



Housing Rehabilitation and Emergency Home Repair

Request for Proposals FY23 –FY26

Issued: November 1, 2022
Contact: Lynette Jacoby
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*Johnson County Housing Rehabilitation and Emergency Home Repair
Request for Proposals: FY2023 – FY2026
Funding Period: January 1, 2023 – June 30, 2026*

OVERVIEW

Johnson County received \$29.3 million in federal American Rescue Plan (ARPA) funding. The Johnson County Board of Supervisors allocated this federal funding to respond to the public health and negative economic impacts of the COVID-19 pandemic, in compliance with the Final Rule from the U.S. Department of the Treasury. One such use is to build stronger communities through investments in housing and neighborhoods. Project SA.2.18.01 seeks to expand home repair and aging-in-place programs administered by local organizations to target rural and aging Johnson County residents.

The Board of Supervisors allocated \$600,000 of federal ARPA funding for home rehabilitation projects for repairs to owner-occupied single family homes, including mobile homes in Johnson County. Johnson County is seeking a contractor/s to administer and implement the Housing Rehabilitation and Emergency Home Repair Program. The purpose of the Housing Rehabilitation and Emergency Home Repair Program is to help keep people in their homes by providing low-income homeowners assistance in making essential home repairs, particularly for those residents who are most vulnerable, such as older adults, the disabled and households with young children. The program will also provide repairs and home modifications that assist older adults and disabled residents to age in place. The home repairs provided through the program will improve living conditions, and have a positive impact on the health and safety of residents, while preserving valuable affordable housing stock in Johnson County.

ELIGIBLE GRANT APPLICANTS

Eligible applicants are non-profit organizations and governmental entities serving Johnson County. Knowledgeable about the construction industry and experience working with contractors.

PROGRAM SERVICES AND GUIDELINES

- No fees assessed to homeowner for program participation
- \$12,000 - maximum funding for one time rehabilitation/repair service per homeowner
- For mobile homes, the cost of repairs may not exceed \$6,000. Homeowners will have the opportunity to pay the difference for repairs in excess of the program's maximum limit of \$6,000 and \$12,000
- Johnson County funding will not be used to supplant other federal and state resources available for projects
- Collaborate with and refer to other housing rehabilitation and home repair programs, such as East Central Iowa Council of Governments, Iowa Valley Habitat for Humanity and HACAP's Weatherization Program to ensure eligible households maximize usage of available services
- Conduct outreach to promote the program
- Accept applications for the program and verify eligibility
- Meet with homeowner(s) to determine work to be done

- Prepare work specifications and cost estimates, provide oversight of contractor bidding process, communicate with contractors, and determine scheduling for rehabilitation.
- Ensure use of qualified contractors and/or utilization of qualified in-house staff.
- Conduct periodic inspections during the construction phase, including required inspections for progress payments
- Conduct final inspections and make timely payments to contractor
- Prepare and submit reimbursement requests, gather demographic and outcome data and complete project grant reports for the County

PROGRAM ELIGIBILITY

- Home is owner-occupied and located within Johnson County (and not within city limits of Iowa City)
- Owner plans to reside in home for a minimum of three years after scheduled repairs
- Household income at or below 50% of the County Area Median Income (AMI), adjusted for household size
- Must be current on property taxes
- Property cannot be in foreclosure
- Adjusted assessment of the property cannot exceed \$250,000

INCOME QUALIFICATION

2022 income guidelines for eligible program participants:

50% AMI Johnson County	1 Person HH	2 Person HH	3 Person HH	4 Person HH	5 Person HH	6 Person HH
Annual Income	\$38,150	\$43,600	\$49,050	\$54,500	\$58,900	\$63,250

ELIGIBLE ACTIVITIES

- Home repairs, may include electrical and plumbing
- Roofing repairs and window replacement
- Home modifications for aging in place such as; grab bars, and/or walk in showers
- Replacement of essential appliances (stove, refrigerator, water heater)
- Refer to HACAP for an energy audit and weatherization projects as well as heating repair and replacement

CONTRACT TERMS

A total of up to \$600,000 will be awarded under this RFP over a 42-month period. It is anticipated that one or two grants will be selected for funding. Annual funding renewals are contingent upon compliance with contract terms and conditions, successful completion of scope of services, performance and the availability of funding. Terms and conditions may be modified on renewal contracts. Modifications will be based on identified needs and issues or shortcomings identified during the initial program implementation period.

