

## City of Madison CDBG Office

### Foreclosure Prevention Services

#### REQUEST FOR PROPOSALS (RFP)

**Date of Issuance: Monday, June 15, 2009**

**Proposals Due: By 12:00pm (Noon), Thursday July 2, 2009**

#### **I. Background:**

The City of Madison has received notice of award from the U.S. Department of Housing and Urban Development (HUD) of Community Development Block Grant Recovery funds under the American Recovery and Reinvestment Act (ARRA) of 2009.

The City of Madison CDBG Commission and Common Council have approved \$33,648 in HUD funds for foreclosure prevention counseling and referral services for low or moderate income families. These funds are part of HUD's one-time ARRA funding for 2009. Funds are to be considered as available for this one time only and will not be renewed.

#### **II. Purpose:**

The purpose of this program is to assist low or moderate homeowners to identify the resources, skills, options that will enable them avoid foreclosure and remain in their homes if possible; \$33,648 is budgeted for this program. The City will work with the selected provider agency to coordinate those foreclosure prevention services with other homebuyer initiatives being coordinated through local groups such as the Homebuyers Roundtable, Realtors groups and other interested parties.

The proposal selected will provide services to assist low or moderate income homeowners to better negotiate the personal, financial and legal issues that may arise when they are facing foreclosure.

#### **III. Eligibility:**

Eligible applicants are for profit or non-profit agencies serving low or moderate income households who are at risk of foreclosure.

The proposal selected will include a strategy for marketing the program to eligible households which may include partnering with local lenders, profit and or non-profit agencies that serve low or moderate income households at risk of foreclosure. Knowledge of, and interface with, both the homeowner and lender side of the foreclosure issue will be required to adequately perform this service.

#### **IV. Contract:**

The contract resulting from this RFP will be administered by the City of Madison CDBG Office. The contract administrator will be the CDBG Office. Any questions regarding this RFP can be directed to Barbara Constans, Grants Administrator at [bconstans@cityofmadison.com](mailto:bconstans@cityofmadison.com) 267-1983.

The contract period will be from August 15, 2009 through December 31, 2010.

Outcomes from the use of these funds will include the creation or retention of one (1) FTE position (2080 work hours ) to provide the foreclosure prevention or referral services. A minimum of 300 households will be served through this counseling and referral service.

#### **V. Services Area**

These funds are intended to serve low or moderate income households within the City of Madison.

## **VI. Contract Negotiations:**

The City of Madison reserves the right to negotiate the award and conditions of the proposal prior to entering into a written agreement.

## **VII. Proposal Content:**

Proposals must be organized with the following headings. Each heading should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to are:

A. Program Design. Indicate how the program will operate. Be specific and identify the anticipated number of households anticipated to be served, the services provided, key outcomes to be attained, and location where services will be provided. Indicate how the program will be marketed, will identify eligible participants and will measure the effectiveness of the services provided. Indicate a time-line for major activities such as hiring of staff, marketing of program and provision of services. State if the program will build or expand on current efforts already underway. Explain collaborative efforts to achieve the desired outcomes.

B. Qualifications of Agency and Staff. Indicate the experience of the applicant agency in providing similar services. Be specific and identify programs/projects, number of participants served, services provided, key outcomes attained, and dates and locations where services were provided. Include specific experience of staff anticipated to be involved in this program. Include experience, if any, with program implementation with federal funding.

C. Outcomes. Include proposed number of clients to be served. The successful applicant must be able to collect data as required for the City of Madison to report to HUD.

D. Budget. Primary activities will be related to staff assigned to this project. Include any other activities for which funds will be requested. Please reference any other funds not part of this RFP that will be used to provide this service.

E. References. Include a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

## **VIII. Evaluation and Scoring of Proposals:**

The proposals will first be reviewed to determine if the proposal is complete. Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all the proposals do not meet one or more of the requirements, the City reserves the right to continue the evaluation of the proposals and to select the proposal, which most closely meets the requirements specified in this RFP.

Accepted proposals will be reviewed by a review team made up of City staff and a funding recommendation submitted to the CDBG Commission for approval. The proposals will be scored against the stated criteria:

A. Program Design – To receive full points, a proposal must indicate knowledge of housing costs, the foreclosure process, current lending practices of mortgage lenders, finance programs available for LMI homeowners, and foreclosure prevention counseling, and the necessary services that are available to assist those in danger of foreclosure. The proposal must provide a plan for service delivery and must indicate a reasonable timeline for implementing this program including the hiring and training of staff and the provision of services for the LMI homeowners – 25 points

B. Experience – To receive full points, the agency must demonstrate experience in providing similar or related services . Staff assigned to this project will have 5 years or more of related experience. Agency will have demonstrated a knowledge of complying with federal and state requirements related to receiving public funds – 15 points.

C. Outcomes – To receive full points, the agency will indicate an ability to meet the outcomes specified in Section IV. Contract. Additional outcomes may be included. Agency must demonstrate the ability to collect needed client-level data. – 35 points.

D. Budget – To receive full points, the agency will submit a clear and reasonable budget for the proposed activities – 15 points.

E. References – To receive full points, the agency will submit a list of organizations and contact information that can verify the agency's ability to provide services required in this RFP. 10 points

## **IX. Submission of Proposals**

**Applicants must submit an original and (fifteen) 15 copies of all materials required for acceptance of their proposal by Thursday, July 2, 2009 at 12:00 p.m. (noon) to:**

City of Madison CDBG Office  
Room 280 Madison Municipal Building  
215 Martin Luther King Jr. Blvd.  
Madison WI 53703

All pages of the proposals must be secured and show the following information on the cover page:

- 1) Agency Name and Address, 2) Agency Contact Information including phone and email address, 3) Name of Program for Which Proposal Submitted and 4) Legal status of agency applying for the funds.

Proposals will be reviewed and scored by City staff. Recommendations will be forwarded to the City of Madison CDBG Commission at its July 9, 2009 special meeting. Funding is subject to Common Council Approval. Organizations will be notified of a decision no later than August 1, 2009.