

Memo

To: Mayor David Cieslewicz
From: Sue Wallinger, CDBG Office
Date: December 21, 2009
Re: Approval of CDBG Committee Action on Resolution 16666 - Discussion and action on \$25,000 amendment to the 2010 city budget for the purpose of addressing homelessness.

At the December 3, 2009 meeting of the CDBG Committee, the Committee directed staff to prepare an Request for Proposals to select a non-profit agency to administer a fund available to homeless and those at risk of homelessness to pay for expenses that eliminate barriers to income and housing. Funds will be paid to third parties on behalf of homeless or near homeless individuals who are working with a Homeless Services Consortium (HSC) agency case manager. The expenditure of funds must eliminate or minimize the barrier(s) that have kept the individual from obtaining and/or maintaining housing and/or income. An eligible individual is either homeless or at risk of becoming homeless and would remain so "but for" assistance with these funds.

These funds shall not be used to pay rent or utilities, including back rent and back utilities, due to the availability of other funding through the American Recovery and Reinvestment Act (2009).

A draft Request for Proposals will be presented to the Committee at the January 7th meeting. It is anticipated that the RFP will be released the following week. Agencies will have slightly more than two weeks to respond with an anticipated due date of January 28, 2010. Allowing a week for staff review and scoring, it is anticipated that a successful agency or agencies will be selected by February 5, 2010.

This proposal will not exceed \$25,000, requiring only the signature of the Mayor for proceed. In order to utilize these funds as quickly as possible, we ask that you approve the CDBG Office to proceed with an RFP agreed up on the CDBG Committee and enter into a contract with the selected agency or agencies. Any questions can be forwarded to be at 261-9148 or swallinger@cityofmadison.com. Thank you.

Mayor David Cieslewicz

Date