



JOHNSON COUNTY Social Services

Lynette Jacoby, LMSW – Social Services Director

Overview

Permanent Supportive Housing is an intervention that combines affordable housing with voluntary support services to address the needs of households experiencing repeated and chronic homelessness. Access to affordable housing is a strong indicator of whether families living in poverty will experience homelessness. At times, some families experience long episodes of homelessness and return to homelessness even after being rehoused. These households face multiple barriers to housing stability including living in poverty, brain health disorders, substance use, or other chronic health conditions. Permanent Supportive Housing (PSH) is a successful model in providing housing stability for many families experiencing long-term homelessness and often leads to other positive outcomes.

Johnson County puts forth a Request for Proposal (RFP) for Permanent Supportive Housing designed for households with children, that reduce barriers to housing and promote housing stability. The program shall provide trauma-informed, culturally responsive, inter-disciplinary services that effectively engage families with complex needs. Services must be comprehensive, coordinated, readily accessible, and family centered. This RFP seeks bids that demonstrate racial equity in providing the proposed services.

Eligible Organizations

Nonprofit organizations providing services in and for Johnson County residents.

Program Services and Guidelines

Priority Target Population

Through this RFP, Johnson County is requesting submissions of proposals from organizations interested in providing support services in combination with rental assistance to families who experience repeated and/or chronic homelessness and who have incomes at or below 30% area median income as defined by HUD at the time of entering housing. Project plans should describe the needs for this population within Johnson County.

Program Participant Screening

Prospective program participants shall be selected through the Coordinated Entry process or other collaborative referral system. Participants shall have 2+ documented episodes of homelessness in a 3-year period. Prospective tenants shall not be excluded due to:

- Eviction(s) and poor rental history
- Criminal History

- Low Credit Score
- At or below 30% area median income

Fair Housing

Prospective nonprofits shall comply with all local, state, and federal Fair Housing requirements. The Fair Housing Act protects people from discrimination based upon race, color, national origin, religion, sex, gender identity, sexual orientation, familial status, creed, and disability.

Housing Plan Guidelines

The primary purpose of PSH is to support families to live independently in the community and meet the obligations of their lease to maintain housing. According to SAMSHA there are 7 dimensions of Permanent Supportive Housing: choice of housing, functional separation of housing and services, affordability, rights of tenancy, access to housing, flexible and voluntary services. Locally, The Center of Excellence for Behavioral Health at the University of Iowa advises: flexible, voluntary supports, quality housing, rental assistance, standard lease, functional separation of housing and supports, and integration. These fundamental dimensions of permanent supportive housing are essential to its success. The selected organization for this RFP agrees to provide services to all household members under the following conditions:

1. Choice and Access to Housing: Families choose housing that meets their needs and can live there for as long as they choose.
2. Functional Separation of Housing and Services: Continued tenancy is not subject to a requirement of participation in services. Frequency of services to be contingent on the individual needs of the household. Participants shall have access to services as needed. Every effort shall be made to engage.
3. Decent, safe, and affordable: Eligible units must pass a Housing Habitability Inspection. Tenants shall pay no more than 30% of their income on rent.
4. Rights of Tenancy: Tenants must have a standard lease like any other member of the community with the same legal rights. Tenants must abide by the terms of their lease. Support services provided must be a separate agreement from the tenant lease.
5. Flexible and Voluntary Services: Services designed to meet household needs, participant driven, and are readily available. Tenants can accept or refuse services; however, staff must continue to offer support and utilize flexible strategies of engagement. See Support Services Provided section for further information.
6. Community Integration: Tenant homes are located within the Johnson County community. Tenants have opportunities for interactions with their community through the location of units and services provided. Tenants participate in community activities. Natural Supports are encouraged.

Support Services Provided

Families experiencing homelessness for long periods of time benefit from a multitude of supports. The entire family system is impacted by the trauma of homelessness when there is such an interruption of basic needs. Families shall receive holistic, integrated case management. Close collaboration with a multitude of entities in the community shall occur.

Adults in the household receiving services from the selected organization must receive support that is flexible in nature and tailored to meet the needs of the household both clinically and non-clinically. Adults should be referred to mainstream resources such as: primary health care, psychiatric care, substance abuse treatment, therapy, employment/income support, employment rehabilitation, federal and state entitlement programs such as SNAP and Medicaid, etc.

Children in the household also must have opportunities for services such as, but not limited to: WIC, Behavioral Health Intervention Services (BHIS), therapy, psychiatry, access to childcare and childcare assistance, school enrollment, summer programming, etc.

