

**Michigan Department of Labor and Economic Opportunity (LEO)
Bureau of Administration Services
Grant Request for Proposal (RFP)**

Total Available: \$600,000	Estimated Number of Awards: 2	RFP Code: HAJII-2025
Maximum Award: \$400,000	Minimum Award: \$200,000	Department Bureau: Office of Prosperity
Application Due Date: May 16, 2025 3:00 pm EST		Funding Source: State GF and Private Funds
		ALN#:
Anticipated Begin and End Dates: July 1, 2025 through January 31, 2027		

Grant Title: Housing Access for Justice Involved Individuals - 2025	
Program Purpose:	The purpose of this pilot program is to increase and support management of housing access for justice-involved individuals (JII).

Pre-Application Conference:
A pre-application conference will be held to discuss this funding opportunity and provide instruction on using the EGrAMS system. The pre-application conference will be held on April 15th, beginning at 11:30 am, and will last approximately 90 minutes. The webinar can be accessed at https://us06web.zoom.us/webinar/register/WN_JaoRCbUpTEaYUOY7IcBZoQ A recording of the webinar will be posted to the LEO-EGrAMS website

Geographic Area: Statewide
Eligibility:
Examples of eligible Respondents include, but are not limited to: <ul style="list-style-type: none"> • Academic Entities • Research Entities/Think Tanks • Foundations • Economic Development Organizations • Non-Profit Organizations • Community-Based Organizations

Disqualifying Criteria:
The applicant will be disqualified, and the application will not be funded if there is failure to: <ul style="list-style-type: none"> • Submit a complete application, and a completed 12-month budget as required in the RFP, to the EGrAMS website on or before the grant application date and time deadline specified. • Stay at or below the maximum award amount per agreement year, if provided.

Applications from applicants who are current state of Michigan employees are also disqualified and will not be funded.

Additional Information:

Accessing Application: To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the EGrAMS website at <http://egram-mi.com/leo>, and click the link “See Grants” on the right-side panel to access the RFP documents.

Application Submission: Applicants are encouraged to complete and submit the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The EGrAMS system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

RFP Timeline and Deadlines:

Pre-application conference	April 15, 2025 at 11:30 a.m. https://tinyurl.com/yazf3dx3
Deadline for submitting questions regarding the grant application	May 13, 2025
Q & A posted on EGrAMS	May 14, 2025
Grant application due date	May 16, 2025 at 3:00 p.m.
Notification of Award/Denial	June 2025

Table of Contents

This Request for Proposal (RFP) provides interested applicants with enough information to prepare and submit applications for consideration by the Michigan Department of Labor and Economic Opportunity (LEO) and contains the following sections:

Section I	Request for Proposal Policy
Section II	Grant Program Specifications
Section III	Evaluation Criteria

Section I

Request For Proposal Policy

1. Application and Submission Information

a. Application Guide

Applicants are responsible for reading and complying with this RFP and Competitive Application Instructions, which can be found by visiting the LEO EGrAMS website at <http://egrams-mi.com/leo> under 'About EGrAMS'.

b. EGrAMS Registration

Applicants are responsible to visit the LEO EGrAMS websites to create a user profile and start a new application.

1) Registering an agency and creating a user profile through the LEO EGrAMS Website at <https://egrams-mi.com/leo>.

- Applicants NEW to LEO EGrAMS must register their agency by going to the LEO EGrAMS Website.
 - a) Applicants must have a Unique Entity Identifier (UEI) registered at [SAM.gov | Home](#)
 - b) Applications must have a Vendor Customer Number registered at [SIGMA Vendor Self Service website](#)

- Applicants NEW to EGrAMS are required to create a user profile by going to the [LEO EGrAMS Website](#).

2) Request application access through the LEO EGrAMS website.

