



CRISIS INTERVENTION AND PREVENTION SERVICES 2025 REQUEST FOR PROPOSAL (RFP) Application Instructions

Submit Application to: cddapplications@cityofmadison.com

Official submission date and time will be based on the time stamp from the CDD Applications' inbox. Late submissions will not be accepted.

Full Applications are due: 4:30pm September 22, 2025

LATE APPLICATIONS WILL NOT BE ACCEPTED. NO EXCEPTIONS.

All organizations requesting funds **must** submit a completed application.

Applicants wishing to be considered for funding through the RFP process **must submit** a **Letter of Intent** by **4:30pm August 25, CST**, to CDDapplications@cityofmadison.com. Letter of Intent form can be found on the [CIP RFP webpage](#).

Application Workshop

All organizations applying for any funds within the Crisis Intervention and Prevention service area should attend a scheduled workshop. Do **not** attend workshops if you are not applying for funds in this area.

When: [Register](#) for August 12, 2:30-3:30 PM Workshop
[Register](#) for August 14, 10-11 AM Workshop

Location: Workshop will be held virtually (you only need to attend one workshop)

- [Zoom link](#) for August 12, 2:30-3:30 PM workshop
- [Zoom link](#) for August 14, 10-11 AM workshop

If you are unable to attend the workshop, you must meet with either Nancy Saiz nsaiz@cityofmadison.com or Yolanda Shelton-Morris yshelton-morris@cityofmadison.com to discuss other possible arrangements by **August 25, at 4:30pm.**

Updates: Subscribe to our email list on the [website](#) to receive updates about the funding process.

Application Materials: Please visit the [CIP RFP Page](#) on the Community Development Division Funding Opportunities website to access all application materials.

Submitting Applications: Submit applications via email to: CDDapplications@cityofmadison.com. Please include "CIP RFP" in the subject line and attach Parts 1-3, Letters of Commitment, MOUs or MOAs, and the Fiscal Agent form Budget Narrative form(s) if needed. If you submit your application before 3pm September 22nd, 2025 you will receive a confirmation email prior to the 4:30 p.m. deadline. If you submit your application between 3:30 – 4:30 p.m. on September 22, 2025 you will receive a confirmation the following business day.

Joint/Multi-Agency Applications

The identified lead agency within Joint/multi-agency applications will submit all materials on behalf of all identified joint/partner applicants.

***APPLYING FOR MULTIPLE PROGRAMS? ***

Please submit one application PER PROGRAM with all required materials to CDDapplications@cityofmadison.com

For example, if your agency plans to apply for three separate programs, we expect to see three separate email submissions including all of the required materials listed below.

The following items are found under Step 5 of the Process Overview on the [CIP RFP webpage](#) and should be included as attachments to your email submissions:

- Part 1 – Organization Narrative(s)
 - a. If you are applying as a Joint/Multi-Agency, the designated Lead Agency will complete the Organization Partnership Narrative
- Part 2 – Program Narrative
If you are applying under multiple program types, you **must** complete one application for each program.
- Part 3 - Budget Workbook
 - a. Budget Narrative document(s) – **Joint/Multi-agency applications ONLY**
- Letters of Commitment – Agencies that identify key partnerships (In addition to Partner/Joint Applicants, see Program Narrative Part 2 – question 4c) in their application must provide written documentation of agreement/commitment from each listed partner.
- Fiscal Agent Form (if applicable)

Format for Document Titles

Please follow the file naming format provided below.

[Program name]_[Your Agency's name]_ [Program Type]_[[Document Type]_[Applicant Type]

Example

Age Out Loud _ CIP Agency Inc._ Culturally Relevant services _Organization Narrative_ JOINT/MULTI PARTNER

GENERAL INSTRUCTIONS:

Parts 1 and Part 2: Organization and Program Narrative Forms

Part 1, the Organization Narrative responses should include when and why your organization was founded. Pertinent milestones of the organization, such as obtaining 501©3 status, initiating specific programs, or receiving a significant grant should also be included.

