



Application for RFP #10054-2021

Community Development Division

Emergency Rental Assistance and Legal Support Services

Submit application to: CDDapplications@cityofmadison.com

Applications are due by **12:00pm on Wednesday August 4, 2021.**

Please limit your proposal and responses to the form provided. Any materials submitted in addition to this application form will not be considered in the evaluation of the proposal. *Do not attempt to unlock or alter this form.*

Applicant Organization:	Meadowood Neighborhood Association, Inc. dba Meadowood Health Partnership		
Contact Person:	Sheray Wallace		
Address:	5630 Schroeder Rd, #424, Madison, WI 53711		
E-Mail:	sherayw@yahoo.com		
Website:	https://www.meadowoodneighborhood.org/meadowood-health-partnership	Telephone:	608-622-2355
Federal Tax ID or EIN	46-5001898		
DUNS Number	118145083		
Legal Status:	<input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> General Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Unincorporated Association <input type="checkbox"/> Other: _____		
Tax Exempt Status:	<input checked="" type="checkbox"/> 501 (c)(3) since 1/14/2016		

Check which proposed service your organization is intending to provide:

- Assist eligible applicants through application process, provide outreach and education
- Evaluate and process completed applications
- Provide legal support and mediation services as necessary (If interested in providing **only** this service skip to **Program C**)

PART 1: Program Description

Program A: Assist eligible applicants through application process, provide outreach and education (*Administrative costs only*)

1. What Madison neighborhoods and/or vulnerable populations does your organization serve? How will your organization ensure these resources are accessible to those most in need? Be specific (e.g. language capacity, culturally relevant service models, collaboration with other culturally competent community-based organizations, etc.)?
MHP serves families throughout the City of Madison, focusing particularly on the south and west sides of the city and centered on the Meadowood, Praire Hills, and Elver Park Ridge/Park Edge neighborhoods. Approximately 75% of families served are African-American and Latinx. MHP has access to translation services for community members who speak only Spanish. MHP was formed to specifically serve underserved African-American families. Sheray Wallace has strong connections within the communities she serves and the trust of community members.
2. What is your organization's experience disbursing and navigating clients through housing-related financial assistance in Madison (e.g. Emergency Rental Assistance, Dane CORE, tenant-based rental subsidies, etc.)?
Meadowood Health Partnership is currently contracted (contract date 6/18/2021) with the City of Madison to provide housing related navigation services under Dane CORE 2. MHP is currently assisting households eligible for emergency rental assistance and providing services and support designed to help reduce the incidence of eviction and promote housing stability. MHP is knowledgeable and has experience with eligibility requirements; maintaining Federal reporting standards; submitting reimbursement requests to the City; records retention, etc. and is fully capable of meeting contract requirements.
3. Describe the staffing plan for your proposal, including all leadership, direct service and supportive roles (e.g. finance, intake coordinator, etc.). Include job titles, brief job descriptions necessary experience for each staff member, including for staff who need to be hired?
Sheray Wallace, CEO of MHP: ROLE: Intake coordinator; provide direct services to clients. Has provided eviction prevention support for 5 years. Provides wrap around health support to clients. Primary contractor to City's 2021 CORE 2 eviction prevention contract. Negotiates with landlords to prevent eviction. Maintains all records required by CORE 2 contract.
Becky Gennerman-Schroeder, Database Management: ROLE: Processes and enters data from CORE client applications into spreadsheets.
Lisa Schulz, Grant Administrator: ROLE: Finance, record keeping, prepares reports, writes all grant checks and tracks all transactions; prepares and submits reports to CORE 2 contract with the City of Madison.
Dewayne Brisco, Driver: Assists Sheray in travel to and from client's homes; stock supplies and makes deliveries for clients.
4. Describe the proposed client-level outcomes, including the total number of people to be served, and timeline of services (e.g. 6 months, 12 months).

Outcomes include: housing stability and eviction prevention for all families served. In addition, MHP will provide additional support to struggling families in the form of food and gas cards, formula and diapers for babies; referrals to medical and mental health professionals to strengthen individuals and help families thrive using funds other than federal CORE funds. In the first 6 months of the CORE 2 program, MHP served 72 families (141 individuals). Under this grant MHP proposes to serve 75 families (approximately 150 individuals) in the first 6 months funded by under this RFP.

Program B: Evaluate and process completed applications (*only complete if interested in providing this service.*)

1. Describe the history of effective organizational and fiscal management of federal funds, including understanding of 2CFR Part 200, “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards”, please identify staff positions and job experience responsible for fiscal management and reporting.
2. Describe how your agency monitors and verifies the accuracy and sufficiency of its billing system to assure all claims made are proper and that adjustment is sought when issues are identified.
3. Describe staff experience with Federal Funds allocated through the United States Department of the Treasury pursuant to Title V, Section 501 of the Consolidated Appropriations Act, 2021 that has been funding source for Emergency Rental Assistance programs. Please include training plan for new hires to learn about federal requirements.
4. If additional staff required than described above please add detail of staff needed to evaluate applications and process payments. Include job titles, brief job descriptions necessary experience for each staff member, including for staff who need to be hired and timeline for hiring?

Program C: Provide legal support and mediation services as necessary (*only complete if interested in providing these services.*)

1. Describe the project for which funding is being requested. Include project details, the need addressed by the project, and the populations to be served.
2. Describe the agency’s experience in administering this type of program. Describe the qualification of the staff assigned to the proposed program, including their knowledge and experience.

3. What Madison vulnerable populations does your organization serve? How will your organization ensure these resources are accessible to those most in need? Be specific (e.g. language capacity, culturally relevant service models, collaboration with other culturally competent community-based organizations, etc)?

PART 2: Project Budget

BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUE	SOURCE OF NON CITY FUNDED PORTION
A. Personnel Costs (Complete Personnel chart below)				
1. Salaries/Wages (show detail below)	\$27,000/6 mo	\$27,000/6 mo	\$0.00	n/a
2. Fringe Benefits and Payroll Taxes	0.00	0.00	0.00	n/a
B. Program/Operations Costs				
1. Program supplies and equipment	\$650.00	\$650.00		
2. Office Supplies	\$1,200.00	\$1,200.00		
3. Marketing	\$400.00	\$400.00		
4. Rent/Utilities/Telephone	\$360.00	\$360.00		
5. Other (explain*)				
C. Direct Rental Assistance				
1. Rental Assistance				
2. Other (explain*):				
D. TOTAL (A + B + C)	\$29,610.00	\$29,610.00	\$0.00	X

*Explanation of "Other" expenses:

PART 3: Personnel Chart

Identify and describe the role of key staff positions and affiliate partners who would become directly responsible for the various aspects of the contract, if awarded. For each position, please note if duties will be provided by a current staff position (no additional FTE), a new position, or expanded hours for a current staff position (additional FTE) in the hiring plan column.

Title of Staff Position	Hiring Plan (Current, New, or Expanded)	Expected hours to be spent in this project per week	Proposed Hourly Wage	Role With This Project
Sheray Wallace	Current	15	\$40.00	CEO
Lisa Schulz	Current	8	\$27.00	Grant Administrator
Becky Gennerman-Schroeder	Current	2.00	\$25.00	Database Management
Dewayne Brisco	Current	9.00	\$18.00	Driver
			\$	