

**City of Madison CDBG Office**  
**EMPLOYMENT SERVICES TO PREVENT HOMELESSNESS**  
**REQUEST FOR PROPOSALS (RFP)**

**Date of Issuance: Monday, June 12, 2009**  
**Proposals Due: Noon, Thursday, July 2, 2009**

**I. Background:**

The City of Madison has received notice of award from the U.S. Department of Housing and Urban Development (HUD) of Community Development Block Grant Recovery funds under the American Recovery and Reinvestment Act (ARRA) of 2009.

The City of Madison CDBG Commission and Common Council have approved \$42,727 in HUD funds for job development and placement services to assist low income persons who are at risk of losing their housing due to an eviction as a result of job loss or under-employment. These funds are part of HUD's one-time ARRA funding for 2009. Funds are to be considered as available for this one time only and will not be renewed.

**II. Purpose:**

The purpose of this program is to assist homeless individuals to obtain and retain employment; \$42,727 is budgeted for this program.

The proposal selected will provide services to assist homeless individuals to improve their job seeking skills and overcome barriers to obtain employment. Through securing and retaining employment, it is expected that participants will increase their earned income and retain stable housing.

**III. Eligibility:**

Eligible individuals are adults (with or without children), who are at risk of homelessness as a result of possible loss of housing. Eligible individuals will be unemployed or under-employed; be at least one month in arrears of their rent or mortgage payment; AND have no other resources so as to be at risk of homelessness.

Job development activities include individual and/or group workshops focusing on job applications, resume writing, interviewing skills, and job search activities. Job placement activities including networking with local employers and connecting eligible applicants to job openings in the community.

The proposal selected will include a strategy for identifying eligible applicants for this program which may include partnering with local non-profit agencies that serve households at risk for homelessness due to un- or under-employment.

**IV. Contract:**

The contract resulting from this RFP will be administered by the City of Madison CDBG Office. The contract administrator will be Sue Wallinger, Grants Administrator, CDBG Office. Any questions regarding this RFP can be directed to Sue Wallinger at [swallinger@cityofmadison.com](mailto:swallinger@cityofmadison.com) or 261-9148.

The contract period will be approximately 12 month, likely from August 2009 through July 2010.

Outcomes from the use of these funds will include the creation of one (1) FTE employee to carry out these activities.

It is anticipated that staff hired to carry out these activities will have contact with approximately 40 individuals per month, a portion of whom staff will provide assessment and case management. A minimum of 10 eligible individuals will be assisted through employment training and job development activities that will result in at least part time employment. A minimum of 10 eligible individuals will be placed in full time jobs. Ninety percent (90%) of the households connected with employment will retain housing at the end of this contract period.

## **V. Services Area**

These funds are intended to serve adults living within the City of Madison.

## **VI. Contract Negotiations:**

The City of Madison reserves the right to negotiate the award and conditions of the proposal prior to entering into a written agreement. The beginning of the contract period will be no later than August 31, 2009 and run for approximately 12 months.

## **VII. Proposal Content:**

Proposals must be organized with the following headings. Each heading should be separated or otherwise clearly marked. The RFP sections which should be submitted are:

A. Program Design. Indicate how the program will operate. Be specific and identify the anticipated number of participants served, the services provided, key outcomes to be attained, and locations where services will be provided. Indicate how the program will identify eligible participants. Indicate a time-line for major activities such as hiring of staff. State if the program will build or expand on current efforts already underway. Explain collaborative efforts to achieve the desired outcomes.

B. Qualifications of Agency and Staff. Indicate the experience of the applicant agency(ies) in providing job readiness, employment search and job placement services. Be specific and identify programs/projects experience, number of participants you have served, services provided, key outcomes attained, and dates and locations where services were provided. Include specific experience of staff anticipated to be involved in this program. Include experience, if any, with program implementation with federal funding.

C. Outcomes. Include proposed participant outcomes. Include at a minimum, those outcomes specified in Section IV. Contract. The successful applicant must be able to collect data as required for the City of Madison to report to HUD.

D. Budget. Primary activities will be related to staff assigned to this project. Include any other activities for which funds will be requested. You may also include information regarding other funds not requested as part of this RFP that will be used to supplement activities.

E. References. Include a list of organizations, including points of contact (name, address, e-mail and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

## **VIII. Evaluation and Scoring of Proposals:**

The proposals will first be reviewed to determine if the proposal is complete. Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all the proposals do not meet one or more of the requirements, the City reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

Accepted proposals will be reviewed by a review team made up of City staff and at least one CDBG Commission member and scored against the stated criteria:

A. Program Design – To receive full points, a proposal must indicate knowledge of employment services - job development and job placement activities. The proposal must indicate a reasonable timeline for implementing this program including the hiring and training of staff – 30 points

B. Experience – To receive full points, the agency must demonstrate experience in providing job readiness, development and placement activities. Staff assigned to this project will have 3 years or more of related experience. Agency will have demonstrated a knowledge of complying with federal and state requirements related to receiving public funds – 25 points.

C. Outcomes – To receive full points, the agency will indicate an ability to meet the outcomes specified in Section IV, Contract. Additional outcomes may be included. Agency has proven ability to collect needed client-level data – 20 points.

D. Budget – To receive full points, the agency will submit a clear and reasonable budget for the proposed activities – 20 points.

E. References – To receive full points, the agency will submit a list of organizations and contact information that can verify the agency’s ability to provide services required in this RFP – 5 points.

## **IX. Submission of Proposals**

**Applicants must submit an original and three (3) copies of all materials required for acceptance of their proposal by Thursday, July 2, 2009 at Noon to:**

City of Madison CDBG Office  
Room 280 Madison Municipal Building  
215 Martin Luther King Jr. Blvd.  
Madison WI 53703

All pages of the proposals must be secured and show the following information on the cover page: 1) Agency Name and Address, 2) Agency Contact Information, and 3) Name of Program for Which Proposal Submitted.

Proposals may be reviewed and scored by City staff and at least one CDBG Commissioner. Recommendations will be forwarded to the City of Madison CDBG Commission at its July 9, 2009, special meeting. Organizations will be notified of a decision no later than Thursday, July 16, 2009.