside agriculture.

### C. Administrative Capacity

The information provided in this section should describe the applicant's capacity to effectively administer a program of temporary and emergency housing assistance. Applicants must describe the mechanisms it plans to use to establish and maintain program and fiscal oversight and integrity.

#### 1. Program Integrity

The applicant should describe its management information and performance management systems and its plans to maintain the program records (including individual participant records) needed for reporting and performance accountability and management, and to establish and to maintain a case management system.

Additionally, the applicant must describe its experience with performance management systems and explain its perspective on the role of performance management and how it should be used to improve customer service.

Case management presumes a client-centered approach to housing assistance as a support service. For optimum results, case management should be technology-based; *i.e.*, fully utilizing computer technology and other electronic tools. Applicants should describe their experience in using case management systems, including the results achieved from using the approach.

#### 2. Fiscal Integrity

The applicant must describe a record keeping system that is sufficient to prepare financial reports and to trace funds to adequate levels of expenditures to ensure lawful spending.

Applicants must describe their capacity to manage housing assistance services, including a description of how eligibility to receive related assistance services will be determined. The description should discuss whether the criteria used to determine eligibility for housing assistance services differs among migrant and seasonal farmworker groups, what the differences are and the rationale for the differentiation.

Also describe the applicant's strategy for minimizing the use of WIA Section 167 funds for temporary and emergency