**SCOPE OF SERVICES REQUIRED**

The goal of this project is to develop a website that that will provide information about the Northern California’s Afghan Support & Investment Project and a step-to-step guide on applying for funding to receive housing assistance. The website will contain two online application forms, each will be specific to the type of applicant. One application will be for Afghan individuals and families who are seeking funding for housing assistance. The application can be filled out directly by an individual or it can be filled out by a community volunteer or entity on behalf of the individual. If an organization is filling it out on behalf of the individual, the IRC will include a client consent form as part of the application, which will specify the need for the client to consent before the organization can move forward with the application. The second application is directed to landlords who seek funding to help with housing Afghan individuals or families in their complexes. Once an application is submitted, it is then reviewed by IRC staff. The website will have a public facing-view where individuals or entities can learn about the ASIP program, review housing resources and services in NorCal, and apply for funding assistance. The applications should be web and mobile accessible. The website should also have a backend that allows IRC staff to review applications received and connect with applicants.

**Period of Performance**

ASIP program will run from February 2022- March 2023.

**Place of Performance**

The work can be performed remotely.

**Work Requirements**

1. Develop website that contains the following:
   1. A homepage that explains the ASIP project and connects user to other webpages
   2. A webpage about How to apply and links to access the application form. Preference on having the application be an online form that can be submitted through the website or a mobile device. Two online application forms should be created:
      1. For an individual or family (also can be filled out on behalf of the client). Preference for the application to be in three languages: English, Dari, and Pashto.
      2. For a landlord (application in English)
   3. A webpage on how to access additional social services
2. The online applications will contain sensitive information and it is important that the website is secured.
3. The website should allow IRC staff to view submitted applications and track when an applicant has submitted the application, when first contact was made, if the application is approved or denied. The website should also allow for his information to be downloaded so that IRC can upload the info into its internal systems.

**Schedule/Milestones**

**3/4/22-3/11/22**:IRC Meets with vendor to scope out requirements and develop workplan/schedule/.timeline

**3/14-4/1/22:** Developer creates website

**4/4-4/8/22**: User Acceptance Testing

**4/11-4/15**: Updates based on UAT made to website

**4/18/22: Website launched**

**4/19-5/18/22:** Pos-Launch support