

Request for Proposals

National Reentry Housing Incubator

Application Deadline: July 19, 2024 at 11:59pm EST

For questions, contact Impact Justice at housingincubator@impactjustice.org or visit the Impact Justice Housing Incubator [subpage](#) for additional information.

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Notice of Federal Funding and Federal Disclaimer – This project was supported by Grant No. 15PBJA-23-GG-02712-SCAX awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or grant-making component.

I. Overview

The National Reentry Housing Incubator (Housing Incubator) is a new funding opportunity for community-based organizations and faith-based institutions seeking to implement or enhance a reentry housing program to support a safe and successful transition for people reentering the community after incarceration. Organizations selected for this initiative will receive up to **\$140,000** in funding along with training and technical assistance to develop evidence-based, effective, and sustainable reentry housing solutions.

Interested organizations are invited to use the **simplified, step-by-step application process** to apply for funding support. **Impact Justice encourages applicants proposing a range of projects that are designed to meet the unique needs of their community**, including, for example: projects that focus on one community as opposed to those that serve an entire state or region; projects that currently deliver housing support services that seek to expand to serve the housing needs of people leaving incarceration; or projects that currently provide reentry programming and want to expand to provide housing support.

This initiative is administered by Impact Justice, a national nonprofit, in partnership with the U.S. Department of Justice (DOJ), Bureau of Justice Assistance and a team of partners who bring expertise in housing, reentry, program development, and research. For additional information about Impact Justice and the Housing Incubator, visit the subpage [here](#).

What to Know Before You Apply

- Applications must be submitted by 11:59pm EST on **July 19, 2024**.
- Applications will be submitted via a two-part submission process:
 - Applicants are to complete and submit the **Applicant Questionnaire** using the following web-based [form](#).
 - All other **application elements** listed under [Budget Information](#) and [Additional Application Elements](#) are to be submitted by email to housingincubator@impactjustice.org.
- In order to receive a subaward from Impact Justice, all selected applicants must obtain a **System for Award Management (SAM) Unique Entity ID**. Applicants are strongly encouraged to initiate this process during the application period in order to expedite award processing should they be selected for funding; however, it is not required to apply for funding. See [Section IV. Award Information](#).
- Applicants will be notified in **Fall 2024** of the outcome of their application.

II. Eligibility Information

Eligible applicants include Nonprofits having an active 501(c)(3) status with the IRS and those operating through a fiscal agent, other than institutions of higher education. Note that for applicants operating through a fiscal agent, both the applicant and their fiscal agent will need to complete applicable sections of the Applicant Questionnaire.

Impact Justice welcomes joint applications in which two or more entities would carry out the award; however, only one entity may be designated as the lead applicant. Any others must be proposed as subrecipients (subgrantees). While the lead applicant must be a Nonprofit organization consistent with the eligibility criteria described above, partner organizations proposed as subrecipients may include other entities, for example, educational institutions or units of local, state, or tribal government. The lead applicant is responsible for all fiduciary, programmatic, and reporting requirements of the project.

If awarded, all recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

III. Program Description

Goal and Objectives

The purpose of the Housing Incubator grant program is to support people returning to the community after incarceration by ensuring that they have a safe, stable place to live.

Through this grant program, applicants will pursue some or all of the following objectives:

- Utilize a comprehensive case management plan to deliver risk-/needs-based, individualized reentry housing support.
- Enhance collaboration between community-based organizations and corrections, community supervision, law enforcement, and other local reentry stakeholders.
- Enhance collaboration between community-based organizations and housing agencies.
- Develop a plan to effectively launch, scale, or sustain their program.
- Build staff capacity to deliver effective reentry housing support.
- Establish a system for measuring and communicating program impact.
- Improve reentry and housing outcomes for people at moderate to high risk for recidivism upon leaving incarceration and during reentry.

To achieve the above goal and objectives, applicants are strongly encouraged to have at least one full-time, onsite employee who is prepared to commit at least 50% of their time per week to manage the day-to-day operations of the project and advance the project objectives.