- Once a user profile is created, then one person from the agency needs to email the LEO EGrAMS helpdesk LEO-EGRAMS-HELP@michigan.gov to activate their account.
- Once the account is activated, log into the LEO EGrAMS website and click one "Project Director" and then click on "Start a New Application", then select the appropriate grant program.

c. Application Submission

Only one application will be accepted from each applicant. The application and any related materials and attachments must be submitted by the applicant's Authorized Official electronically using the LEO EGrAMS website by the proposal deadline. For technical assistance when entering the application, contact the LEO EGrAMS Helpdesk at LEO-EGRAMS-Helpdesk@michigan.gov. Responsibility for a complete submission lies with the applicant.

Applicants are encouraged to complete and submit the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The LEO EGrAMS system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the LEO EGrAMS website and click on “See Current Grants” and then click on the grant program and then click “user document” tab and you will find the RFP document and other documents that are needed.

d. Pre-Application Conference – Optional

A pre-application conference will be held to discuss this funding opportunity and provide instruction on using the EGrAMS system. The pre-application conference will be held on April 15, beginning at 11:30 am, and will last approximately 90 minutes. The webinar can be accessed at https://us06web.zoom.us/webinar/register/WN_JaoRCbUpTEaYUOY7IcBZoQ. At the conclusion of the conference, this link can be used to access the recording of this webinar.

2. Questions/Inquiries

This solicitation is competitive; therefore, staff cannot have individual conversations with prospective applicants. Any questions concerning the content of this RFP must be sent via email to LEO-PovertyTaskForce@michigan.gov before May 13, 2025. Questions may be discussed verbally at the pre-application conference. LEO will compile all relevant questions and answers and post these on the Prosperity Website on an ongoing basis.

3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the applicants prior to issuance of an agreement.

4. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates may not be made without prior LEO approval.

5. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (PA No. 442 of 1976).

6. Subcontracting

Subcontractors shall be subject to all conditions and provisions of any resulting agreement. If subcontracting, the Grantee must obligate the subcontractors to maintain the confidentiality of LEO's client information in conformance with state and federal requirements.

If portions of the services are being subcontracted, the applicant must identify the services the subcontractor will perform and provide all information requested, as it applies to both the applicant and the subcontractor(s). A subcontractor budget and statement of work must be provided for subcontractor services for \$50,000 or more. If the subcontractor's price is based on a fee schedule, the fee schedule must be included. LEO may, at its discretion, require information on the process of an awarded subcontractor application.

A Grantee is responsible for the performance of any subcontractors. Subcontractors shall be held to the same standard of quality and performance as the Grantee. Evaluators of applications will consider the qualifications of both the Applicant and subcontractor when making agreement award recommendations.

7. Evaluation Process

Only applications receiving a minimum of 70 points are eligible to receive funding through the grant program. An application will be evaluated based on the evaluation criteria identified in the RFP.

- A committee will review, evaluate and score the applications against the RFP requirements.
- The applications are ranked by score, based on the evaluation criteria provided in Section III.
- LEO reserves the right to establish the criteria by which it will evaluate each applicant's response, and by which it will determine the most responsive, capable, and qualified applicants. In addition to cost, other principal factors may be considered in evaluating applications relative to:
 - Reliability,
 - Applicant's past performance,
 - Applicant's ability to respond to all requirements outlined in the RFP,
 - Applicant's ability to maintain a presence in providing services,
 - Financial stability,
 - Continuity and stability in provision of service,
 - Knowledge transfer activities.

If LEO determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk to LEO, LEO reserves the right to not award an agreement to that applicant.

Clarifications

LEO may request clarifications from one or more applicants. LEO will document, in writing, clarifications being requested and forward to the applicants affected. This request may include any changes to the original application and will provide an opportunity to clarify the application submitted.

After reviewing the clarification responses, LEO will re-evaluate the applications using the original evaluation method.

