



# COOK COUNTY JUSTICE ADVISORY COUNCIL

**REENTRY INITIATIVE: Rental Assistance and Services for Returning Residents**



**January 2023  
Information Session**

# WELCOME

- **Justice Advisory Council Overview**
- **Introductions**
  - Ali Abid – Deputy Director, JAC
  - Juandalynn Johnson – Grants Management Director, JAC
  - Kristina Kaupa – Director of Policy, JAC
  - Laura Grossman – Public Information Officer, JAC
  - Faith Hong – Service Coordinator, JAC
  - Marcus King - Director of Strategy and Communication, HACC
  - Guadalupe Marquez - Program Manager, HACC



# AGENDA

- Information Session Conference Goals
- Request for Qualifications Overview
- Application Timeline
- Services Sought and Application Requirements
- Capacity Building Resources
- How to Apply
- Q&A




*Questions may be submitted via the Q & A feature and will be addressed at the end of the session. Time constraints may limit the number of questions discussed in the session. The JAC cannot answer questions specific to a proposed program or organization.*

# GOALS

This information session is designed to:

- **Provide information** about a contracting opportunity for wraparound services for returning residents with the JAC (supporting individuals in Cook County's forthcoming Reentry Rental Assistance & Services Program).
- **Answer questions** about the application process and requirements.
- **Share resources** for potential applicants including capacity building workshops on topics such as budgets, reporting and performance metrics.
- **Encourage applications from organizations provide different services and can serve diverse and marginalized populations.** The RFQ opportunity is seeking a wide variety of service types and also the ability serve populations no matter their language access abilities, gender identity, race, ethnicity or other protected category.

# OVERVIEW

		<b>Wraparound Services for Returning Residents</b>
	<b>Background</b>	<p>Recognizing the vulnerability and needs of residents returning from incarceration, Cook County is launching a new reentry initiative. The Housing Authority of Cook County and the Justice Advisory Council are partnering to lead the initiative that will provide Rental Assistance and Wraparound Services for Returning Residents.</p> <p>The expected start of services is Summer 2023.</p>
	<b>Funding</b>	<p>The initiative is being funded by the federal American Rescue Plan Act (ARPA). \$7 million is allocated for wraparound services for returning residents to be spent over the course of two years.</p>
	<b>Application</b>	<p>The application format will be a Request for Qualifications (RFQ). The RFQ process will result in a contract process.</p> <p>Application period is February 1 - March 7 at 5pm CST.</p>

# REQUEST FOR QUALIFICATIONS (RFQ)

A Request for Qualifications (RFQ) is a call for organizations to demonstrate their capacity and track record in providing specific services. The ultimate goal of the RFQ process is to identify qualified partners who will receive funding to provide services or carry out work.

STEP	DESCRIPTION
<b>1</b> <b>Respond</b> (Submit an application)	Organizations respond to the RFQ, providing information on their programs and services as well as references and financial documents etc.
<b>2</b> <b>Qualify</b>	A formal review process will take place using uniform criteria. A qualified list, or pool of qualified service providers will be identified.
<b>3</b> <b>Contract</b>	Organizations will be selected from the qualified list and contract negotiations will take place.
<b>4</b> <b>Provide Service</b>	Organizations will provide services based on the terms of the contract.

# APPLICATION TIMELINE



<b>February 1, 2023</b>	RFQ Released on <a href="https://www.cookcountyil.gov/JACGrants">cookcountyil.gov/JACGrants</a>
<b>February 15, 2023 from 2-3pm</b>	Pre-Submittal Conference
<b>March 7, 2023 at 5pm CST</b>	Responses to the RFQ are due by 5:00pm via Online Application Submission
<b>March 7, 2023 – April 30, 2023</b>	Anticipated time period for qualified list determination and subrecipient selection
<b>May/June 2023</b>	Anticipated Cook County Board Meetings to approve awards as needed

# ELIGIBILITY & SERVICES SOUGHT

★ Applicants must be a recognized 501(c)(3) or 501(c)(4) or have a fiscal agent who is.

★ Applicants must be able to demonstrate a track record in and current ability to provide services in at least one of the following areas:



**Case Management** - Service coordination, navigation, and connection to additional services (such as other services defined in this RFQ); needs assessment, goal, action and transition plans, monitoring and reporting progress.



**Legal Support** - Including but not limited to expungement, petitions, waivers and sealing support for criminal records where applicable and needed.



**Housing Access Advocacy** - Assistance searching for or residing in rental units, communicating with landlords and advocating for rights; Education for landlords/property owners on renting to returning residents and those with criminal records, including their legal rights and obligations.



