

**CITY OF MADISON:
Planning and Community and
Economic Development Dept:
CD Division**

Memo

To: CDBG Committee Members
From: Sue Wallinger, Grants Administrator
Date: March 27, 2013
Re: Request for Proposals for Coordinated Intake and Assessment Services

A committee of the Homeless Services Consortium has been meeting over the course of the last year to design what a model would look like for a coordinated intake and assessment system designed to serve persons in a housing crisis. The committee is made up of representatives from agencies that serve all homeless and at-risk sub-populations providing emergency shelter, affordable housing and support services. The group developed a consensus of what a local system would look like and approved initiating the pilot program with priority on serving households, both single adults and families with children, who were homeless less than 6 months. The “bones” of the program includes:

- a single, well publicized telephone number for persons in a housing crisis to contact for information;
- a uniform set of intake questions that will be used as part of this new telephone system; and
- mobile support services staff/team that will provide in depth assessment with the homeless household.

Through the 2013 City budget process, the Common Council approved \$74,997 for the purpose of a coordinated intake and assessment system. The attached RFP combines funds from the 2013 budget and anticipated funds from the 2014 budget for a total of \$146,900. A sub-committee of the Homeless Services Consortium will rank the proposals and make a recommendation to staff. A resolution will be presented to the CDBG Committee at the 6/6 meeting requesting approval of the recommended proposal and authorizing the Mayor and City Clerk to sign a contract for providing intake and assessment services to the pilot population starting approximately 7/15/2013 through 12/31/2014.