Deliverables

As part of the planning phase described in the next section, selected applicants will develop a project plan and accompanying budget, with input from Impact Justice and the Bureau of Justice Assistance, to be submitted for approval within 6 months of the award. Refer to the [Budget Information](#) provided in *Section VI. Application Information* of this RFP.

At the conclusion of the project period, selected applicants will be directed to complete and submit a grant closeout questionnaire, which will ask about activities completed under the grant, accomplishments, lessons learned, and future plans for their project.

Process Evaluation

Impact Justice anticipates conducting a process evaluation of the Housing Incubator in order to assess program effectiveness. Selected applicants will be expected to participate in the process evaluation, which may include responding to data requests and completing evaluations of training and technical assistance engagements with Impact Justice staff or partners. Impact Justice anticipates that the time commitment for selected organizations to participate in the process evaluation will be minimal.

Priority Area

Priority consideration will be given to applications that propose a project that uses a **Housing First approach**. For the purpose of this Request for Proposals (RFP), a Housing First approach is defined as a project that prioritizes access to a decent, safe place to live without pre-conditions and best positions the individual to improve their health, avoid harmful behaviors, and become employed.

Addressing this priority area is one of many factors that Impact Justice will consider in making funding decisions. Receiving priority consideration for this priority area does not guarantee an award.

Program Phases

The Housing Incubator is a two-phase program consisting of a 6-month planning phase followed by a 12-month implementation phase. Organizations selected for funding will receive targeted coaching and support from national subject matter experts at Impact Justice and its partners throughout both phases of the program.

Phase 1. Planning

The planning phase is designed to help selected organizations refine their project plan and accompanying budget to meet federal guidelines.

Upon award, Impact Justice will schedule a kickoff meeting with each selected organization and key members of its project team to make introductions, provide an orientation to the grant program, and establish a regular cadence for project check-ins. Impact Justice will work with each selected organization to understand its reentry housing programming and organizational capacity. This will enable Impact Justice and its partners to deliver tailored support to each selected organization throughout the grant period.

During the 6-month planning phase, Impact Justice and its partners will work with selected organizations to:

- Develop a detailed project plan that includes a problem analysis, summary of strategies to address identified gaps and needs, anticipated outcomes, and a plan for measuring program impact.
- Create a project-specific budget that is in compliance with DOJ and Impact Justice programmatic and financial guidelines.
- Understand and begin complying with DOJ and Impact Justice reporting and financial requirements.
- Submit a project plan and budget to Impact Justice and the Bureau of Justice Assistance for approval within 6 months of award.

The planning phase may last up to 6 months; however, organizations that progress more quickly may begin the implementation phase sooner, once the project plan and budget are approved by Impact Justice and the Bureau of Justice Assistance.

Impact Justice expects that all award recipients will progress to the second phase of the program and receive funding to implement their projects. **However, if an organization is unable to complete Phase 1 and produce an approved project plan and budget, the remaining award funds intended for implementation activities in Phase 2 will not be approved to be incurred.**

Phase 2. Implementation

With an approved project plan and budget in hand, selected organizations will have access to remaining funding to implement their project. Through ongoing coaching and shared learning opportunities, the implementation phase is tailored to support grantees as they put their plans into action. The implementation phase and corresponding coaching and support is designed to last 12 months; however, organizations that complete the planning phase early will gain additional time to implement their projects.

During the implementation phase, all selected organizations will:

- Participate in a mix of in-person and virtual learning opportunities.
- Have ongoing contact with Impact Justice subject matter experts.
- Implement their approved project plan.
- Continue to follow DOJ and Impact Justice's financial and reporting requirements.

IV. Award Information

Impact Justice anticipates making 6 awards of up to \$140,000 for an 18-month period of performance. The minimum amount that may be requested by an applicant is \$50,000.

The number of awards made will be determined by the number of fundable applications, the scope of each of those projects, and the availability of federal funding. Applicants will be notified in Fall 2024 of the outcome of their application.

