# 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:** | Peace Network Inc - fiscally sponsored by the Center for Community Stewardship | | |
| **Contact Person:** | Wanda Smith =program/ Lisa Dugdale - fiscal sponsor | | |
| **Address:** | 345 W. Washington Ave Sute 326, Madison, WI 53703 | | |
| **E-Mail:** | wandamccannsmith@yahoo.com/ ldugdale@community-stewardship.org | | |
| **Website:** | | **Telephone:** | (608) 622 -5095 |
| **Federal Tax ID or EIN** | 68-0501459 | | |
| **DUNS Number** | 021926136 | | |
| **Legal Status**: | ☐ Corporation ☐ Limited Liability Company ☐ General Partnership<br>☐ Sole Proprietor ☐ Unincorporated Association ☐ Other:_____. | | |
| **Tax Exempt Status:** | ☒ 501 (c)(3) since 2007 | | |

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.)?
   Peace Network Inc serves, provides services and resources to single parent families, low income families, unaccompanied youth and mature adults within the City of Madison. We are looking to utilize funds from this contract to bring rental assistance to these same populations in hope to provide some financial relief in this rebound period from Covid-19.

   Our work has been done through partnerships with the Urban League of Greater Madison who served as a host for us to provider Christmas presents to families in need in the Park Edge/park Ridge Neighborhood. gather and disperse resources, Teresa Terrace Neighborhood Center who has provided us with space to develop and deploy programs to youth within the service area of the center, Park Edge/Park Ridge Neighborhood Center who shares our resources and programs with the youth served through their center and developing an afterschool tutoring program with Wisconsin Youth Company. We have also shared program and resource information with Meadowood Neighborhood Center, MeadowRidge Library, Common Wealth Development & Good Shepard Church. In effort to maintain and grow these partnerships we look to add this additional resource to this area as well as providing aid to the families not only within the areas mentioned, but also within the city of Madison.

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.)?
   Our organization partnered with Tenant Resource in 2020 as apart of the CARES Rental Prevention Assistance in 2020 to assist individuals and families in the community and within the city of Madison to complete applications as a request for rental assistance, collecting and providing any requested documentation to accompany their application and to also submit their completed request for rent prevention funds.

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?
   * RESOURCE COORDINATOR - The Resource Coordinator primary responsibilities are; answering phone calls from potential applicants, independently scheduling appointments from individuals and families who are seeking to submit an application for DANE CORE Rental Assistance while assisting them through the assistance application request process.

This individual should have excellent independent time management skills, strong verbal and written communication and negotiation skills and an understand of both the assistance application request requirements and the ability to advise applicants on how to obtain and provide acceptable documentation needed to accompany their assistance application request.

Resource Coordinators will need to have related a skill history that demonstrates a capability and experience of utilizing, developing and leveraging skillsets of; answering/returning phone calls within 24 hours, the ability to independently manage and maintain scheduled appointments, basic customer service skills, basic data entry skills, ability to stay on task through repeated disruptions throughout the workday, educate applicants on how to obtain and submit requested documentation, provide updates on applications, ensure applications are fully and accurately completed before submission and uphold recordkeeping standards/requirements.

* PROGRAM ADMINISTARTOR - The Program Administrator primary responsibilities include; managing the completeness of applications submitted for DANE CORE on behalf of Peace Network Inc, managing the integrity of data during the duration of this contract, managing key partnerships and referral channels, training staff and completing other duties as assigned.

This individual should have previous experience with managing, compiling and reporting out qualitative or quantitative data, strong verbal and written communication and negotiation skills and an understand of both the assistance application request requirements and the ability to advise staff on the best practices for submitting complete application requests.

The Program Administrator will need to have related a skill history that demonstrates the capability and experience of utilizing, developing and leveraging skillsets of; setting and maintaining data integrity parameters, compiling and submitting required reporting for this contract, developing/managing/maintaining key referral partnerships as assigned and training staff on any clerical/office administrative and database operations as needed and completing other duties as assigned pertaining to the operation of this initiative including, but not limited to; assisting with the intake of incoming referrals, completing rental assistance application requests, assisting applicants with submitting required documents for assistance requests, answering/returning client phone calls, providing application updates to applicants and assisting with recordkeeping.

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).

Peace Network Inc anticipates on serving a minimum of 300 applicants within a 12 month period. Within the initial 3 months of operation we will hire/train new staff, establish referral/community partnerships, start processing applications, begin conducting weekly staff meetings to allow us to become acclimated with our work along with utilizing one another as a resource to troubleshoot challenges as they arise and conduct our 1st data audit.

Throughout the first 90 we will work to master our roles and essential responsibilities while meeting on a weekly basis. Following our initial 90 days of operation we will assess our comfortability with our roles to adjust the frequency of staff meetings/check-in's.

Within the inintal six months we aim to serve 150 applicants within the Greater Madison Community and additional 150 applicants before December 31, 2022.

## **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) | 153,920 | 153,920 | | |
| 2. Fringe Benefits and Payroll Taxes | 20,828 | 20,828 | | |
| **B. Program/Operations Costs** | | | | |
| 1. Program supplies and equipment | 600 | 600 | | |
| 2. Office Supplies | 200 | 200 | | |
| 3. Marketing | | | | |
| 4. Rent/Utilities/Telephone | 7,200 | 7,200 | | |
| 5. Other (explain*) | 20,305 | 20,305 | | |
| **C. Direct Rental Assistance** | | | | |
| 1. Rental Assistance | | | | |
| 2. Other (explain*): | | | | |
| **D. TOTAL (A + B + C)** | 203,053 | 203,053 | | |

*Explanation of "Other" expenses:

Fiscal sponsor fee for administering the grant; financial management; accounting, compliance, audit, insurance; HR management.

## 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 |
|---|---|---|---|---|
| Resource Coordinator (FT) | New | 40 | $22.00/hr | Intake, complete, process, submit applications for assistance |

| 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 |
|---|---|---|---|---|
| Resource Coordinator (PT) | New | 20 | $22.00/hr | Intake, complete, process, submit applications for assistance |
| Resource Coordinator (PT) | New | 20 | $22.00/hr | Intake, complete, process, submit applications for assistance |
| Resource Coordinator/Program Administrator (FT) | New | 40 | $30.00/hr | Maintain data integrity for completed applications and organizational related data, complete monthly data/record audits, compile/complete and submit reports on behalf of the organization, intake, complete, process, submit applications for assistance |
| | | | $ | |