



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR PROPOSAL (RFP)

Revised 05/2022

RFP NUMBER: 122057

RFP TITLE: CDBG – CV (Community Development Block Grant Coronavirus) Public Services

**RFP DEADLINE: Friday, July 1, 2022
2:00 p.m. (CST)**

**PROPOSALS MUST BE
UPLOADED TO: Purchasing Bid Dropbox
www.danepurchasing.com**

Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected

Dane County requires that all applicants follow/use the application format provided, complete all question fields, and sign the Vendor Information & Application form. Failure to do so may result in the application to become ineligible for funding and may not be scored.

**DIRECT
ALL INQUIRES TO:**

Megan Rogan
Purchasing Officer
608-283-1487
Rogan.megan@countyofdane.com
www.danepurchasing.com

PROPOSAL SUBMISSION CHECKLIST

- Update Vendor Registration
- Read Entire RFP Document

- Vendor Information Form
- Dane County Application for 2023 Public Service CDBG-CV Funds

- Upload Vendor Information Form and Application form to the Purchasing Bid Dropbox.

DATE ISSUED | May 17, 2022

Table of Contents

1.0 RFP OVERVIEW

- 1.1 Introduction
- 1.2 **CDBG-CV** Specifications
- 1.3 Clarification of the Specifications
- 1.4 Vendor Conference
- 1.5 Calendar of Events
- 1.6 Evaluation Criteria
- 1.7 Submittal Instructions

2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

- 2.1 Definitions and Links
- 2.2 Scope of Services/Specification Overview

3.0 PROPOSAL PREPARATION REQUIREMENTS

3.1 **Attachment A – Vendor Information**

- 3.2 Need and Justification
- 3.3 Beneficiaries
- 3.4 Project Approach
- 3.5 Experience and Qualifications
- 3.6 Areas of Greatest Need
- 3.7 Financial Information
- 3.8 Past Performance
- 3.9 Mandatory Requirements

4.0 REQUIRED FORMS

- 4.1 Attachment A – Vendor Information
- 4.2 Attachment B – Dane County Application for 2023 Public Services CDBG – CV Funds

5.0 APPENDICES

- Appendix A – Dane County Urban County Consortium**
- Appendix B – Oral Presentation Questions**
- Appendix C – CDBG Public Services Program Standards**

1.0 RFP OVERVIEW

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document.

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.

Dane County requires that all applicants follow/use the application format provided, complete all question fields, and sign the Vendor Information & Application form. Failure to do so may result in the application to become ineligible for funding and may not be scored.

The amount of funding available for this project is unknown at this time. The funding of this project is contingent upon Dane County's receipt of Community Development Block Grant and/or HOME Investment Partnership program funds from the federal department of Housing and Urban Development.

1.2 CDBG-CV Specifications

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed by President Trump on March 27, 2020 and included 5 billion in U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Coronavirus (CDBG-CV) funds to prevent, prepare for, and respond to the coronavirus (COVID-19). Dane County has at least \$69,798.67 available in CDBG-CV funds for this RFP cycle remaining to award from its original CDBG-CV allocation. Additional funds could be available at a later date depending on the expenditures of existing CDBG-CV projects.

The County issued an RFP in October 2020 soliciting proposals for eligible CDBG-CV projects. The funding recommendations for this first round were awarded to 14 organizations and approved by the County Board at the April 8, 2021 County Board meeting. Due to additional funds becoming available, the County is re-issuing this RFP to solicit eligible CDBG-CV projects that prevent and respond to the spread of COVID-19.

Among the federal CDBG requirements that have been waived for the CDBG-CV funds is the 15% Public Service cap. Agencies are eligible to apply for CDBG-CV funding if they have experienced an increase in demand for services directly related to the COVID-19 outbreak or have a new program/activity proposal for addressing increased community needs related to the prevention of, preparation for, or response to the COVID-19 pandemic.

Applications must highlight how the demand for services has increased directly because of the COVID-19 pandemic, or detail how a new program/activity is going to meet the needs created by the current health crisis per the CARES Act, particularly for low- and moderate-income residents of the County who have been impacted by the virus.

