

HUMAN SERVICE FUND of Johnson County, Kansas
2019 REQUEST FOR PROPOSAL
United Community Services of Johnson County (UCS)
Applications Due: July 11, 2018, 4:30 p.m. at UCS (not postmarked)

HUMAN SERVICE FUND

The Human Service Fund (HSF) is a pool of general tax dollars contributed by Johnson County Government and participating cities in Johnson County, Kansas. The fund is managed by United Community Services of Johnson County (UCS) which solicits funds from local governments. UCS provides a structured and accountable system that allows nonprofit agencies access to funds from multiple jurisdictions. The HSF is a competitive process that awards grants to nonprofit organizations for operating human service safety net programs that meet the needs of Johnson County residents who live with income at or near the federal poverty level. The human service safety net cares for and protects the vulnerable, and provides pathways and opportunities for building a healthy community where every resident is empowered to reach their full potential. Components of the safety net that are supported by the HSF are: 1) basic needs, 2) work and income supports, and 3) health, wellness and personal safety.

FUNDING PRIORITIES 2019

Programs funded by the HSF must deliver measurable outcomes which benefit county residents and, in the long-term, benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.

1. Programs funded by the HSF must fit the definition of "Safety Net or Work Supports." Priority is given to programs that address child care and early childhood development, job training, emergency aid and shelter, child/adult abuse, child welfare, and health care.
2. Priority will be given to programs that serve individuals and/or families with income below or near the federal poverty level.
3. Priority will be given to programs that demonstrate innovation and/or collaboration in program delivery.
4. Priority will be given to programs that are consistent with an evidence-based program, best practices or promising practices, or replicate a successful model.

GRANT FUNDS AVAILABLE

Human Service Funds are contributions from local governments' general funds. Approximately \$340,000 is anticipated to be awarded. New applications will be accepted for funding in 2019. However, before submitting an application, applicants not receiving a 2018 HSF grant must contact UCS Director of Resource Allocation Marya Schott. New applicants should be prepared to discuss the program for which funding is requested and how it fits within the funding priorities, the amount of the request, and a review of the Agency Standards.

Grants will be awarded for one calendar year. Grant payments will be made on a semiannual basis at the end of each respective period. A grant review committee comprised of members of the UCS board of directors and community members will review eligible applications. The committee's recommendations will be submitted to the UCS board of directors for ratification, and then to participating jurisdictions which have the ultimate authority.

NOTIFICATION

Notification of funding recommendations will be made by mail to the address provided in the organization's application. An applicant that deems its funding recommendation may have been affected by a substantial change in circumstances occurring after the date the application was submitted, a mistake of fact, or a procedural defect, may submit a written statement to UCS to that effect. To ensure fairness, if received at UCS offices within one (1) week after UCS mails its funding recommendations to applicants, such statement will be reviewed by UCS.

USE OF GRANT FUNDS

Applications will be accepted for expansion or continuation of programs. Applications must specifically describe the direct services for which grant support is requested. The HSF will not support advertising, capital campaigns or investments, endowments, fund raising (including events), research (excluding research to evaluate program effectiveness), religious purposes, or grants to individuals.

ELIGIBILITY

- Recognized by the IRS under section §501(c)(3), provide health and human services programming as their primary mission, and be in good standing in Kansas or Missouri as a nonprofit corporation, i.e. may not be an entity of city or county government.
- Agency must provide an independent certified audit of the previous year's financial records; or, if total agency revenues were less than \$250,000, an independent review of financial statements prepared by a Certified Public Accountant. The audit or review must have been completed within nine (9) months of the close of the fiscal year. Upon request, the agency may need to provide additional financial information, such as, but not limited to, the most recent IRS Form 990.
- The program serves primarily Johnson County, Kansas residents who live with income at or near federal poverty level. Programs that do not meet this criterion may still be eligible if the program leads to the prevention of poverty, and primarily serves Johnson County residents.
- The program clearly defines and measures outcomes for participants.
- The program benefits local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.
- The applicant complies with Agency Standards.
- Applicants must affirm that the agency does not discriminate on the basis of age, sex, ethnicity, disability, race, color, ancestry, political affiliation, religion, sexual orientation, gender identification, mental health disability, national origin or any other characteristic covered by law.
- Only one HSF application may be submitted by an agency. Applications will not be accepted for both the HSF and Alcohol Tax Fund (managed by Drug and Alcoholism Council, a program of UCS) for the same program during the same funding cycle. However, applications may be submitted for both funds by the same agency or department for discrete programs during the same funding cycle. Criteria of discrete programs include, but are not limited to, programs for which expenses are recorded separately for purposes of functional accounting, programs that, if serving a population targeted by another program, serve a distinct need of that population, and/or employ distinct strategies and projected outcomes.
- Applications for substance abuse programs are not accepted and should be directed to the Alcohol Tax Fund.