Rental Assistance

Households participating in this program shall pay no more than 30% of their income. A rental subsidy will be provided and administered by the selected nonprofit organization. Units may be owned by the selected nonprofit organization, public units, or private units. All units must pass a Housing Habitability Inspection.

Staffing Ratios

Staffing ratios should be aligned with PSH best practices of 1 case manager: approximately 15 households.

Program Termination

Service provider must have a program termination policy that follows best practices of PSH. Service provider must provide a formal process that recognizes the rights of individuals receiving assistance. Service provider must exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that a program participant's assistance is terminated only in the most severe cases.

Outcome Measurements

Service provider must report and track the following for all members of the household (both adults and children):

- Household demographics
- Housing retention
- Utilization of primary health care services
- Tenant income and employment
- Measurement of food insecurity
- School/childcare enrollment
- Additional social determinants of health

- Number of contacts with family

Intended Outcomes

Intended outcomes include:

- Increased housing retention (minimum of 85% retaining housing for at least 6 months)
- Increased utilization of inter-disciplinary services for adults and children
- Increased income (e.g. benefits or employment)
- Increased independent living skills
- Improved quality of life for families in Johnson County

APPLICATION PROCEDURES AND REQUIREMENTS

Up to \$220,000 will be awarded under this RFP annually with renewal for up to three years.

Application Timeline:

April 8, 2024 Funding application released

April 18, 2024, 11:00am Bidders Informational Session

May 20, 2024, 4:00pm Application Deadline

July 1, 2024 Contract start date

Proposals received after the deadline of May 20, 2024, 4:00pm, will not be reviewed or considered for funding. Proposals must be submitted via the Blackbaud electronic platform.

Questions about this RFP should be directed in writing to:

Lynette Jacoby

Johnson County Social Services

855 S Dubuque St. Suite 202B

Iowa City, IA 52240

ljacoby@johnsoncountyiowa.gov

AWARDS

The Johnson County Board of Supervisors reserves the right to not award funding automatically to the highest scoring proposals, but rather to the proposals that best meet the goals and objectives of the Johnson County Permanent Supportive Housing project and the purposes of this RFP.

All applications for will be reviewed by an internal review team for completeness and compliance with the requirements of the RFP. All qualified applications will be reviewed and scored by an internal review team. The funding recommendations will be provided to the Johnson County Board of Supervisors who will be responsible for the funding determination. Any member of the committee representing an agency that applies for this RFP is ineligible to participate in the proposal review or recommendation process. The Johnson County Board of Supervisors will make all funding decisions. Applicants will be notified of the funding decisions.

APPEALS

Appeals must be made in writing to Lynette Jacoby, ljacoby@johnsoncountyiowa.gov, within five working days of receipt of the funding decision notice. Appeals must be based on a contention that the process violated state or federal law, that policies or rules did not provide adequate public notice or involved a conflict of interest by staff or review team members. The [insert committee] will review the appeal and make a recommendation to the Johnson County Board of Supervisors. The Johnson County Board of Supervisors will review the appeal and mail a notice to the appellant within five working days of the review.

PROPOSALS

Proposals are due by 4:00pm on Monday, May 20, 2024.

Proposals received after the deadline will not be reviewed or considered for funding. **Proposals must be submitted via Blackbaud online application process.** This process will be reviewed during the Bidder's Informational session on April 18, 2024 at 11:00am.

Direct all questions concerning this RFP in writing to:

Lynette Jacoby
Johnson County Social Services
855 S Dubuque St. Suite 202B
Iowa City, IA 52240
ljacoby@johnsoncountyiowa.gov

The RFP and application link are available on the Johnson County webpage at:

<https://johnsoncountyiowa.gov/bids-and-proposals>. It is also available on the Social Services page at <https://www.johnsoncountyiowa.gov/social-services>.

PROPOSAL OBLIGATIONS

The contents of the proposal, as well as any clarifications or changes submitted by a successful applicant shall become part of the contractual obligation and incorporated by reference into the ensuing contract. All proposals shall include a detailed description of all integral elements necessary for successful implementation and operation of the service or program.

Successful applicants will be required to submit quarterly progress reports and monthly billing invoices to the Johnson County Community Services Manager.

