



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:	Mount Zion Baptist Church		
Contact Person:	Harry W. Ogden, Sr.		
Address:	2019 Fisher Street, Madison, WI 53713		
E-Mail:	hogdensr@mtzlife.com		
Website:	www.mtzlife.com	Telephone:	(608) 255-5270
Federal Tax ID or EIN	39-1562299		
DUNS Number			
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 1914		

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.)?

Mt. Zion Baptist Church is the largest African-American church in Madison. Help prevent evictions and promote housing stability for eligible households affected by the COVID-19 pandemic. Conduct culturally and linguistically responsive outreach to City of Madison African American applicants and the broader South Side Madison Community. Work with the African American Council of Churches for referral applicants. Reach out to our American Baptist Church sister church First Baptist Church for contacts. Continue in collaboration with Urban Triage. Refer applicants to the Tenant Resource Center and receive contacts from them. Maintain partnerships with the Urban League of Greater Dane County.

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.)?

We have provided benevolence assistance (housing, food, transportation, and clothing) to our members and the Dane County Community since 1911. In 2020, we partnered with the Tenant Resource Center to provide rental and utility assistance to Dane County applicants who were affected by the COVID-19 pandemic. We also partnered with the Dane County Boys and Girls Club to provide rental and utility assistance to Dane County applicants who were affected by the COVID-19 pandemic. February 2021, we became a part of the Dane County Collaboration of Black Service Providers and have helped to prevent evictions and promote housing stability for eligible households affected by the COVID-19 pandemic.

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?

Our treasurer serves as the Community Support Coordinator and has over 37 years of Accounting, Auditing, Cost Accounting, and budgeting experience in City, County, State, and Federal Government. He also has over 30 years of experience as the Treasurer of Mount Zion Baptist Church. Our Facilitators have a combined experience of over 30 years working with Housing Authorities and the Department of Human Services. Each newly hired Facilitators will have the background and necessary experience to continue our excellent community involvement. Community Support Coordinator supervises and trains staff, review and audit documentation, payment processing, monthly grant report, office hours for onsite application acceptance. Experience is Fiscal or Accounting background, EDP experience, Grants Management experience, cost allocation and records management. Facilitators maintain contact with

Landlords, maintain W-9 documentation, verification of residency and income, take applications provide support, answer questions. Experience requires excellence communication skills, strong organizational skills, EDP experience, ability to research and problem solve and follow-up applications according to city, state, and federal guidelines. Ability to follow prescribed guidelines.

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).

Our goal is to help to prevent evictions and promote housing stability for eligible households affected by the COVID-19 pandemic for an estimated 72 households for a 12-month period.

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.

February 2021, we became a part of the Dane County Collaboration of Black Service Providers and have helped to prevent evictions and promote housing stability for eligible households affected by the COVID-19 pandemic. Our treasurer serves as the Community Support Coordinator and has over 37 years of Accounting, Auditing, Cost Accounting, and budgeting experience in City, County, State, and Federal Government. He also has over 30 years of experience as the Treasurer of Mount Zion Baptist Church. Our Facilitators have a combined experience of over 30 years working with Housing Authorities and the Department of Human Services. Each newly hired Facilitator will have the background and necessary experience to continue our excellent community involvement.

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.

Our Facilitators work closely with the applicants and landlords to receive the necessary verification for proof of residency (lease and City of Madison Assessor's website), outstanding rent balance (landlord ledger), income (W2, Social Security, or other sources) and other required documentation. Spreadsheets are maintained for contact information and timely disbursements. Our Community Support Coordinator processes the timely monthly reports along with all required invoices, payroll, and spreadsheets.

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.

February 2021, we became a part of the Dane County Collaboration of Black Service Providers and have helped to prevent evictions and promote housing stability for eligible households affected by the COVID-19 pandemic. Our treasurer serves as the Community Support Coordinator and has over 37 years of

Accounting, Auditing, Cost Accounting, and budgeting experience in City, County, State, and Federal Government. He also has over 30 years of experience as the Treasurer of Mount Zion Baptist Church. Our Facilitators have a combined experience of over 30 years working with Housing Authorities and Human Services Department. Each newly hired Facilitator will have the background and necessary experience to continue our excellent community involvement and will be trained by the Community Support Coordinator.

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?

Each newly hired Facilitator will have the background and necessary experience to continue our excellent community involvement. We anticipate the ability to hire any needed additional staff within the first month of the upcoming period. Community Support Coordinator supervises and trains staff, review and audit documentation, payment processing, monthly grant report, office hours for onsite application acceptance. Experience is Fiscal or Accounting background, EDP experience, Grants Management experience, cost allocation and records management. Facilitators maintain contact with Landlords, maintain W-9 documentation, verification of residency and income, take applications provide support, answer questions. Experience requires excellence communication skills, strong organizational skills, EDP experience, ability to research and problem solve and follow-up applications according to city, state, and federal guidelines. Ability to follow prescribed guidelines.

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)	71,800	71,800		
2. Fringe Benefits and Payroll Taxes				
B. Program/Operations Costs				
1. Program supplies and equipment	9,072	9,072		
2. Office Supplies	3,600	3,600		
3. Marketing	912	912		
4. Rent/Utilities/Telephone	5,616	5,616		
5. Other (explain*)				
C. Direct Rental Assistance				
1. Rental Assistance	75,600	75,600		
2. Other (explain*):				
D. TOTAL (A + B + C)	166,600	166,600		

*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
Community Support Coordinator	Current	20	\$20	Supervise Facilitators and process timely monthly reports with all required invoices, payroll, and spreadsheets.

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
Facilitator	Current	20	\$15	Communicate with tenant applicants and landlords for required documentation. Maintain spreadsheets for contacts and required information for monthly reporting.
Facilitator	New	20	\$15	Communicate with tenant applicants and landlords for required documentation. Maintain spreadsheets for contacts and required information for monthly reporting.
Facilitator	New	15	\$15	Communicate with tenant applicants and landlords for required documentation. Maintain spreadsheets for contacts and required information for monthly reporting.
Facilitator	New	10	\$15	Communicate with tenant applicants and landlords for required documentation. Maintain spreadsheets for contacts and required information for monthly reporting.