- \$300,000 for the period of 01/01/2023 - 06/30/2024
- \$150,000 for the period of 07/01/2024 - 06/30/2025
- \$150,000 for the period of 07/01/2025 - 06/30/2026

RFP AND TIMELINE

The RFP and application link are available on the Johnson County webpage at <https://www.johnsoncountyiowa.gov/bids-and-proposals>.

Applications must be submitted in electronic format through the Blackbaud platform at https://www.grantrequest.com/SID_6256?SA=SNA&FID=35053

The information can also be located by visiting <http://www.johnsoncountyiowa.gov> and clicking on *Bids and Proposals*.

APPLICATION TIMELINE:

November 1, 2022	Funding application released
December 1, 2022, 4:00 p.m.	Application deadline
December 2022	Pre-Award risk-assessment
January 1, 2023	Contract start date

Proposals received after the deadline of December 1, 2022 at 4:00 p.m. will not be reviewed or considered for funding. Proposals must be submitted via Blackbaud electronic platform.

Direct questions about this RFP to:

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

APPEALS

Appeals must be made in writing to, Lynette Jacoby at socialservices@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 Grant Review 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 this review.

FUNDING POLICIES AND PROCEDURES

Johnson County funds available under this RFP may be used to support all budget categories identified in the budget format provided with this document. Funds cannot be used to supplant other federal, state, or local funds supporting existing programs or activities. Applicants may assess an administrative fee not to exceed 10% of the total award.

The Johnson County Board of Supervisors reserves the right to not award funding automatically to the highest scoring proposal, but rather to the proposal that best meet the goals and objectives of the Johnson County Housing Rehabilitation and Home Repair Program and the purposes of this RFP.

RISK ASSESSMENT

Selected applicants will need to undergo a pre-award risk assessment before a contract will be awarded. Recipients must comply with the applicable requirements of the Uniform Guidance regarding procurement, contracting, and conflicts of interest. Recipients must comply with all federal, state, and local public health and environmental laws or regulations that apply for home repair. Recipients must verify that all subcontractors are operating in compliance with state, local and federal policies. This includes checking for any past violations recorded by state or local environmental, workplace safety, licensing, and procurement agencies, as well as regular reviews for suspensions, debarments, or stop work orders.

**GRANT APPLICATION
FY2023-2026**

Cover Page

- Organization Tax ID Number
- Name of Organization
- Contact Person, Address, Telephone and e-mail address
- Amount of Request
- Authorized Signature, Title, and Date

Agency Qualifications:

- How is your organization uniquely qualified to provide the proposed services? Describe your previous experience administering a housing rehabilitation/repair program.
- Describe staff qualifications for this project.
- What is your previous experience soliciting bids and working with contractors? Please describe your oversight and monitoring practices for ensuring safety and compliance.
- What experience does your organization have in working with low income and vulnerable populations?

Project Overview

- Describe your plan for program implementation and day to day administration
- What criteria will your organization use to select construction contractors for projects funded by this grant source? How will your organization ensure that contractors are qualified to complete the desired work?
- Describe your organization's plan for project oversight
- Describe the process your organization will use to verify applicant eligibility
- How will your organization promote the program to ensure that households most in need are aware of the program?
- How will your organization collaborate with other agencies to ensure households maximize access to resources?

Budget

- Submit two budgets. One budget covering the period of January 1, 2023– June 30, 2023. The second budget should cover fiscal year 2024, July 1, 2023 –June30, 2024.
- Provide a budget narrative for identified expenses