SECTION 1 – GENERAL INFORMATION

In order to be evaluated, projects must: 1) be used to prevent, prepare for, and respond to the COVID-19 pandemic, 2) meet one of the three HUD CDBG National Objectives, 3) be an eligible CDBG activity, and 4) be located in, or provide services to, residents of the Dane County Urban County Consortium (communities outside of the City of Madison, but within Dane County).

1.3 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.5).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.4 Vendor Conference

[There will not be a vendor conference.](#)

1.5 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
May 17, 2022	RFP Issued
June 23, 2022	Last day to submit written inquiries (2:00 p.m. CST)
June 25, 2022	Addendums or supplements to the RFP posted on the Purchasing Division website
July 1, 2022	Proposals due (2:00 p.m. CST)
Week of August 15 th , 2022	Oral Presentations by invited vendors
Fourth Quarter of 2022	Notification of intent to award sent to vendors
First Quarter of 2023	Contract start date (subject to change based on County's Amendment to the 2022 Annual Action Plan).

If funding is awarded, funds will not be available until (at minimum):

1. A Contract Agreement is executed between the award recipient and Dane County;
2. Pre-award compliance requirements are met by award recipient. These vary depending on the nature of the project, and may include but not limited to completion of an Environmental Review; evidence of adequate record-keeping system; and obtaining necessary permits.

Please keep in mind that a contract agreement cannot be executed until HUD has approved the Amendment to the Dane County's 2022 Annual Action Plan.

1.6 Evaluation Criteria

In order to be evaluated, programs must: 1) be an eligible activity, 2) be located in, or provide services to, residents of one of the member communities of the Dane County Urban County Consortium, 3) address one of the funding priority areas established by the CDBG Commission, 4) not be a HUD listed debarred or ineligible contractor, and 5) if CDBG eligible, meet one of the three national objectives. Applications deemed eligible will be presented to the CDBG Commission Application Review Team.

SECTION 1 – GENERAL INFORMATION

The Application Review Team will evaluate the applications using the following criteria:

Application Review Criteria	
Item	Maximum Points
1. National Objective- Need and Justification	30
2. Project Approach	30
3. Experience and Qualifications	15
4. Financial Information	15
5. Past Performance	5
6. Partnerships	5
TOTAL POINTS	100

For 2023 the criteria in the Requests for Proposals (RFPs) for each application are delineated and tailored to the nature of the application. The definition and location of the items that are part of the review criteria will vary from one application template to the next but each follows the same order. In general the definitions used are:

Meeting a National Objective- Need and Justification (30 points maximum):

The program overview adequately describes the problem that is being addressed by the proposed project (worth up to **5 points**). Statements are substantiated and related to the needs and the priorities in the 2020-2024 Consolidated Plan (worth up to **5 points**). Provides a description of how funds may be targeted to areas of greatest need (worth up to **10 points**).

How accessible is the program geographically to low-and-moderate income persons? Additional points will be given to projects physically located in census tracts where 47.8% of the population is considered low-and-moderate income, or projects that contain components that locate the services in close proximity to the population to be served (i.e. community pop-ups) (worth up to **10 points**).

Project Approach (30 points maximum):

The application describes what the program/project will do; how it will be implemented, operated, and administered within a realistic time period; how it will be provided; and how low-income participants will access services. The description should include:

- A description of the work that will be undertaken and a description of how the work will address the identified problem (worth up to **5 points**).
- A work plan for how the project/program will be organized, implemented, operated, and administered, and the timeline and milestones from initiation to completion. Work on the project - meaning funds will be spent - will begin in 2023. (worth up to **10 points**),
- Outreach and marketing initiatives that will be implemented to inform potential participants and to ensure that they are aware of the services/activities to be provided (worth up to **5 points**).
- Outcomes are identified and can reasonably be expected to be achieved (worth up to **8 points**).

SECTION 1 – GENERAL INFORMATION

- If the project requires temporary displacement, indicates the number of households and describes specific assistance to be provided to households temporarily displaced (worth up to **2 points**. Maximum points awarded if no displacement).

Experience and Qualifications (15 points maximum):

The application provides documentation to justify the organization's capacity to conduct this project. The project is consistent with the mission of the organization.