Part 2, the Program Narrative portion of the application, is your opportunity to demonstrate to reviewers that your project meets the requirements outlined in the RFP Guidelines. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.

- Lead from your program strengths and be explicit. Do not make the mistake of trying to stretch your proposed program to fit funding priorities and special considerations articulated in the RFP Guidelines.
- Be clear and succinct. Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.
- Avoid circular reasoning, i.e. the need identified should not be defined as the lack of your proposed program.
- Explain how a goal/objective will be achieved. Avoid simply stating that it will be met.
- Don't make assumptions. Even if you have received funding from the Community Development Division in the past, do not assume your reviewers know anything about you, your proposed program, your partners, or your beneficiaries. Avoid overuse of acronyms.
- Respond to each question in the order they are presented and include only information specific to the question. Answer each question, avoid using "see answer submitted in question above/below".
- Complete and submit the application and other required documentation BEFORE the deadline to avoid any technical difficulties or unexpected issues.

Joint & Single Applications

For organizations choosing to submit a **joint/multi-agency** application:

- All entities (Lead agency, and Partner Agency/Agencies) are required to complete the organization narrative document, detailing their respective histories, milestones, and missions.
- The identified "Lead Agency" will also complete the organization partnership narrative section, detailing history of partnership, rationale behind the partnership, division of roles and responsibilities, anticipated challenges, and previous collaborations or partnerships.
- The identified lead agency in the joint application will submit a single program narrative form per program type outlining their collaborative program proposal for funding.
- Only the lead agency will submit a budget workbook for the proposed program. Funds intended for partner agencies within the application will be located on the EXPENSES page of the budget workbook under the account category D. SPECIAL COSTS, line-item PARTNER/JOINT AGENCY/AGENCIES
 - All identified partner agencies within a Joint/Multi-Agency application, and only partner agencies, will complete a budget narrative form to be included in the application.

Organizations Applying as a Single Agency Application

- The agency is expected to complete both the organizational and program narrative forms independently, providing a comprehensive overview of their organization and proposed program.

- Budget Workbook
- Do NOT complete the budget narrative if you are applying as a single agency.

Part 3: Budget Workbook

Please complete the Budget Workbook, including all costs for which you are requesting through this RFP. The budget should also include any leveraged resources (as applicable) used to support the program. All costs must be reasonable, allowable, and necessary among the stated cost categories. All applications, whether they are joint or single, must include a budget workbook for the applicant.

1. **Do not attempt to unlock the protected worksheets.** If you are struggling with something, call us. We will not give you the password, but we can be helpful.
2. **Fill in yellow areas.** This document is designed to auto fill, particularly the budget information, to provide consistency of reported numbers throughout various sections. White boxes that have auto-filled cannot be altered without going in and altering the information you first entered in the yellow cells.
3. **Only use whole numbers.** Round your answer to the nearest dollar. Do not include cents in your answers. If you enter a formula, please convert it to a whole number before submitting your application.
4. **Error Messages.** The word **ERROR** will appear on App. II and App. III if your dollar amounts do not match or are too high. Fill out App. I, App. II, and App. III completely, then go back and make corrections if you still receive any error messages. *Hover over the red triangle in the right corner of the box for hints on how to get rid of the error message.*

PLEASE NOTE: Recommendations regarding the distribution of funds will be determined not only by the quality of proposals (i.e. application review score) but also with considerations regarding the provision of an array of programs across the Crisis Intervention and Prevention service arena, specific demographic groups and geographically across the city in underserved neighborhoods.

Questions: After reading through the RFP documents, if you have any questions **related to the content of the application**, please email Yolanda Shelton-Morris - yshelton-morris@cityofmadison.com or Nancy Saiz - nsaiz@cityofmadison.com

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please email Nancy Saiz, nsaiz@cityofmadison.com