

RFP #: CDBG1001
Title: Public Services

I. Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal and to inform them of basic requirements that the County uses as part of its standard contract process. *Your proposal should include the completed Dane County Application for 2010 CDBG and HOME Funds and information requested in Section III below.*

Standard contract requirements concerning Affirmative Action, the Americans with Disabilities Act, the County's Living Wage ordinance, contract termination and modification, etc. are included in the County's boilerplate contract. This contract is subject to change. For further information you can view a copy of the contract on our website at: <http://www.danecountyhumanservices.org/becomeprovider.htm>

Contracts with the CDBG/HOME Programs limit administrative costs/expenses to a 10% ceiling.

II. Scope of the Project

A. Project Description:

The CDBG Program is currently seeking vendors to provide an array of needed services to low-and-moderate-income persons in Dane County. Eligible applicants include: non-profit agencies with 501 (c) (3) designation, units of local government and related agencies, e.g. school districts, libraries, park districts.

CDBG funds may be used for a wide variety of activities, including but not limited to the following:

- Employment services (e.g. job training)
- Crime prevention and public safety
- Child care
- Health services
- Substance abuse services (e.g. counseling and treatment)
- Fair housing counseling
- Education programs
- Energy conservation
- Services for senior citizens
- Services for homeless persons
- Welfare services
- Down payment assistance
- Recreational services

CDBG funds may be used to pay for labor, supplies, and material, as well as to operate and/or maintain the portion of a facility in which the public service is located. This includes lease of a facility, equipment, and other property needed for the public service.

CDBG regulations recommend that in order to qualify for funding, a public service be either a new service or a quantifiable increase in the level of an existing public service. The regulations do not prohibit a grantee from continuing to provide funding to a CDBG-funded public service at the same or decreased level in subsequent years, however.

Please refer to the Program Standards – Public Services for additional details.

B. Objectives:

To provide needed public services to low-and moderate-income persons.

C. Needs/Expectations:

1. Projects must benefit low-and-moderate income persons in the participating municipalities of the Dane County Urban County Consortium.
2. It is expected that projects will meet documented community needs. This includes needs identified: as part of the 2009 Community Survey, as part of the interview process with participating municipalities in the Dane County Consortium, and/or through other “hard” data sources.
3. Services are to be provided in a cost effective manner with measurable performance outcomes.
4. Funding for public services must be expended in the year in which it is received.

D. Current Operations:

Public service projects funded in 2009 are as follows:

- Community Action Coalition – Homeless prevention
- Dane County Housing Authority – Housing Resource Center
- Dane County Human Services – Allied Drive Early Childhood
- Dane County Human Services – Paratransit
- Independent Living – Elderly Homeless Prevention
- Independent Living – Elderly Home Modifications

E. Maximum funding available for this project is 15% of the total available CDBG entitlement grant funds awarded in the year. In 2008, this was \$168,827 total.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

III. Request for Information in addition to the Application form (required):

- A. In addition to the 10 paper copies (3 hole-punched) of the Dane County Application for 2010 CDBG and HOME funds, please e-mail 1 electronic copy of the Application and supporting materials to cdbq@co.dane.wi.us.

- B. Organization chart.
- C. Resumes of Chief Program Administrator, Chief Fiscal Officer, and key program staff along with copy (ies) of licenses, if applicable.
- D. Maps, if targeting a geographic area.

IV. Evaluation Criteria. Scoring from the consolidated application is as follows:

Benefit to Low-and-Moderate Income Persons (Consolidated Application, Program Description, p. 4, D. and E.)	5%
Need and Justification (Consolidated Application, Program Description, p. 2, A and B, p. 4, E.)	20%
Project Approach (Consolidated Application, Program Description, p. 3, C; p. 5, F; p. 6, H.)	20%
Outcomes (Consolidated Application, Program Description, p. 6, G.)	10%
Experience and qualifications (Consolidated Application, Organizational Profile, pp. 9-13)	15%
Program budget and Matching Funds (Consolidated Application, Project Description, pp. 7-8, Appendix A and B.)	20%
Past Performance (If previously funded, ability to meet timelines and goals in a reasonable fashion, compliance with prior contracts. Maximum points will be awarded to new applicants.)	10%

V. Contact Information: Please register your interest in this proposal with the contact person below. This will facilitate any additional information sharing with all interested parties. For clarifications or questions concerning this application, this is your contact.

Contact: Ann McCartney, CDBG Program Specialist
Phone: (608) 242-6240
E-Mail: mccartney@co.dane.wi.us

VI. Timeline

April 16, 2009 - Consolidated Application Workshop and date of issue of the application.

Thursday, April 16, 2009
 11:00 a.m. – Noon
 Dane County Job Center
 1819 Aberg AVE
 Madison