- The organization has undertaken projects of similar complexity to the one for which funds are being requested (worth up to **4 points**).
- There are staff resources with the skills and experience to administer and conduct an accountable and responsible project (worth up to **7 points**).
- There appears to be adequate board and management oversight along with a commitment to quality and service improvement (worth up to **4 points**).

Financial Information (15 points maximum):

The application clearly explains and justifies each proposed budget line item and why CDBG and/or HOME funding is required to make the project viable. An explanation is included on the basis for the cost estimates for the project. The budget is realistic. The organization is financially stable. Efforts have been made to secure and to leverage other funding for the project. The application identifies eligible sources of match, if required. Certain types of projects may also be required to submit: a budget summary, detailed project budget, prior- or current-year operating costs, and a 15-year operating budget (worth up to **15 points**).

Past Performance (5 points maximum):

If the organization has been previously funded, a review of past expenditures and performance shows that the organization has been able to meet timelines and goals in a reasonable fashion, i.e., no unexpended dollars from prior years. Compliance with the contract will include, but not be limited to, submission of reports, adherence to scope of services, and quality of work. (Worth up to **5 points**). New applicants will be automatically awarded 5 points.

Partnerships (5 points maximum):

Identifies any partnerships that have been or will be formed to ensure the success of the project (worth up to **5 points**).

1.7

Submittal Instructions

Proposals must be received in the Purchasing – Bid Dropbox located on the www.danepurchasing.com website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals **must be saved as one PDF file** unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

120012 – Vendor Name – RFP Response

To Submit a Proposal:

1. Go to www.danepurchasing.com and click on Purchasing – Bid Dropbox or click on the Open RFP's and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
 - a. The file upload status can be seen for each document uploaded.
 - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

2.1 Definitions and Links

The following definitions and links are used throughout the RFP.

County: Dane County

County Agency: Department/Division utilizing the service or product.

Dane County Purchasing website: www.danepurchasing.com

Fair Labor Practices websites: www.nlrb.gov and <http://werc.wi.gov>

Purchasing

Proposer/Vendor/Firm/Contractor: a company submitting a proposal in response to this RFP.

2.2 Scope of Services/Specification Overview

2.2.1 Project Description

Dane County is soliciting applications from organizations interested in operating a program to benefit low-and-moderate income residents of the Dane County Urban County Consortium (see Appendix A). Funding is expected to be available under the HUD-funded Community Development Block Grant (CDBG-CV) program. The primary emphasis is on projects focusing on homeless prevention, emergency assistance, case management, transportation, and job training assistance. The funds MUST be used to prevent, prepare for, and respond to the COVID-19 pandemic, please be specific in your application on how the proposed application is tied to the COVID-19 pandemic. Please refer to the attached document: CDBG PUBLIC SERVICES PROGRAM STANDARDS (Appendix C).

Eligible Applicants

Non-profit agencies with 501(c)(3) designation, units of local government, and related agencies, e.g. school districts, libraries, park districts.

National Objective

The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, is the development of viable urban communities. This is achieved by providing decent housing, a suitable living environment, and expanding economic opportunities. Every funded project must meet one of the national objectives of benefitting low-and-moderate income persons; eliminating slums or blight; or meeting a particular urgent need for which other resources are not available requiring the use of CDBG funds, such as for floods or tornadoes. Public service activities are typically categorized as meeting the national objective of benefitting low and moderate-income persons either as an Area Benefit **OR** as a Limited Clientele activity.

Under the Area Benefit criteria, the public service must be offered to all residents of an area where at least 51% of the residents are low-and-moderate income. In addition:

- The area must be clearly delineated and records maintained on the boundaries of the service area;
- The area must be primarily residential in nature (as seen on zoning maps); and
- Census data must support the documentation that at least 51% of the residents are low-and-moderate income.

Limited Clientele activities benefit a specific targeted group of persons of which at least 51% must be low-and-moderate income. In order to meet the LMI Limited Clientele criteria, the activity must:

SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- Serve at least 51% low-and-moderate income persons, as evidenced by documentation and data concerning beneficiary family size and income; **OR**
- Have income-eligibility requirements that limit the service to persons meeting the low-and-moderate income requirement, as evidenced by the administering agency's procedures, intake/application forms, income limits, and other sources of documentation; **OR**
- Serve a group primarily presumed to be low-and-moderate income such as abused children, battered spouses, elderly persons, severely disabled adults¹, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; **OR**
- Be of such a nature and in a location that it may be concluded that the activity's clientele are low-and-moderate income, such as a daycare center that is designed to serve residents of a public housing complex.

