



## Johnson County Hunger Relief FY25-26 Request for Proposals

### Overview

An estimated 8.2% of Johnson County residents, including over 10% of children, are food insecure and lack consistent access to adequate food. Roughly, 30% of our food insecure residents, including 44% of children, live in households that earn too much income to qualify for the federal Supplemental Nutrition Assistance Program (SNAP).

Food insecurity is linked to many risk factors including chronic illness, and physical and mental health issues for people of all ages. Lack of adequate and healthy food can negatively impact a child's growth and development and their ability to concentrate and learn in school.

Johnson County is seeking applications for services that help reduce food insecurity and improve access to healthy food for households residing in or near food deserts, those who lack access to transportation and homebound residents, in addition to programs that seek to provide locally grown produce for food insecure households.

### Program/Service

There are many proven effective models to reduce food insecurity and increase access to fresh, healthy foods. Applicants may select from the list of options below. Organizations applying for more than one program must submit separate applications for each program under consideration.

#### Mobile Pantry

Johnson County seeks one provider to offer mobile pantry services in or near USDA defined food deserts. The mobile pantry will offer hunger-relief to individuals in need and experiencing transportation barriers. The mobile pantry will serve a minimum of five sites across Johnson County, no less than once per month, offering healthy food products. Successful applicant will collaborate with Table to Table and Grow Johnson County to offer fresh produce. Nutrition information, social services resource and referrals and SNAP outreach will be provided during mobile pantry visits.

#### Secondary School Pantry/Supplemental Pack Program

Coordinate a pantry or supplemental food pack program in a secondary school/s. The secondary school/s served will have an identified high need and serve students who lack access to a traditional food pantry. Collaborative with the school and youth to implement the program. The pantry/supplemental food packs will offer healthy food options and be accessible at a minimum of once per week.

#### Summer Meal Program

Due to a reduction in funding from the Summer EBT program, coordinate and provide a summer meal program for households with children ages 17 and under. Offer a balanced, nutritional meal at a minimum of once per week. Meals shall be targeted to households receiving Free & Reduced Lunch.

### **Fresh Locally Grown Produce**

Johnson County seeks a provider to make fresh produce available to food insecure households. Provider will identify a plan to distribute produce to low-income households in need which may include a collaboration with Table to Table and local pantries.

### **New or Expansion of Existing Innovative Hunger Relief Program**

Applicant seeks to expand capacity or geographic area of an existing successful program or applicant proposes implementing a new hunger relief initiative. New projects must meet a service gap and avoid duplication of existing programs.

### **Grant Timeline:**

March 20, 2024	Funding application released
May 1, 2024, 4:00 p.m.	Application due date
July 1, 2024- June 30, 2025	Contract term

### **Eligibility**

- Non-profit organizations
- Services provided in and for Johnson County residents

### **Priority will be given to proposals that:**

- Serve low-income households in USDA defined food deserts, and/or low income individuals who are homebound and/or lack access to transportation
- Increase distribution of locally grown produce to low income and food insecure residents
- Provide nutrition and health information and social services resource and referrals services
- Provide SNAP outreach and application assistance
- Collaborate with other entities, do not duplicate services and provide programming to an underserved population and/or geographic area
- Have demonstrated experience in providing the proposed service or program

### **Anticipated results:**

- Reduce food insecurity
- Increase access to locally grown fresh produce for underserved and/food insecure communities
- Increase SNAP participation
- Increase knowledge of local social service and food assistance programs
- Increase knowledge about local fresh produce

### **Contract Terms**

Contracts will cover the period of July 1, 2024 – June 30, 2025. Contract renewals are contingent on the availability of funding and the applicant’s successful completion of scope of services and positive progress toward performance measures.

**Up to \$93,600 will be awarded under this RFP each year for up to two years.**

### **RFP and Application format**

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=35028](https://www.grantrequest.com/SID_6256?SA=SNA&FID=35028).**

Questions regarding the proposals should be directed to Rachel Carr at 319-356-6090 or email at [rcarr@johnsoncountyiowa.gov](mailto:rcarr@johnsoncountyiowa.gov).

**The DUE DATE for this application is 4:00 p.m. Thursday, May 1, 2024.**

### **Appeals**

Appeals must be made in writing to, Rachel Carr at [socialservices@johnsoncountyiowa.gov](mailto: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 the review.

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 Hunger Relief Program and the purposes of this RFP.

## **Johnson County Hunger Relief Grant FY2025-2026 Grant Instructions**

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

### **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 and End Dates
- Provide a 2-3 sentence description of the proposed project
- Authorized Signature, Title, and Date

### **FORM B: Project Description**

#### **1. Demonstration of Need**

- Identify service gaps and document needs relative to the goals and objectives. Include local data to document the need. Does this project duplicate any existing services in the community?
- Describe the populations this program will serve (e.g. geographic area, population) and identify how they are underserved.
- How is your organization uniquely qualified to meet the identified need?

## 2. Description of Program

- Summarize the proposed project
- Describe how the proposed strategies/programming will meet the identified needs. For programs that are currently operating, discuss if and how the need has changed over time and the program's response to the changing need.
- Explain outreach efforts to inform targeted populations about the project.
- Describe how nutrition information, SNAP outreach and resource and referral information will be disseminated.
- How will you collaborate with other providers to coordinate services, avoid duplication, and ensure efficient and successful outcomes? Identify and explain the role of collaborating partners.

### FORM C: Project Work Plan and Evaluation

- Provide a project goal (**SMART** = Specific, Measurable, Achievable, Realistic, Timely)
- Outline objectives that are specific and measurable and related to the project goal
- Outline specific activities.
- Objectives must be timely and achievable by June 30, 2025.
- Describe Performance Measures. Performance Measures must be measurable and should include:
  - output/quantity: numbers of activities/services provided and youth/families served
  - quality/efficiency: percentage of how well it was done
  - outcomes: percentage of how people are better off.

### FORM D Budget and Narrative

- Budget shall cover the period of July 1, 2024, through June 30, 2025.
- 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.
- 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 (e.g. per class, per participant) briefly describe what is included in calculating that cost;
  - c. Description of participant supports (e.g., food, incentives), program supplies (e.g., handouts, flyers, materials), 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