8. Reservations

LEO reserves the right to:

- a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and LEO's subsequent receipt and evaluation of an application does not commit LEO to award an agreement, even if all the requirements in the RFP are met.
- b. Consider late applications if: (i) no other applications are received or (ii) no complete applications are received.
- c. Consider an otherwise disqualified application, if no other qualified applications are received.
- d. Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP. The applicant will not be considered for award, the State may pursue debarment of the applicant, and any resulting agreement that may have been established may be terminated.
- e. Consider prior performance with the State in making its award decision.
- f. Consider overall economic impact to the State when evaluating the application pricing and in the final award recommendation. This includes but is not limited to considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses.
- g. Consider total cost of ownership factors (e.g., transition and training costs) in the final award recommendation.
- h. Refuse to award an agreement to any applicant that has failed to pay state taxes or has outstanding debt with the State of Michigan.
- i. Enter into negotiations with one or more applicants on price, terms, technical requirements, or other deliverables.
- j. Award multiple agreements, or award by agreement activity.
- k. Evaluate the application outside the scope identified in Section I.8, Evaluation Process, if LEO receives only one application.
- l. Evaluate applications using a method that establishes the relative importance of each deliverable.

9. Award Procedure

Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved as submitted, the applicant will be notified that the agreement document is available for signature.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the LEO EGrAMS system. After successful completion of required revisions and subsequent review, the applicant will be notified that the agreement document is available for signature.

The Authorized Official for the applicant must electronically sign the agreement.

10. Protests

Award decisions are discretionary and are not subject to protest or appeal.

11. Acceptance of Proposal Content

The contents of the application of the successful applicant may become contractual obligations if an agreement ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

12. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with LEO. A copy of the boilerplate agreement language for this program is available on the LEO EGrAMS website for reference. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties if the application is approved for funding. Applicants should review this agreement in advance of submitting an application.

13. Options to Renew

At the discretion of LEO, an awarded agreement may be renewed in writing by an award notification not less than 30 days before its expiration.

14. Registering on the SIGMA Vendor Self-Serve Website

To receive payment from the State of Michigan, a Grantee must be registered on the [SIGMA Vendor Self Service website](#), which links to the Statewide Integrated Governmental Management Application system (SIGMA).

15. State of Michigan Employees

State of Michigan employees may not act as applicants. Proposals from applicants who are current State of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the State has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official State responsibilities.

Section II

Grant Program Specifications

Introduction

This Request for Proposal (RFP) provides the information necessary to submit an application to the *Housing Access for Justice Involved Individuals Pilot* to establish a program to manage and increase housing access for justice-involved individuals in one or more communities. The documents required for the completion of this application are available on the [LEO EGrAMS Website](#).

BACKGROUND

The Michigan Poverty Task Force has released two reports, in 2021 and 2022, detailing recommendations that would help to improve the lives of those in the ALICE (Asset Limited, Income Constrained, Employed) population and other low-income Michiganders. These recommendations focus on what state government can, and should, do to help eradicate poverty. Included in the report are recommendations to develop goals and strategies to assist justice involved individuals (JIIs) who face barriers to employment, housing, and other staples of life so that they have a path to better outcomes, including a self-sustaining income and lower recidivism rates.

The justice-involved individuals participating in this program may come from the Michigan Department of Corrections via an approved administrative agency or county law enforcement agencies (i.e., probation or parole). However, other JIIs are also eligible to participate in the program, should they meet other program eligibility requirements. That is to say, a potential program participant does not need to be referred directly from a law enforcement agency. The main eligibility requirement is that the individual has a criminal record that typically makes obtaining housing more difficult.

1. Match Requirements

This program does not require match

2. Purpose of the Housing Access for JIIs Pilot

LEO seeks to secure a qualified entity/entities to support the state's efforts to provide housing assistance for justice involved individuals by providing the following:

- Facilitating the use of financial incentives to recruit landlords willing to rent to JIIs
- Providing services to both landlords and JIIs including:
 - Recruitment and vetting for eligibility and interest
 - Providing or connecting to educational resources, such as financial literacy, fair housing practices, and myth-busting for both landlords and tenants.
- Facilitating participation in the program (connecting JIIs to landlords and/or vice versa)
- Administration, including outcomes reporting and overall administration of the grant

LEO is requesting proposals from interested applicants that have demonstrated experience and success in providing housing support and placement to low-income individuals with barriers to stable housing, particularly individuals with a criminal record. Through this pilot program, this would be accomplished by offering a menu of incentives. The total dollar amount of funding per participant will be capped at \$4,000 per program participant (JII) for the duration of the grant period. The grantee will have some flexibility in determining how to use the incentive funding within reason, based on the needs of the program participant and what will be the most effective incentive for landlords. Examples of allowable expenses for the incentive dollars, as well as unallowable expenses, are listed below.