Awards made under this RFP are expected to start on December 2, 2024, or sooner depending on award processing. Selected applicants will receive a subaward from Impact Justice, which operates the Housing Incubator through a cooperative agreement with DOJ's Bureau of Justice Assistance. As a subrecipient to Impact Justice, all selected organizations will be required to meet DOJ's standards for financial and programmatic management as described in the [Code of Federal Regulations](#) and must comply with Impact Justice's subrecipient monitoring requirements. See the [Office of Justice Programs \(OJP\) Grant Application Resource Guide](#) for additional information.

Obtaining a System for Award management (SAM) Unique Entity ID

In order to receive a subaward from Impact Justice, all selected applicants must obtain a **SAM Unique Entity ID**. Applicants are strongly encouraged to initiate this process during the application period in order to expedite award processing should they be selected for funding; however, it is not required to apply for funding. Obtaining a SAM Unique Entity ID can take up to 10 business days to complete. To start the process, visit [SAM.gov](#) to get a Unique Entity ID only (no entity registration required). The information

required for getting a Unique Entity ID without registration is minimal. It only validates your organization's legal business name and address. For technical support, applicants may contact the SAM Help Desk (Federal Service Desk), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.

V. Post-Award Reporting Requirements

Upon award, selected organizations will be expected to comply with reporting requirements, which may include:

- Reimbursement invoicing (no more than monthly and no less than quarterly)
- Regular performance reports, including reporting on standard performance measures
- Final financial and performance reports

In addition, selected organizations will be expected to submit regular performance data and meet regularly with Impact Justice staff and other subject matter experts. The following is a sample of the types of performance data that award recipients will be expected to collect and report: number of participants served, duration of participation, housing services provided, number of participants who secured housing, type of housing, and additional reentry services provided.

Further guidance on post-award reporting and performance measure submission will be provided post-award.

VI. Application Information

What to Include in Your Application

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to panel review and receive consideration for funding:

- Applicant Questionnaire
- Budget Worksheet

If Impact Justice determines that an application does not include these elements, it will neither proceed to panel review, nor receive further consideration.

1. Applicant Questionnaire

Applicants must complete the Applicant Questionnaire via the online [form](#). The questionnaire collects details regarding the applicant and its partners; the problem to be

addressed through the grant; the proposed project strategy, goals, and activities; how the project will be managed; and limited organizational financial management information. Applicants are encouraged to respond to each question as fully as possible, within the word count limits. Responses to these questions will form the basis for the project plan to be developed and refined in Phase 1, and will help Impact Justice understand the type of training and technical assistance support that will help selected organizations achieve the goals of their proposed project. Applicants must follow the specified word count limits in the Applicant Questionnaire. Responses that exceed the word count limits may negatively impact the applicant's score and funding outcome. See [Appendix A: Applicant Questionnaire](#) for a full list of questions.

2. Budget Information

Budget Worksheet

Applicants must submit a budget that corresponds with their proposed project and demonstrates how the requested funds will be spent. This information will be completed in a fillable spreadsheet available [here](#), which applicants will download, complete, and attach with their application materials.

The funding during the initial 6-month period should support planning activities, followed by 12 months of implementation activities. Impact Justice expects that most expenses during the planning phase will be limited to personnel, fringe benefits, limited supplies, travel for one peer-learning event, and justified other and indirect costs. Impact Justice anticipates that the planning phase will be approximately 10 hours of work/week/person and can include multiple staff and/or partners depending on their work on the project. During the planning phase, programmatic expenses, such as hiring consultants, will be provided by Impact Justice during this phase and therefore it should not be budgeted for during this time.

Applicants should budget funding for three members of their project team (including the program lead) to travel to one peer-learning event for up to three days during the grant. Applicants should calculate their travel expenses based on the distance to either Washington, DC or San Francisco, CA, selecting the destination that represents the greater distance.