Eligible Activities

The CDBG-CV public service funds can be used for projects in 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 older adults
- Services for people experiencing homelessness
- Welfare services (excluding income payments)
- Down payment assistance
- Recreational services

While all projects that meet a CDBG eligible activity will be considered, maximum points will be awarded to projects that target the areas of greatest need that exist as a result of the COVID-19 outbreak, which includes:

- Case management
- Rental assistance/ eviction prevention
- Housing costs (including utilities, critical repairs, and maintaining broadband access)
- Child care assistance
- Access to food
- Assistance with and access to transportation

In order to qualify for funding, a public service must be either a new service or a quantifiable increase in the level of an existing public service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the local government or received by the local government from the State) in the 12 calendar months preceding the year in which funds are to be awarded. An exception may be made if HUD determines that any decrease in the level of service was the result of events not within the control of the local government.

SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

This provision was put in place to ensure that localities did not use CDBG funds to replace local or state monies to fund essential services typically offered by the local government.

Specifically focusing in COVID-19:

- If a service is new, it may be funded;
- If a service is existing and it was not provided by or on behalf of a unit of local government with funding from the local government, it may be funded;
- If it was provided by or on behalf of the local government with funding from the local government, it can be funded if it is a documented quantifiable increase in the level of service.
- The regulations do not prohibit the County from continuing to provide funding to a CDBG-funded public service at the same or decreased level in subsequent years.

Eligible Costs

CDBG funds may be used to pay for:

- Activity hard costs, such as supplies and materials for the activity;
- Staff and overhead costs DIRECTLY related to carrying out the activity, such as providing direct services to consumers. This may include staff time spent supervising staff who are carrying out the activities specified in 24 CFR 570.201-204 when that time is spent addressing a direct consumer, service, or property issue. It does not include supervisory time spent on such functions as employee evaluations;
- Operating and maintenance expenses, such as the lease of a facility, office space, equipment, and other property for program staff employed in carrying out the CDBG funded activity.

¹ Persons are considered severely disabled if they: use a wheelchair or another special aid for 6 months or longer; are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs or walking; needing assistance with activities of daily living (bathing, transferring, toileting, eating) or instrumental activities of daily living (preparing meals, doing light housework, using the phone, keeping track of money or bills); are prevented from working at a job or doing housework; have a selected condition including autism, cerebral palsy, Alzheimer's disease, dementia, or developmental disability; or are under 65 years of age and are covered by Medicare or receive SSI.

SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

Ineligible Costs

Income payments made directly to individuals or families is an ineligible use of CDBG funds. Emergency grant payments for a period of up to three months may be made on behalf of eligible individuals or families to the providers of items such as food, clothing, housing (rent or mortgage), or utilities.

Types of Assistance

Grants for up to 100% of the eligible project costs.

2.2.2 Objectives

To provide public services that provide decent housing, a suitable living environment, and expand economic opportunities for low-and-moderate income persons in the Dane County Urban County Consortium.

2.2.3 Needs

1. Projects must assist low-and-moderate-income persons in the participating municipalities of the Dane County Urban County Consortium. **and prevent, prepare for, and respond to the COVID-19 pandemic.**
2. It is expected that projects will meet documented community needs. This includes needs documented through “hard” data sources.
3. Any additional funding needed to make the project viable must be secured in order for a contract to be executed.
4. Projects must be consistent with the Dane County Comprehensive Plan and with the Plans of the local municipality (City, Town, or Village) in which the project will be located.
5. Subrecipients that are directly funded under the CDBG Program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the program. If a Subrecipient conducts such activities, the activities must be offered separately in time or location, from the CDBG-funded program, and participation must be voluntary for the beneficiaries of the CDBG-funded program.
6. The project may not begin until the environmental review requirements at Part 58 are met and the County has given notice to proceed.
7. Projects must be ready to begin with minimal lead time (“shovel-ready”) upon execution of CDBG-CV contract.