Examples of Allowable Expenses for Incentive Dollars

(capped at \$4,000 per program participant)

- A one-time sign-on bonus awarded (to be capped at \$1,200) to the landlord after the first full month of a signed 12-month lease with a JII, to be forfeited if the landlord terminates the lease without cause or due process
- Provide landlords access to a Landlord Risk Mitigation Fund
- Paying in whole or in part first month's rent and security deposit
- Providing emergency rental payment support in the event unexpected costs arise for the program participant (such as a car repair bill or large healthcare bill)
- Any combination of the above

Unallowable Expenses for Incentive Dollars

- Direct cash payments to the JII
- Direct payments toward any expenses incurred by the JII that are not rent payments, such as car, healthcare and utility bills.

LEO is requesting that the respondent provide a detailed proposal of how they plan to use the incentive dollars, including requirements, limits and allowances for each incentive usage, and the reasoning behind their proposed usage(s). Please note that the allowable examples listed above are suggestions, and it is up to the respondent to explain how and why they will use the incentive dollars, including whether they will cap the incentive to \$4,000 per participant, or less.

Grantees must have a strong understanding of the barriers and factors that affect this population's ability to obtain housing and must have existing relationships with other organizations to support this population. The role of the organization is to facilitate placement in stable housing, ideally a rental agreement with a signed 12-month lease, via financial incentives for the landlord, relationship building with both the landlord and prospective tenant, and education for both the landlord and tenant. The grantee must possess the capacity to carry out their responsibilities to coordinate and perform administrative activities, communicate goals, and ensure an innovative approach to improving housing stability for the target population. Throughout the duration of the grant, the grantee will work closely with LEO, as all final decisions about the program's strategic direction and vision will be made by the LEO Grant Administrator.

The overall goal is to increase the number of landlords renting to JIIs and reduce both the recidivism and poverty rates by removing barriers to an important social determinant of health: housing. We know that stable housing can help improve other social determinants of health as well, including employment. We expect that this goal will only be accomplished through collaboration between service providers and access to various community-based resources.

3. Definitions

Justice Involved Individuals (JII)

- A person who is
 - On parole,
 - On probation,
- OR
 - Not under any supervision but has a criminal record that shows up on a background check

Landlord Risk Mitigation Fund

- A fund that landlords have access to that will help pay for property damage and/or lost rent for a specific tenant. The purpose of the fund is to offer a form of insurance to incentivize landlords to rent to people who may be deemed 'riskier' tenants. More information on risk mitigation funds can be found [here](#).

4. Funding Priorities

Priority will be given to applicants that can demonstrate a proven record of providing services to JIIs in collaboration with partner organizations to meet the full spectrum of needs for JIIs, particularly those that may be labeled as 'harder to serve'.

5. Unallowable Expenses

Ineligible expenses include, but are not limited to:

- Lobbying / Political Activities
- Court fees/costs
- Contributions and donations
- Fines and penalties
- Legislative expenses
- Entertainment expenses
- Fundraising
- Cash reserves and endowment contributions
- Any religious activity
- Any other expenses determined not eligible by LEO

6. Program Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with all requirements contained in Attachment E Program Specific Requirements including the following:

Utilizing no more than 10% of the grant for indirect costs, LEO seeks to secure a qualified entity to provide for the overall administration of the JII Housing Access pilot program, including but not limited to:

Recruitment, Vetting & Education of Landlords

- Provide direct education or access to education on myths surrounding JIIs as undesirable or risky tenants and fair housing practices