EVALUATION of APPLICATIONS

Applications will be evaluated upon extent to which following criteria are met:

1. Program addresses Human Service Fund priorities and meets needs of Johnson County residents.
2. Program addresses one or more of safety net or work support priorities: child care and early childhood development, job training, emergency aid and shelter, child/adult abuse, child welfare, and health care.
3. Program benefits local government by avoiding, deferring or preventing costs which they might otherwise incur.
4. Service Statistics (number of people to be served and units of service anticipated to be provided).
5. Program Model and Outcomes:
 - Program is consistent with an evidence-based program, best practices or promising practices, or replicates a successful model program. If not, substantial rationale for program selection is provided.
 - Program includes clear and measurable client-based outcomes. Applicant has reasonable evidence of the achievement of previously identified outcomes.
 - Program demonstrates innovation and/or collaboration and coordination in its delivery of services. Program coordinates with others in the community to maximize effective use of resources and meet needs of target population.
6. Funding Diversity: In addition to HSF, 2019 program funding has been or will be requested from other sources.
7. Organizational Capacity and Funding Stability: The organization is stable. The budget is reasonable in light of proposed activities. Based upon financial information provided, the organization's annual expenses are in keeping with annual revenues.

AGENCY STANDARDS and DOCUMENTATION

- Applicants must comply with Agency Standards (available at www.ucsjoco.org, or from maryas@ucsjoco.org).
- Applicants not receiving a 2018 HSF grant, must complete the Agency Standards form, and submit required documentation as indicated on the form.
- Depending upon certification status with United Way of Greater Kansas City, applicants receiving a 2018 HSF grant must either complete and submit the entire Agency Standards form, or just page one of the form (see instructions on form). All currently funded applicants must submit documentation pursuant to Agency Standards (see instructions on form). Applicants not receiving a HSF grant during 2018 must submit documentation identified at Agency Standards 1, 2, 3, 5, 6a, 9, 10b and 10f and submit completed Agency Standards checklist (initial each item to indicate compliance).
- Applicants must provide most recent IRS form 990 and an independent certified audit of the previous year's financial records; or, if total agency revenues were less than \$250,000, an independent review of financial statements prepared by a Certified Public Accountant. The audit or review must have been completed within nine (9) months of the close of the fiscal year. Upon request, the agency may need to provide additional financial information.

GRANT CONDITIONS

Grantees must sign a Letter of Agreement containing grant conditions that include, but are not limited to:

- Agreement that grant awards are contingent upon compliance with financial and program reporting requirements. **Program reports must include data collected on participant outcomes and statistics by city of residence within Johnson County.** Jurisdictions will be notified and HSF grants will be withheld from grantees if reports are not received in a timely manner, or service is not being rendered as stated in the Application. Failure to submit timely reports, without cause, or to comply with the Letter of Agreement, may result in forfeiture of the balance of HSF grant awards.
- Agreement to make available all program and financial records for audits by participating jurisdictions.
- Agreement to acknowledge Johnson County Government and participating cities as funders. (United Community Services should not be acknowledged as a funder.)
- Grantees must affirm nondiscrimination on the basis of age, sex, ethnicity, disability, race, color, ancestry, gender identify, political affiliation, religion, sexual orientation, mental health disability, national origin, and any other characteristic covered by law.

2019 GRANT CYCLE TIME LINE

May 21, 2018	RFP and Application available
May 23, 2018	Pre-Proposal meeting at UCS (3:30-4:30)
July 11, 2018	Applications due at UCS by 4:30p.m.
October 2018	Preliminary notification of funding recommendations to applicants
February 2019	Final notification of funding awards and Letters of Agreement available for signature
August 2019 & Feb. 2020	Funds available to grantees (2 payments)

HOW TO APPLY

Current HSF recipients will receive the 2019 RFP and Application via email on May 21. Applicants not receiving a 2018 HSF grant, should contact Marya Schott, UCS Director for Resource Allocation, for application and RFP. Marya may be reached by phone or email (913.438.4764, maryas@ucsjoco.org). Applications must be completed and documentation submitted in a timely manner in order to be eligible for consideration.