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

3.0 PROPOSAL PREPARATION REQUIREMENTS

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

3.1 Attachment A – Vendor Information

3.2 Need and Justification

Applicant identifies in detail a significant increase in demand for existing services or a need for a new service directly as a result of COVID-19; and includes the number of people served pre-COVID-19 vs. the number proposed or currently served. Project clearly addresses needs resulting from COVID-19 or measures implemented to reduce or slow the spread of COVID-19.

3.3 Measurable Impact

Higher point totals will be given to projects that: 1) serve exclusively LMI residents, 2) include measurable and realistic results/outcomes; 3) serve exclusively residents of the Dane County Urban County Consortium, 4) are ready to begin with minimal lead time aka “shovel-ready” (programming is ready to begin upon execution of contract), 5) address an area or areas of greatest need as detailed in section 3.6.

3.4 Project Approach

The application provides:

- A detailed description of the scope of work that will be undertaken and a description of how the work will address the identified problems.
- A description of any partnerships that have been or will be formed to ensure the success of the project.
- Plans for notice and the relocation process for tenants, if needed.
- A work plan for how the project/program will be organized, implemented, operated, and administered, and the timeline and milestones from initiation to completion. Work on the project – meaning funds will be spent – will begin in 2023.

3.5 Experience and Qualifications

The application provides documentation to justify the organization’s capacity to conduct this project. The project is consistent with the mission of the organization. The organization has undertaken projects of similar complexity to the one for which funds are being requested. There are staff resources with the skills and experience to administer and conduct an accountable and responsible project. There appears to be adequate board and management oversight along with a commitment to quality and service improvement.

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

3.6 **Areas of Greatest Need**

The turbulent economic conditions that exist as a result of the COVID-19 outbreak has made it overwhelmingly difficult for low-income residents and families to meet basic needs, many of whom were already facing limited access to resources and economic opportunities.

Additional points will be awarded to project proposals that help LMI individuals and families in our communities maintain economic stability through programs that provide:

- Case management
- Rental assistance/ eviction prevention
- Housing costs (including utilities, critical repairs, and maintaining broadband access)
- Child care assistance
- Access to food
- Assistance with and access to transportation

Emergency grant payments for period of up to three months may be made on behalf of eligible individuals or families to the providers of items such as food, clothing, housing (rent or mortgage), or utilities. Income payments made directly to individuals or families is an ineligible use of CDBG funds.

3.6 **Financial Information**

The application clearly explains and justifies each proposed budget line item and why CDBG-CV funding is required to make the project viable. An explanation of the bases of the cost estimates for the project is included. The budget is realistic. The organization is financially stable. Efforts have been made to secure and to leverage other funding for the project.

3.7 **Past Performance**

If the organization has been previously funded, a review of past expenditures and performance shows that the organization has been able to meet timelines and goals in a reasonable fashion, i.e., no unexpended dollars from prior years. Compliance with the contract will include, but not be limited to, submission of reports, adherence to scope of services, and quality of work.

3.8 **Mandatory Requirements**

The following general requirements are mandatory and must be complied with.

NOTE: Programs not meeting the mandatory requirements will not be evaluated.

3.8.1 Be an eligible activity.

3.8.2 **Be located in, or provide services to residents of one of the member communities of the Dane County Urban County Consortium identified in Appendix A**

3.8.3 Address one of the funding priority areas established by the CDBG Commission.

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

3.8.4 Not be a HUD listed debarred or ineligible contractor.

3.8.5 If CDBG eligible, meet one of the three national objectives.

3.8.6 **Be used to prevent, prepare for, and respond to the COVID-19 pandemic.**

4.0 **Required Forms**

The following forms must be completed and submitted in accordance with the instructions given in Section 1.7.

Attachment A **Vendor Information Form**

Attachment B **Dane County Application for the 2023 Public Service
CDBG-CV Funds**

5.0 Required Forms

The following forms must be completed and submitted in accordance with the instructions given in Section 1.7.

Attachment A Vendor Information Form

**Attachment B Dane County Application for the 2023 Public Service
CDBG-CV Funds**