- Ensure landlords are compliant with all local and state real estate and fair housing laws, including housing and building code compliance and proof of ownership, and are in the organization's service area.
 - Grantee will be required to maintain records of this vetting process, subject to oversight.
- Liaise between landlord and prospective tenants to ensure concerns are addressed and needs are met.
 - Agreement documents must be used to ensure all parties understand roles and responsibilities related to conflict resolution and communication.
- Provide financial incentives, limited to \$4,000 per program participant (tenant), complete with agreement documents, directly to landlords (see suggested examples above).
 - Provide examples of language for agreement documents that will be utilized with program participants (landlords and tenants) that ensure all parties understand and abide by the approved and restricted usages of the funding.
 - These agreements should include plans for use of dollars that are not dispersed within the first year after a lease is signed (such as a security deposit), preferably to be returned to/kept by the grantee to be used strictly for assisting future participants in this population with obtaining and maintaining housing.
 - Grantee will be required to maintain complete accounting records of all incentives used, including how the incentive complies with allowed uses, subject to monitoring.

Recruitment, Vetting & Education of Tenants

- Recruit and vet prospective tenants based on the following eligibility requirements:
 - Background check (must have criminal history)
 - Proof of sustainable income
 - Program participants must be able to generally afford their monthly rent payment. The financial incentives are meant to incentivize landlords and/or provide emergency financial support.
 - Need for housing
 - To address a large gap in housing services, this eligibility requirement will not be restricted only to people defined as technically homeless (i.e., people living with family, friends or in temporary housing do qualify). However, the applicant must provide a detailed explanation of how they will document a potential participant's need for housing and how they define that need.
 - Because one of the goals is to recruit new landlords to rent to JILs, the incentives/financial support cannot be used to help someone maintain housing they obtained prior to enrolling in the program, unless they are at risk of being evicted due to a change in landlord.
 - Resides within organization's service area
- Provide direct education or access to education material on successful renter practices, including financial literacy, tenant responsibilities, and fair housing laws
- Connect participants to other community resources to support a successful housing placement
- Provide financial incentives, limited to \$4,000 per program participant, complete with agreement documents. This financial incentive will be processed directly to the landlord.
 - Describe examples of language for agreement documents they will use with program participants (landlords and tenants) that ensure all parties understand and abide by the approved and restricted usages of the funding.
 - These agreements should include plans for use of dollars that are not dispersed within the first year after a lease is signed (such as a security

deposit), preferably to be returned to/kept by the grantee to be used strictly for assisting future participants in this population with obtaining and maintaining housing.

- Grantee will be required to maintain complete accounting records of all incentives used, including how the incentive complies with allowed uses, subject to monitoring.

Postplacement Retention Services

- Provide supportive case management which includes a monthly check-in, for 12 consecutive months, with both the landlord and tenant, to ensure there have been no lease violations or other negative outcomes.
- Provide resources on and connections to support services to participants that may include transportation, employment assistance and childcare.

Administrative

Provide overall program support, including:

- Commit to regular administrative updates to LEO:
 - Provide LEO with updated program information to be used for marketing materials
 - Process special information requests from LEO, such as metrics and success stories
 - Participate in scheduled update calls with LEO
 - Commit to providing monthly written summary of progress, outlining work accomplished during the previous reporting period
- Provide an outcomes reporting plan:
 - Describe plan to collect data on program participants and their outcomes including demographic, criminal justice involvement, housing status and employment information
 - Describe plan to use data to assess program impact and effectiveness
 - Technical assistance may be provided to support data collection and outcomes reporting
 - If LEO is able to contract with a third-party evaluator for a more robust evaluation of this pilot, the grantee will be asked to work with the evaluator. This would likely include providing access to the above-mentioned data and possibly helping to facilitate surveys and/or interviews.

7. Credentials

The Grantee shall assure that appropriately credentialed or trained staff under its control, including Grantee employees and/or subcontractors, shall perform functions under this Agreement.

8. Expected Performance Outcomes

Performance outcomes should be included in the workplan section of the application. During the Agreement, the successful applicant shall demonstrate measurable progress toward achievement of the outcomes.