Note: The budget is expected to change at least somewhat during the planning phase as selected organizations refine their project and associated expenditures, and update the budget to comply with financial requirements established by Impact Justice and DOJ. **Budget changes are acceptable, but changes that exceed 10% per budget category must be reviewed and approved by Impact Justice staff.**

The budget categories may include:

- **Personnel:** detailed accounting of pay rate and estimated percentage of effort (either full time equivalency or projected hourly utilization).
- **Fringe Benefits:** actual known costs OR an approved fringe benefit rate that includes cost breakdown (e.g. % of FICA, FUTA, health).
- **Travel:** itemized travel costs that are reasonable and directly allocable to the program purpose in accordance with federal guidelines. Budgeted costs should incorporate [federal per diem rates](#) for mileage, lodging, and meals and incidental expenses (MI&E) per person and include an estimate for reasonable airfare or other local travel. All travel costs must be directly related to the project purpose.
- **Equipment:** non-expendable items that are to be purchased. Equipment is subject to prior approval.
- **Supplies:** items by type (office supplies, postage, training materials, copy paper, and expendable equipment items individually costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. If hardware is needed, these items must be prorated based on program use.
- **Consultants/Contracts:** sub-awards to other entities in a joint application, consultants for a training, or procurement of a service. All costs are subject to prior approval and must adhere to federal cost principles and monitoring guidelines.
- **Other Costs:** rent, telephone or other expenses. All other costs must be itemized showing basis for computation. Organizations should consider including modest legal fees to the extent that their proposed strategy may require consultation with a legal expert.
- **Indirect Costs:** costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. For information, please reference section 3.11 of the [DOJ Grants Financial Guide](#).

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

Applicants proposing to use grant funds to hold a conference (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) must receive written prior approval and follow DOJ's guidelines for reporting conference costs. Applicants are encouraged to review [Section 3.10 of the DOJ Grants Financial Guide](#) for more information on DOJ's policy and how conference is defined for the purpose of conference cost reporting. Contact Impact Justice at housingincubator@impactjustice.org if you have questions concerning whether costs associated with a proposed event or meeting will be subject to DOJ's conference cost reporting requirements.

Allowable Use of Funds

Examples of costs that may be funded under this grant program include:

- Case management
- Permanent supportive housing
- Rent subsidies
- Transitional housing
- Host stipends
- Employment services
- Behavioral health services
- Mentors
- Curriculum development
- Staff training and capacity building
- Assessment tool selection
- Organizational policies and procedures development

Unallowable Use of Funds

Certain activities and expenses are unallowable costs under DOJ financial guidelines and should not be included in an applicant's proposed project or budget. Most notably, these include lobbying, fundraising, entertainment, alcoholic beverages, purchase of prohibited and controlled equipment (such as firearms), and costs that are outside of the project scope, and costs incurred outside the project period. New construction is not allowable under this grant. For a complete list and explanation of unallowable costs, please see the [DOJ Grants Financial Guide section 3.13](#). In addition, capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of Impact Justice and the Bureau of Justice Assistance. See the [DOJ Grants Financial Guide section 3.6](#).

3. Additional Application Elements

In addition to the Applicant Questionnaire and Budget Worksheet, applicants must submit the following application elements.

- 1) Copy of prior 3 years of audited financial statements or independent reviews (if applicable). *Organizations that have not undergone an audit or that are fiscally sponsored should submit unaudited financial statements. Audited statements should also be provided for the fiscal agent if the lead applicant is fiscally sponsored.*
- 2) Indirect Cost Rate Agreement (if applicable). See the [OJP Grant Application Resource Guide](#) for more information.

- 3) Letter of commitment from lead applicant's executive leadership demonstrating a commitment to the project and the organization's ability to adhere to the program requirements.
- 4) Letters of support from key stakeholders and/or project partners.
- 5) Resumes and/or bios of key personnel.

VII. Submission Information

All application elements must be submitted by 11:59pm EST on July 19, 2024.

