

**HUMAN SERVICE FUND of Johnson County, Kansas**  
**2025 REQUEST FOR PROPOSAL**  
**United Community Services of Johnson County, Inc. (UCS)**  
**Applications Due: July 1, 2024, 12:00 p.m. to UCS (not postmarked)**  
**9001 W. 110th Street, Ste. 100, Overland Park, KS 66210**

**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 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 health and human service programs that promote the self-sufficiency, well-being and/or personal safety of Johnson County residents who live with income at or near the federal poverty level. Funded programs provide pathways and opportunities for building a healthy community where every resident is empowered to reach his/her full potential. Components of the safety net investment that are supported by the HSF are: 1) basic needs, 2) work and income supports, and 3) health, wellness and personal safety.

**FUNDING PRIORITIES 2025**

Health and human service programs funded by the Human Service Fund must:

- promote self-sufficiency, well-being and/or personal safety of Johnson County residents and fit within safety net investment components of basic needs, education/training, work and income supports, or health.
- offer county-wide services or fill a gap which results in county-wide benefit
- offer equal access to all clients and prospective clients who could benefit from the program.
- 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.

Priority is given to programs that:

- address emergency aid and shelter, adequate housing, child/adult abuse, child welfare, health and mental health, work support services such as childcare and early childhood development, transportation, and job training.
- serve individuals and/or families with income below or near the federal poverty level.
- demonstrate innovation and/or collaboration in program delivery.
- are consistent with an evidence-based program, best practices or promising practices, or replicate a successful model.
- build the capacity of neighborhoods and local jurisdictions to support equity in the social determinants of health.

**GRANT FUNDS AVAILABLE**

Due to the generosity of local governments, approximately \$470,000 in Human Service Funds is anticipated to be awarded in 2025; up to \$20,000 is reserved for the Small Grants Pool, which will be awarded under a separate RFP. New applicants or applicants wishing to transition from the Small Grants Pool to a regular HSF grant must contact UCS Director of Resource Allocation, Erika García Reyes, to discuss the program for which funding is requested and to review of the Agency Standards.

***Funding commitments for grants can be for two calendar years;*** grantee receipt of reimbursement funds is contingent on performance, as demonstrated in semiannual reports, and funding by contributing jurisdictions. Grant payments are made on a semiannual basis after submission of semiannual reports. 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 email to the email 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 emails its funding recommendations to applicants, such statement will be reviewed by UCS.

## **USE OF GRANT FUNDS**

Applications will be accepted for new programs and for expansion or continuation of existing programs. Applications must specifically describe the direct services for which grant support is requested; direct services should include assessment of client need and connection to relevant resources. The HSF will not support advertising, capital campaigns or investments, endowments, fundraising (including events), research (excluding research to evaluate program effectiveness), religious purposes, or grants to individuals.

## **ELIGIBILITY**

- Applicants must deliver direct services to Johnson County residents, be recognized by the IRS under §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. not be an entity of city/county government).
- The applicant complies with Agency Standards, including supplying its 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.
- Applicant affirms compliance with any applicable nondiscrimination ordinances and/or policies of the municipalities that provide resources to the Human Service Fund.
- Funded program must:
  - promote self-sufficiency, well-being and/or personal safety of Johnson County residents and fit within safety net investment components of basic needs, work and income supports, or health.
  - primarily serve Johnson County, Kansas residents who live with income at or near federal poverty level. However, programs that do not meet this criterion may still be eligible if the program addresses child/adult abuse, and/or leads to the prevention of poverty, and primarily serves Johnson County residents.
  - clearly define and measure outcomes for participants and outcomes supporting community resilience and engagement, such as engagement of volunteers, collaborative partners, etc.
  - benefit local governments by avoiding, deferring, or preventing costs that otherwise might be incurred by local government.
  - offer county-wide services or fill a gap which results in county-wide benefit.
  - offer equal access to all clients and prospective clients who could benefit from the program.
- Only one HSF application may be submitted by an agency; applicants may not also apply to the Small Grants Pool. Applicants may not also apply for the Substance Use Continuum of Care Fund (SUF), which is managed by Drug and Alcoholism Council, supported by UCS, for the same program during the same funding cycle, but may apply for a discrete program. For example, discrete programs should record expenses separately and have different purposes or populations and employ distinct strategies and outcomes.
- Applications for substance abuse programs are not accepted and should be directed to the SUF.