**Employment Support** - Employment training, retention, interview preparation and resources, job readiness training, work placements, entrepreneurship opportunities.



**Healthcare Services** - Including but not limited to physical, mental, behavioral, substance abuse or co-occurring treatment services.



**Educational Support** - Including but not limited to GED program resources, certification programs, special education services, and literacy training.



# APPLICATION CHECKLIST



Document	Items to Include
<b>1 - Program Qualification Documents</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> 7-page Mandatory Qualifications Description</li><li><input type="checkbox"/> 1 References Page – 3 relevant references</li></ul>
<b>2 - Current Budget Documents</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> This document should detail the specific sources of revenue for your organization for your current budget year, and the expenses planned for your organization. Please offer an explanation for any expected planned deficit for the budget year.</li></ul>
<b>3 - Financial Qualifications Documents</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> an audited financial statement</li><li><input type="checkbox"/> a federal Form 990 or Form 990-EZ (Form 990-N is not acceptable)</li><li><input type="checkbox"/> A statement signed by the Chair of the organization’s Board of Director’s indicating the organization’s actual revenues and expenses, and a statement of financial position, for the most recently completed fiscal year.</li></ul>
	<b>*When you submit your application, items within each document category will be submitted together as one file</b>

# EVALUATION CRITERIA

Below are some of the criteria that will be used to score and evaluate applications:



## **Readiness and Experience**

- Respondent's readiness to implement the specific service components associated with the project, as evidenced by their general experience with providing similar services.



## **Fiscal Capacity**

- Respondent's fiscal capacity to deliver services on an ongoing basis.



## **References**

- The reputation and strength of the respondent's reentry services programming will be evaluated based upon the quality and relevance of the references provided



## **Further Evidence of Organizational Capacity**

- Completeness, consistency and clarity in the respondent's execution of all required sections of response, as evidenced by each part of the submission.

# HOW TO APPLY



## APPLICATION STEPS:

1. Download the Request for Qualifications at [cookcountyil.gov/JACGrants](http://cookcountyil.gov/JACGrants) (available 2/1)
2. Complete your application and gather all required documentation
3. Return to the JAC grants website to submit your application:
  - Input your organization's general information and preferred contact for the grant
  - Upload your completed application and required documentation
    - *Highly recommend to submit 3 documents comprising all the pieces, as described in RFQ.*
  - Click submit \*this is your final submission
    - *It is recommended to submit early to avoid a potential delay caused by a high volume of last-minute applications.*


# HOW TO APPLY




Visit the JAC grants website [CookCountyIL.gov/JACgrants](https://grants.cookcountyil.gov/JACgrants).

The application submission link is posted under the funding opportunity: <https://grants.cookcountyil.gov>

▲ Funding Opportunities

Search... 

Showing 1 to 1 of 1 records

Funding Opportunity Title	Organization Name	Status	Application Due Date and Time	Actions
Justice Advisory Council Wraparound Services Opportunity	Justice Advisory Council (JAC)	Published	11/14/2022 5:00 PM	

Total Records: 1

Announcement  
**Justice Advisory Council Wraparound Services**

Enterprise Grants Management System      Status      Days Left to Apply      Application Due Date  
AN-CC89-157      Published      39      11/14/2022 5:00 PM

Submit Application    Download Application Package

▲ General Information ⓘ

Title	Program Name	Internal Organization ⓘ
Justice Advisory Council Wraparound Services Opportunity	PG-CC89-0073	Justice Advisory Council (JAC)

# CAPACITY BUILDING RESOURCES

Recordings of capacity building workshops facilitated by Guidehouse, a Cook County partner, are available on the JAC website. They are a general resource and not related to any particular funding opportunity. Visit for [cookcountyil.gov/JACGrants](https://cookcountyil.gov/JACGrants) for links to those resources



## Program Design

Topics include:

- Goal Development
- Program planning
- How to align program goals and performance metrics



## Application

Topics include:

- Writing a compelling grant application
- Budgets and categorizing costs (ex. indirect rates)
- Registering for SAM.gov and a DUNS number



## Monitoring & Reporting

Topics include:

- Program evaluation
- Tracking metrics and key performance indicators
- Federal compliance
- Procurement

# Q & A



## COOK COUNTY JUSTICE ADVISORY COUNCIL

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Please submit questions using the Q & A chat feature.



**APPLY:** [cookcountyl.gov/JACGrants](https://cookcountyl.gov/JACGrants)

**CONTACT:** [JAC.Info@cookcountyl.gov](mailto:JAC.Info@cookcountyl.gov)