Applicants are to complete and submit the **Applicant Questionnaire** using the following web-based [form](#). Applicants are strongly encouraged to test the link well in advance and submit the Applicant Questionnaire at least 24 hours before the deadline. In addition, applicants are encouraged to record responses to the Applicant Questionnaire in a separate document (e.g., Word, Google Doc) to ensure that responses are preserved, meet the word count restrictions, and are free from grammatical errors.

All other **application elements** listed under [Budget Information](#) and [Additional Application Elements](#) are to be submitted by email to housingincubator@impactjustice.org as an attachment. Applicants should follow the guidelines below when submitting their application materials:

- Ensure that all attachments are clearly labeled.
- The subject of the email submission should use the following format, “[Organization Name] Application Submission: Email [X of X].”
- If the file size of the attachments exceeds the limit allowed by your email system, you may compress and send as a zip file or send as multiple emails. If you send as multiple emails, please label each email accordingly (e.g., Email 1 of 2).

Refer to [Appendix B. Application Checklist](#) for a step-by-step submission process and list of all application elements.

Late submissions are not permitted, except under extraordinary circumstances. The following conditions generally are insufficient to justify late submissions:

- Failure to follow instructions in the RFP.
- Technical issues with the applicant's computer or information technology environment.

VIII. Application Review and Selection Process

A panel of impartial reviewers will evaluate, score, and rate applications based on the following weighted criteria:

1. Applicant Questionnaire: 70%
2. Letters of Support: 20%
3. Project Budget: 10%

Impact Justice will screen applications to ensure they meet the basic minimum requirements prior to conducting the panel review. The minimum requirements for this solicitation are:

- Applicant Questionnaire
- Budget Worksheet

If Impact Justice determines that an application does not include these elements, it will neither proceed to panel review, nor receive further consideration.

Note that Impact Justice may also contact applicants with questions or requests for additional information.

All applicants will be notified of the outcome of their submission during the Fall 2024.

IX. Questions and Additional Information

Questions concerning the RFP requirements or application process should be directed to Impact Justice at housingincubator@impactjustice.org. Additional information about Impact Justice and the Housing Incubator can be found [here](#).

Informational Webinar

Impact Justice will host an informational webinar on June 25, 2024 at 1:30pm EST to walk through the RFP requirements and application process, and answer questions from participants. All interested organizations and their partners are encouraged to participate. You can register for the webinar [here](#). A recording of the webinar will also be published [here](#) for those who are unable to attend the live webinar.

Appendix A: Applicant Questionnaire

Lead Applicant Information

- 1) Name of the organization that is designated as the lead applicant:

- 2) Mailing address:_____
- 3) Does your organization have a SAM Unique Entity ID? *Note that obtaining a SAM Unique Entity ID is not required to apply for funding but must be obtained in order to receive a subaward from Impact Justice if selected.*
 - a) Yes/No
 - i) If yes, please provide:_____
- 4) How many total staff are employed by your organization? *Please specify total full-time vs. part-time/seasonal.*
- 5) Describe your organization (including core services provided). Please use simple language. (Response limited to 100 words)
- 6) Provide contact details (name, position/title, phone, and email) for the individual who will serve as the authorized representative for your organization. *The authorized representative is the person with legal authority to accept the award and enter into a subaward agreement with Impact Justice.*
- 7) Provide contact details (name, position/title, phone, and email) for at least one staff person who will serve as the point of contact for this grant application (if different from authorized representative above).

Statement of the Problem

- 8) Please select the option that best describes your project:
 - a) We are implementing a **new** project to address identified gaps in reentry housing.
 - b) We are enhancing or expanding an **existing** project.
- 9) What reentry housing-related problem are you trying to solve with these grant funds? (Response is limited to 200 words)
- 10) Describe the services the lead applicant currently provides to support the target population. What's working well? What are your challenges? (Response is limited to 200 words)