## **EVALUATION of APPLICATIONS**

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

### **1. Program Capacity**

- Program has sufficient capacity to deliver services effectively, including financial resources and funding diversity.
- Program avoids continuing operating deficits, except to the extent that planned deficits are balanced by other agency programs experiencing a surplus, or other revenue sources are available to cover the program's operating deficit.
- The program budget is reasonable given proposed activities.

## 2. Program Design

- Program design demonstrates consistency with an evidence-based program, best practices or promising practices, or replicates a successful model. If not, substantial rationale for program is provided.
- Needs of client population are assessed and addressed through a plan and connection with supports.
- Program demonstrates innovation and/or collaboration and coordination in delivery of services.
- If the program provides shelter or housing for those experiencing homelessness, the organization participates in the Johnson County Continuum of Care on Homelessness and its coordinated entry system.
- Equal access to program is provided to all clients and prospective clients who could benefit.

## 3. Program Outcomes

- Program has clearly defined and measurable client-based outcomes (e.g. reflect change/impact in clients' status or behavior) as well as outcomes demonstrating contribution to community resilience, such as engagement of volunteers and collaborative partners. Organization does not consider outputs (number of people served, quantity of services provided) as its outcomes.
- Program demonstrates success in achieving previously identified outcomes. If outcomes not achieved, reasonable explanation and/or changes planned or implemented as result.

4. Proposal Quality - Proposal is complete and information contained in the proposal is accurate. Proposed program budget is consistent with agency's budget. Data provided in each section are consistent.

5. Benefit to Local Government - Degree to which program benefits local government by avoiding, deferring or preventing costs which might otherwise incur.

## 6. Program Alignment with HSF Priorities

- Program promotes self-sufficiency, well-being and/or personal safety of Johnson County residents and fits within safety net investment components of basic needs, work and income supports, or health.
- Program addresses one or more of HSF priorities as provided on page 1.
- Program serves people with low incomes.
- Program offers county-wide services or fills a gap which results in county-wide benefit.

## 7. Service Statistics

- (current HSF supported programs) Program is on-track for serving number of people and providing units of service that were projected in 2024 application.
- (all applicants) In 2025, the anticipated number of people to be served and units of services to be provided. If program does not anticipate serving more people, or approximately the same number as in the past, a reasonable explanation is provided.

## **AGENCY STANDARDS and DOCUMENTATION**

- Applicants must comply with Agency Standards (available at [www.ucsjoco.org](http://www.ucsjoco.org)), complete the Agency Standards form, and submit required documentation as indicated on the form.
- Along with the Agency Standards form and documentation, 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 all 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 UCS and participating jurisdictions for up to five years after the completion of the grant term.
- Agreement to acknowledge Johnson County Government and participating cities as funders. (UCS is not and should not be acknowledged as a funder.)
- Affirmation that grantee is in compliance with any applicable nondiscrimination ordinances and/or policies of the municipalities providing resources to the Human Service Fund, and equal access is provided to program.

### 2025 GRANT CYCLE TIMELINE

May 9, 2024	RFP and Application available
May 16, 2024	Virtual Pre-Proposal meeting with UCS
July 1, 2024	Applications due to UCS by 12:00pm
Nov. 2024	Preliminary notification of funding recommendations to applicants
Feb. 2025	Final notification of funding awards and Letters of Agreement available for signature
July 2025 & Jan. 2026	Semi-annual and year end reports due
Aug. 2025 & Feb. 2026	Funds available to grantees (2 payments)

### HOW TO APPLY

Current HSF recipients will receive the 2025 RFP and Application via email on May 9.

Applicants not receiving a 2024 HSF grant or wishing to transition from a small HSF grant to the regular HSF grant, should contact UCS Director for Resource Allocation, Erika García Reyes via email at [erikag@ucsjoco.org](mailto:erikag@ucsjoco.org), or via phone (913-689-2325) for application materials and to complete a pre-application interview.

Applications must be complete and documentation submitted in a timely manner in order to be eligible for consideration.