FUNDING POLICES AND PROCEDURES

Johnson County grant funds available under this RFP may be used to support all budget categories identified in the budget format provided with this document. Grant funds may not be used for building or construction projects. Grant funds may be used for purchase of equipment necessary for the implementation of the proposed program; funds may be used to initiate a new program only. Grant funds cannot be used to fund existing programs and services. Grant funds cannot be used to supplant other federal, state, or local funds supporting existing programs or activities.

Johnson County reserves the right to not award funding automatically to the highest scoring proposals, but rather to the proposals that best meet the goals and objectives of the RFP.

**Johnson County Permanent Supportive Housing
FY 2025-2026 Grant Instructions**

Applications must be submitted utilizing the Blackbaud electronic format. Applications must upload a Project Work Plan and Budget utilizing the forms provided.

A total of 35 points are possible. Point distribution for proposals:

- Demonstration of previous applicable experience – 5 points
- Project Overview – 5 points
- Description of Program – 5 points
- Evidence Based Practices – 5 points
- Program Work Plan – 5 points
- Budget – 5 points
- Overall Project Score: Design, outcomes, budget, applicant qualifications – 5 points

Form A: Cover Page

- Organization Tax ID Number
- Name of Organization
- Title of Grant/Program
- Contact Person, Address, Telephone, E-mail
- Amount of Request
- Program Start Dates
- Provide a 2-3 sentence description of the proposed project
- Authorized Signature, Title, and Date

Form B: Project Description – 20 points

1. Demonstration of previous applicable experience – 5 points
 - a. Identify previous applicable case management experience of staff.
 - b. Describe the populations served.
 - c. How is your organization uniquely qualified to meet the need of this RFP?
 - d. Describe staff qualifications for this project. Job Descriptions for primary roles may be included as attachments.
2. Project Overview – 5 points
 - a. Summarize the proposed project.
 - b. Identify strategies/programming to be provided.
 - c. Describe how the proposed strategies/programming will meet the identified needs.
3. Description of Program or Service – 5 points
 - a. Describe the specific proposed services/activities to be provided. Include:

- i. The population to be served and eligibility requirements.
 - ii. Referral and selection process. Describe how participants will be evaluated and screened for the program and any tools utilized.
 - b. Describe the risk factors associated with your target population and the protective factors your program will address.
 - c. Describe how this program will meet the specific needs of the population identified.
 - d. How will you collaborate with other providers to coordinate services, avoid duplication, and ensure efficient and successful outcomes for children and families?
 - e. Describe how the program will promote racial equity and eliminate racial disparities.
 - f. Describe how the program will address noncompliance and program termination.
 - g. Describe how the program will access rental units for tenants, the leasing process, and how barriers to housing will be addressed.
 - h. Describe how participants will not be housing cost burdened and how the rental subsidy will be utilized for rent and utilities.
4. Description of Evidence-based Practices – 5 points
- a. The research and evidence-based practice methods utilized with fidelity.
 - b. Explain how the proposed program incorporates a trauma informed approach.

Form C: Project Work Plan and Evaluation – 5 points

- 1. Provide a project goal related to housing stability.
 - a. SMART = Specific, Measurable, Achievable, Realistic, Timely
- 2. Outline objectives that are specific and measurable and related to the project goal.
- 3. Outline specific activities.
- 4. Describe performance measures. Performance measures should be measurable and shall include:
 - a. Output/quantity: numbers of households served.
 - b. Outcomes: Percentage of how households have improved quality of life
- 5. Describe any measurement tools you will use to monitor progress and achievement of outcomes. Include when the tools will be utilized, who completes the tool, and how progress is measured.
- 6. Include agency process of obtaining client feedback.

Form D: Budget and Narrative – 5 points

- 1. Budget shall cover the period of July 1, 2024, through June 30, 2025
- 2. Attach a complete and detailed budget sheet, using the budget format provided. Be sure to include and specify other sources of support for your program, e.g. grants, in-kind, etc.
- 3. Provide a budget narrative that includes:
 - a. Budget justification including number of staffing hours and wages.
 - b. If you are seeking a per-unit reimbursement briefly describe what is included in calculating that cost.
 - c. Description of participant supports, program supplies, and any necessary equipment.
 - d. Description of specific proposed contractual expenses.
 - e. Identify number of miles and mileage rate.
 - f. If you are seeking administrative or indirect costs, identify them as a percentage of billed direct expenses.

- g. Description of other sources of funding and support for the program.
- h. Describe plans for future funding and support of the program.

Attachments (optional)

May include:

- Key staff job descriptions
- Evaluation tools
- Goal plans
- Customer satisfaction survey