About the Proposed Project

- 11) What is the goal(s) of the project? (Response is limited to 100 words)
- 12) What specific strategies and activities do you plan to implement with the awarded funds to address the identified problem(s)? (Response is limited to 300 words) *If you are enhancing an existing project, please describe the enhancements you plan to make and the problem or need these enhancements are intended to address.*
- 13) Describe the range of proposed services that will be administered to program participants using these grant funds. (Response is limited to 200 words)
- 14) How will the proposed services fill a gap in the existing reentry housing services? (Response is limited to 200 words)
- 15) What is the role of the lead applicant in delivering the proposed services to program participants (e.g., case management, linkages to partner organizations or other service providers)? (Response is limited to 150 words)
- 16) What geographic area will you serve as part of this project? *Describe the neighborhood, community, city/town, state, or region you intend to serve.*
- 17) Describe the target population to be served (e.g., age, gender, criminal justice status or history, community). (Response is limited to 150 words)
- 18) How many people do you anticipate serving during the 12-month implementation phase of the grant?
- 19) Will your project use a Housing First approach as described under the [Priority Area](#) subsection of the RFP?
 - a) Yes/No
 - i) If yes, please describe. (Response limited to 100 words)

Project Management

- 20) What is your plan for project management and staffing to ensure the successful execution of the proposed project? (Response is limited to 300 words)
- 21) List the partner organizations that will be involved in the project, and describe their role in achieving project goals (if applicable). (Response is limited to 250 words)
- 22) What kind of training and technical assistance support does your organization need to successfully achieve the project goals? Please select all that apply:
 - a) Program Design and Implementation
 - b) Risk/Needs Assessment
 - c) Building Partnerships

- d) Stakeholder Engagement
- e) Data Collection and Measuring Program Effectiveness
- f) Organizational Capacity Building (e.g., fundraising, HR, financial management)
- g) Staff Training and Development
- h) Staff Wellness and Self-Care
- i) Financial Sustainability/Fundraising
- j) Case Management
- k) Communications and Marketing
- l) Other. *Please describe.*

Organizational Financial Management

If the lead applicant is fiscally sponsored, the following questions will need to be completed for both the applicant and its fiscal agent. Applicants will be prompted to provide information regarding their fiscal agent, if applicable.

- 23) Has your organization ever managed a Federal or state grant award?
 - a) Yes/No
 - i) If yes, what is the annual budget of your federal and state awards?

- 24) Does your organization have a staff member dedicated to managing the organization's finances?
 - a) Yes/No

- 25) Do you certify that these funds will not supplant other government sources of funding that otherwise would be available for activities under the award?
 - a) Yes/No

- 26) Is your organization fiscally sponsored?
 - a) Yes/No
 - i) If yes, organizations will be prompted to respond to the same questions above concerning organizational financial management for their fiscal agent.

Appendix B: Application Checklist

Step 1. Complete and submit the Applicant Questionnaire using the web-based [form](#).

- [Applicant Questionnaire](#) (including SAM Unique Entity ID, if obtained). *For organizations that are fiscally sponsored, both the lead applicant and its fiscal agent will be prompted to complete the [Organizational Financial Management](#) section of the questionnaire.*

Step 2. Download and complete the Budget Worksheet template available [here](#).

- [Budget Worksheet](#)

Step 3. Compile Additional Application Elements for submission.

- [Additional Application Elements](#)
 - Copy of prior 3 years of audited financial statements or independent reviews (if applicable). *Organizations that have not undergone an audit or that are fiscally sponsored should submit unaudited financial statements. Audited statements should also be provided for the fiscal agent if the lead applicant is fiscally sponsored.*
 - Indirect Cost Rate Agreement (if applicable). See the [OJP Grant Application Resource Guide](#) for more information.
 - Letter of commitment from lead applicant's executive leadership demonstrating a commitment to the project and the organization's ability to adhere to the program requirements
 - Letters of support from key stakeholders and/or project partners
 - Resumes and/or bios of key personnel

Step 4. Submit the Budget Worksheet and all Additional Application Elements to Impact Justice at housingincubator@impactjustice.org. See [Submission information](#) for full instructions.