

**[Non-Federal Entity]**  
**Disaster Case Management Program**  
**Request for Proposal (RFP) Template**

*[The intent of this document is to be used as a resource. Please ensure that all State, Territory, Tribal or Local procurement policies are followed as per 2 CFR 200 when creating an RFP.]*

[Non-Federal Entity] is pleased to invite funding proposals for the provision of Disaster Case Management services to support recovery from *DISASTER EVENT*. Total funding available for this RFP is approximately \$X.

**BACKGROUND**

*[Provide an overview of the program funds, estimated number of individuals to receive services, and the area in which services will be provided as agreed upon by FEMA and the Non-Federal Entity in the DCM grant.]*

**PURPOSE OF RFP**

*[Explicitly state the purpose of the RFP. Describe the funding available and the period of performance, including any options to extend.]*

*For example, “The purpose of this Request for Proposal is to solicit proposals from qualified service providers wishing to contract with X to provide Disaster Case Management services for X. Total funding available for this RFP is \$XXXX, and the current funding period is X months, with an option to extend to X months.”]*

**PURPOSE OF DISASTER CASE MANAGEMENT PROGRAM**

*[Provide the purpose of DCM, what the program does, and any specific expectations of the Non-Federal Entity.]*

**ELIGIBLE APPLICANTS**

*[Provide the criteria applicants must meet in order to respond to this RFP. Criteria should include both requirements listed in the Individual Assistance Program and Policy Guide (IAPPG) and any additional requirements mandated by the Non-Federal Entity.]*

**PROPOSAL SCORING CRITERIA**

*[Define how applicants will be scored.]*

**ALLOWABLE EXPENDITURES**

*[Describe allowable expenditures under the DCM program, and attach any documents as necessary.]*

**FUNDING PERIOD AND PROCESS**

*[Provide details that pertain to the start and end of funding from the Non-Federal Entity. Describe how funding will be passed from the Non-Federal Entity to the contract recipient. Explain the procedures in the event of an extension granted by FEMA to the Non-Federal Entity.]*

**REQUEST FOR ADVANCE**

*[If an advance payment request is allowed by the Non-Federal Entity, explain the process an applicant must follow to request an advance payment, and the maximum amount that can be requested by the applicants.]*

**REPORTING PROCESS**

*[Detail the reporting requirements an applicant must follow. For instance, if monthly financial reports, including invoices and receipts, are required, they might be due on the 15<sup>th</sup> of every month. Provide any templates that might be utilized by an applicant.]*

**ADDITIONAL INFORMATION**

*[Provide any additional information that is deemed necessary for the applicant to know prior to submitting a proposal for the DCM program.]*

**PROPOSAL DEADLINE**

**All proposals must be received by DAY, DATE, TIME, TIME ZONE.**

*[State whether the proposal can be submitted electronically and/or delivered to an address, and provide the email and/or physical address.]*

## **[Non-Federal Entity] DISASTER CASE MANAGEMENT PROGRAM PROPOSAL SUBMISSION**

*[Define the criteria applications must meet (i.e. size and type of font, double/single spaced, page length, etc. State whether or not all items listed below are required and if incomplete proposals will be accepted.]*

***Please note that the following are suggestions and not all-inclusive; proposal criteria will be entirely dependent upon the disaster and the Non-Federal Entity that is releasing the Request for Proposal.]***

- **Cover Page** – *[Describe what needs to be included in the cover page; provide the form if a specific form is required by the Non-Federal Entity]*
- **Narrative** – *[Provide information applicants are required to submit within this section. Examples include an executive summary; an in-depth project summary detailing service area, staffing and training plans, process for client intake, prioritization, and data sharing, the system that will be utilized by the applicant, and the standardization process that will be utilized by all staff, etc.]*
- **Budget** – *[Provide template applicant should use. Provide, in detail, what costs the applicant can include. Outline the requirements of the Budget Narrative.]*
- **Proposed DCM program Organizational Chart**
- **A copy of the Applicant's 501(c)(3) determination letter**
- **Most recent audit or board approved financial statement**

### **CONTACT**

For any additional information about this Request for Proposal, please contact X at EMAIL or by phone at NUMBER.

**\* PROVIDE ANY TEMPLATES APPLICANTS SHOULD USE IN AN APPENDIX FOLLOWING THIS DOCUMENT.**