To demonstrate grant success, Respondents must be able to track and report monthly on the following anticipated performance measures:

Performance Measures	Projected Goal
Total number of JIIs who signed a 12-month lease.	37-90
New landlords renting to JIIs and participating in program	5-20
Total number of landlords participating in program, services received	10-40
Total number of JIIs participating in program (including those who were not successfully housed), services received (education, other)	42-100
Total number of JIIs who maintained housing for 12 months	34-81
Total money spent and how	\$200,000 - \$400,000

9. Reporting Requirements

To ensure quality execution of this grant, the organization is responsible for participating in scheduled check-in calls and submitting Monthly Narrative Progress Reports and Monthly Financial Reports to LEO. Report templates will be provided.

Section III

Evaluation Criteria

The total maximum number of points that an application can received equals 100 points. Only those applications received a score of 70 points or more will be considered for an award. The maximum number of points for each category is as follows:

Category	Total Points Possible
Demonstrated Need	15 Points Possible
Scope of Services	35 Points Possible
Partner Organizations	15 Points Possible
Competence, Experience and Staffing	10 Points Possible
Work Plan	5 Points Possible
Budget	20 Points Possible
Total	100

Questions to be answered by the applicant, along with the criteria reviewers will use to evaluate the response, are below.

Demonstrated Need in Organizations Community (15 points)

- A. (5 points) Provide information relevant to why this service is needed in applicant's community complete with sources, including:
- the approximate number of JIIs living in your community
 - the number of JIIs your organization currently serves
 - the approximate number of JIIs in need of housing, or who have experienced housing instability due to their background

Review Criteria:

1. (5 points) Did the applicant provide information relevant to why this service is needed in Respondent organization's community, including the number of JIIs living in the community, the number of JIIs the organization serves, and the number of JIIs in need of housing, or who have experienced housing instability due to their background.
- B. (5 points) Provide an overview of how your organization will work to ensure that programs are tailored to the meet the specific needs of the individuals and community you serve, including JIIs that may be labeled as 'harder to serve' or have a greater housing need.

Review Criteria:

1. (5 points) Did the applicant provide an overview of how the organization will work to ensure that programs are tailored to the meet the specific needs of the individuals and

community served, including JIIs that may be labeled as 'harder to serve' or have a greater housing need.

- C. (5 points) How will the organization work to ensure that programs align with best practices in the field?

Review Criteria:

1. (5 points) Did the applicant indicate how the organization will work to ensure that programs align with best practices in the field?

Scope of Services (35 points)

- A. (21 points) Describe a detailed overview of the proposed program including:

- Recruitment, Vetting & Education of Landlords
 - Providing direct education or access to education on myths surrounding JIIs as undesirable or risky tenants, and fair housing practices.
 - Ensuring landlords are compliant with all local and state real estate and fair housing laws, and are in the organization's service area, including documentation plan.
 - Liaising between landlord and prospective tenants to ensure concerns are addressed and needs are met, including when and how agreement documents will be used.
 - How the \$4,000 per participant will be used to incentivize Landlords, what will be included in agreement documents, how the incentive dollars will be documented, and the number of planned recruited landlords.
- Recruitment, Vetting & Education of Tenants (JIIs)
 - Recruiting and vet prospective tenants based on
 - Background check (must have criminal history)
 - Proof of sustainable income
 - Need for housing
 - Resides within organization's service area
 - Providing direct education or access to education on successful renter practices, including financial literacy, tenant responsibilities, and fair housing laws
 - Connecting participants to other community resources to support a successful housing placement
 - How the \$4,000 per participant will be used to support tenants, what will be included in agreement documents, how the incentive dollars will be documented, and the number of planned tenants.
- Postplacement retention services
 - Providing supportive case management which includes a monthly check-in, for 12 consecutive months, with both the landlord and tenant, to ensure there have been no lease violations or other negative outcomes
 - Providing resources on support services to participants that may include transportation, employment assistance and childcare

Review Criteria:

1. (7 points) Did the applicant provide detailed overview of recruitment, vetting and education of landlords, including a detailed plan for use of incentives?
2. (7 points) Did the applicant provide detailed overview of recruitment, vetting and education of JILs, including a detailed plan for use of incentives?
3. (7 points) Did the applicant provide a detailed overview of how they would provide postplacement retention services?

