



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:	Nehemiah Community Development Corporation		
Contact Person:	Karen Reece		
Address:	633 W Badger Road, Madison WI 53713		
E-Mail:	kreece@nehemiah.org		
Website:	http://nehemiah.org	Telephone:	608-257-2453 x234
Federal Tax ID or EIN	39-1736091		
DUNS Number	933853582		
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 1992		

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.)?

Nehemiah is applying for these funds in collaboration with FOSTER of Dane County. Nehemiah will provide technical and administrative assistance and will subcontract with FOSTER to do the outreach, application, and education.

Both Nehemiah and FOSTER are Black-led organizations that work across the Madison area with individuals and families who need regular wrap-around services to meet their basic needs. We focus on serving individuals and families who identify as Black, but will serve others as appropriate and necessary. We primarily work with families on the south and west sides of town, but get referrals and contacts from people all over the city. Because our staff have lived experience with need in this area, we are able to provide culturally competent and responsive service in an efficient and safe manner. We also have a deep understanding of services beyond housing assistance and the importance of ensuring all needs are met to provide the support necessary for stability in general. Working to meet all needs is a critical component of housing stability. Our expertise will ensure that not only do we help those who need it most, but that we will increase the likelihood of keeping clients housed for the long term because they are more stable overall. Both organizations are well-known and trusted within Black communities in Madison. Nehemiah is a founding member of the Dane County Collaboration of Black Service Providers (DCCBSP) and FOSTER was part of the initial cohort. When we are unable to meet someone's specific needs, we leverage our relationships across the collaboration to ensure the needs can be met. In these situations, we facilitate a "warm handoff" to ensure an efficient connection.

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.)?

Nehemiah has been working with Black community members in need for 30 years. While FOSTER is a relatively new organization, the executive director, Jacquelyn Hunt has been doing this work for over 20 years and has lived experience with the issues faced by her clients. While both organizations have helped individuals and families with housing-related issues over the past few decades, we expanded these services when the need dramatically increased at the beginning of the pandemic in March 2020. As part of the DCCBSP, we managed emergency funding through a grant with United Way of Dane County and subsequently provided assistance through the City's contract with Urban Triage for the City's program related to the Dane CORE program. FOSTER works with both tenants and landlords to keep individuals housed and will facilitate communication between tenants and landlords when necessary and appropriate. FOSTER provides education to clients about what funds are available and how they can apply. FOSTER also walks clients through the application process

and helps connect them to other services to meet basic needs to reduce stress during these difficult times.

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?

As was the case with the Dane CORE program, Nehemiah will support FOSTER with administrative and technical assistance while FOSTER provides the outreach, education, and application assistance and follow-up.

Nehemiah's Vice President of Research and Education will provide support to ensure all necessary documentation is collected and organized and will ensure reports are complete and on time. She will also assist FOSTER staff with technical questions or navigation issues with the application databases and provide additional training to staff as necessary. She will attend training and update meetings with the City along with or on behalf of FOSTER's executive director and ensure staff are fully aware of updates on the program and trained on any additional information as necessary.

Nehemiah's Director of Economic Innovation & Sustainability will provide financial reports and ensure that reporting is accurate.

FOSTER's Executive Director will conduct the majority of the outreach and case management. She will assist clients through the application process, manage communications between tenants and landlords, and provide wrap-around support to maintain housing stability. She will also provide education to clients and landlords about what assistance is available, whether they are eligible, and what services they can connect to after the rental assistance is received or if they are determined to be ineligible.

FOSTER's Administrative Assistants will provide support with intake, assist clients through the application process, and collect documentation required for reporting. Three assistance will each provide 10 hours of service per week.

All FOSTER staff will follow up with clients to provide regular updates and support throughout the process and will continue to work with most clients even after the rental assistance services related to this program are complete to ensure stability.

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).

Because we have developed a system under the previous funding through the City under Urban Triage, we will be able to seamlessly continue our support once this program begins. We have served 10-20 families per month over the past six months, but we expect this number to increase after the eviction moratorium has ended. From September 2021 through December 2021, we anticipate serving 30 individuals and families per month. We anticipate an average of 15 individuals and families per month from January 2022 through September of 2022, but are prepared to serve more as needed.

Sept 2021-Dec 2021 - Services focus primarily on outreach, education, and helping eligible clients through the application process.

Jan 2022-Mar 2022 - continue to assist with applications, support clients as they wait for rental assistance to come through, provide other wrap around services and facilitate communication between landlords and tenants to ensure housing stability.

Apr 2022-Dec 2022 - Continue to assist clients with both application assistance and wrap-around services as funding allows.

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)	72800	66300	6500	Nehemiah unrestricted funds
2. Fringe Benefits and Payroll Taxes	5569	5072	497	Nehemiah unrestricted funds
B. Program/Operations Costs				
1. Program supplies and equipment	4000	4000		
2. Office Supplies	7000	7000		
3. Marketing	4000	2000	2000	Nehemiah unrestricted funds
4. Rent/Utilities/Telephone	8400	8400		
5. Other (explain*)				
C. Direct Rental Assistance				
1. Rental Assistance				
2. Other (explain*):				
D. TOTAL (A + B + C)	101769	92772	8997	

*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
VP of Research & Education	Current	5	\$30	Administrative & Technical oversight
Director of Economic Innovation & Sustainability	Current	5	\$20	Financial oversight
FOSTER Executive Director	Current	20	\$35	Case Management, outreach and program oversight
FOSTER Assistants	Expanded	30	\$15	Administrative assistance, outreach, intake coordination, promotion
			\$	