



CITY OF OAK RIDGE, TENNESSEE
SOCIAL SERVICES PROGRAM
REQUEST FOR SEALED PROPOSALS

The City of Oak Ridge is soliciting sealed proposals from qualified agencies to administer the City of Oak Ridge Social Services Program. The awarded agreement will be for the 11 month period of August 1, 2015 through June 30, 2016 (FY2016) and include four one-year renewal options through June 30, 2020.

Agencies shall submit sealed proposals detailing their ability to administer the program, while meeting the requirements of the City of Oak Ridge Social Services Policy. A copy of the City's Social Services Policy is attached and requires specific eligibility requirements and includes the following categories for assistance.

- Housing
- Counseling
- Screening and Referrals
- Program and Participant Record Retention

The FY2016 City proposed budget includes \$138,500 for the Social Services Program for the eleven (11) month period of the initial agreement. Each annual renewal option of the agreement could include an adjustment based on the January Consumer Price Index (CPI). Agencies shall submit with their sealed proposal a detailed budget that includes the estimated amount of funds to be allocated to each category, the administrative cost of each category and the amount of agency match dollars for each category.

Once the sealed proposals are received and reviewed, a recommendation will be presented to the Oak Ridge City Council for award of a subrecipient agreement to provide the services. The subrecipient agreement shall be signed and executed by the City of Oak Ridge prior to any funding being released to the agency(s).

Projected Schedule:

RFP Release	June 11, 2015
Sealed Proposals Due	June 18, 2015
Award By City Council	July 13, 2015
Subrecipient Agreement to Agency(s)	July 14, 2015
Agreement(s) Returned to City	July 27, 2015
Notice to Proceed	By August 1, 2015

Interested agencies shall submit their sealed proposal by 5 p.m. (local time) on June 18, 2015 to:

Susan Fallon
Administrative Manager
City of Oak Ridge
100 Woodbury Lane
P.O. Box 1
Oak Ridge, TN 37830
(865) 425-1805
sfallon@oakridgetn.gov

CITY OF OAK RIDGE, TENNESSEE

SOCIAL SERVICES POLICY

July 1, 1992

(As amended February 7, 1994, June 3, 1996, June 2, 2003 and May 3, 2010)

Purpose

The City of Oak Ridge Social Service program has been developed to assist City residents in crisis with short-term housing needs.

Definitions

1. City refers to the City of Oak Ridge.
2. Eligible Client is an applicant for assistance who meets the eligibility requirements.
3. Authorized Provider is any private or governmental agency which provides social services to City residents.
4. Utility includes electric, water, sewer, and natural gas service.
5. Bona fide Resident is a person, eighteen years of age or older who has been living in Oak Ridge for one year prior to the request for assistance.
6. Self-sufficient is a state in which a person is able to provide a stable living environment, maintain a living wage, provide for basic survival needs (i.e. food & clothing) and to live independent of public support.

Categories of Assistance

1. Housing (benefits not to exceed \$400.00 per client per 12-month period).
 - a. Assistance in Maintaining Households. Rent (or mortgage payments) and utility bills will be paid for up to \$400.00 during the twelve-month period for eligible clients needing temporary assistance in maintaining a household. Payments will be made directly to the landlord (or mortgage) or utility offices upon certification of the amount owed and verification of eligibility.
 - b. Assistance in Establishing Households. Rent and utility bills and deposits will be paid for up to \$400.00 during the twelve-month period for eligible clients seeking to establish a household. Payments will be made directly to the landlord or utility offices upon certification of the amount owed and verification of eligibility.
2. Counseling

Authorized provider will screen and counsel each applicant to determine immediate need, provide referrals and work with each client to achieve short term goals and develop long term goals that will lead to self sufficiency.
3. Screening and Referrals
 - a. Referrals for client services will be made to appropriate agencies and area organizations (food and clothing banks, etc.). Information necessary for processing clients' cases may be shared with such agencies in order to assist in the effective delivery of social services. All clients will be required to sign a release of information form.

- b. Lions Club Sight Conservation Committee. The Lions Club Sight Conservation Program was established by the Oak Ridge Lions Club to provide necessary eye care for children and adults who cannot obtain it through their own resources. The authorized provider will be responsible for certifying families' inability to pay the cost of care and for recommending the use of Lions Club funds as available. Referrals from school personnel should be made through the school nurse.

Eligibility

Applicants for financial assistance must meet the following requirements:

1. Bona-fide resident of Oak Ridge.
2. If a client has been convicted for drug and alcohol violations they must provide proof they are currently or have received treatment for this condition. Other convictions may be considered reason for denial of assistance based on severity or chronicity.
3. For all categories of assistance the income of the applicant must be at or below 185% of the Federal Poverty Guidelines, which is consistent with the WIC and Free and Reduced Lunch programs. Exception can be made in cases of extreme hardship especially when the financial crisis is due to medical expenses.
4. For all categories of assistance, client must provide proof of employment, job training, continuing education, disability or registration with job services. Exceptions may be made at the discretion of the social worker.
5. Assets of applicant must be limited to basic needs such as furniture and clothing; and, in addition,
 - a. Home ownership may be determined a basic need if the property value is below \$125,000.
 - b. Car or other vehicle ownership may be considered a basic need for transportation to and from work, or to receive regular medical care.

Amended 2/07/94: Resolution No. 2-1 0-94

Amended 6/03/96: Resolution No. 6-86-96

Amended 6/02/03: Resolution No. 6-71-03

Amended 5/03/10: Resolution No. 5-35-10