B. (14 points) Describe the organization's plan to provide administrative support, including:

- Committing to regular administrative updates to LEO:
 - Providing LEO with updated program information to be used for marketing materials
 - Processing special information requests from LEO, such as metrics and success stories
 - Participating in scheduled update calls with LEO
 - Committing to providing monthly written summary of progress, outlining work accomplished during the previous reporting period
- Provide an outcome reporting plan:
 - Describe plan to collect data on program participants and their outcomes including demographic, criminal justice involvement, housing status and employment information
 - Describe plan to use data to assess program impact and effectiveness, and if you would like technical assistance in this area.
 - Acknowledgement of ability to work with a third-party evaluator, if contracted, to provide a more robust evaluation of the pilot, including providing access to data.

Review Criteria:

1. (14 points) Did the applicant provide detailed overview of their plan to provide administrative support for the housing pilot.

Partner Organizations (15 points)

Provide a list of organizations the applicant has a history of working with, and how they will work with those partner organization to provide supportive services to program participants. These services may include employment, transportation, childcare, healthcare, etc. (10 points).

Review Criteria

1. (5 points) Did the applicant provide a list of partner organizations?
2. (5 points) Did the applicant explain how they will work with those partner organizations to provide supportive services to program participants?

Provide at least 2 letters of support from partner organizations that demonstrate their agreement to work with the applicant to provide supportive services for this grant.

Review Criteria

- (5 points) Did the applicant provide at least 2 letters of support from partner organizations?

Competence, Experience and Staffing (10 points)

Describe the prior experience of the applicant that may be considered relevant to the successful accomplishment of the scope of services defined in this RFP. Include sufficient detail to demonstrate the relevance of such experience, such as existing programs that serve JIIs, the number of JIIs served, and the impact of those services. Provide the titles and relevant experience of staff members who the applicant will assign to oversee and implement this grant. Include experience and any other appropriate information regarding the work team's qualifications to implement the scope of services. Indicate which of these individuals is considered key to the successful completion of the work. Resumes of qualifications should be supplied for proposed project personnel.

Review Criteria:

1. (5 points) Did the applicant describe the prior experience of the applicant that may be considered relevant to the successful accomplishment of the scope of services?
2. (5 points) Did the applicant provide the titles and relevant experience of staff members who will work on this program, including resumes?

Work Plan (5 points)

Applicants should provide objectives and activities that demonstrate the programs' purpose and objectives. Provide a detailed project timeline outlining proposed deliverables, tasks, and timeframes.

Review Criteria:

1. (2 points) Are the objectives consistent with the program goal(s)?
2. (1 points) Do the activities clearly describe what actions or steps will be taken to accomplish each objective?
3. (1 points) Are the responsible staff listed consistent with the project contacts and/or budgeted staff?
4. (1 points) Does at least one activity extend across the full project period?

Budget (20 points)

Budget Entry (10 points)

- A. (10 points) The budget should be for expenses during period of this grant July 1, 2025 to January 31, 2027.

Review Criteria:

5. (10 points) Are the resources (budgeted details such as occupancy, communication, supplies and equipment, transportation, client assistance, other, etc.) allowable and reasonable to accomplish applicant's work plan, and reasonably adequate to provide a consistent level of service throughout the term of the grant?

Budget Narrative (10 points) - The budget narrative needs to be entered in LEO EGrAMS on the budget entry screen in the peach box that says "Narrative" for each budget category that has expenses.

- B. (10 points) Provide a budget narrative that describes the uses, need and purpose for the resources and costs included in the project budget. Please explain why each of the requested items is necessary to accomplish the supported project activity(s). Ensure that the resources and costs are allowable, reasonable and necessary to accomplish the work plan and terms of the agreement.

Review Criteria:

1. (7 points) Are the resources identified in the narrative consistent with those in the budget?
2. (3 points) Are the line items requested allowable?