



Safe Passages

CBCR: Our Neighborhood- A Safe and Beautiful Place

Submit Application to: <mailto:cddapplications@cityofmadison.com>

Deadline: 12:00 pm CST (noon) on **April 29, 2019**

Late applications will not be accepted

Responses to this RFP should be complete and comprehensive but succinct. Any materials submitted in addition to this application form will not be considered in the evaluation of the proposal. *Do not attempt to unlock or alter this form.*

If you need assistance with this proposal or are unclear about how to respond to any questions listed below, please contact Stephanie Bradley Wilson at (608) 516-1582.

| | | | |
|----------------------------|--|-------------------|-------------------|
| Agency or Group: | Boys & Girls Clubs of Dane County | Amount Requested: | \$112516 |
| Title of Proposal: | BGCDC Safe Passages for Youth | | |
| Brief Project Description: | BGCDC will provide trained Outreach Safety Advocates for key afterschool transition times at specified locations in the target neighborhood. The goal of the OSA program is to monitor after school activity and facilitate relationship building between the OSA's and local youth. | | |
| Contact Person: | Tiffany Loomis | Email | tloomis@bgcdc.org |
| Address: | 1818 West Beltline Highway, Madison 53703 | Telephone: | 608-661-4757 |

1. Applicant Organization or Group: Briefly describe the history and structure of your organization. Include information about your experience in youth development programming and managing Federal grants.

The Boys & Girls Clubs of Dane County (BGCDC) is Madison's premiere youth development organization. Our mission is to inspire and empower all young people to reach their full potential. BGCDC serves children ages 7 - 18, reaching over 7,500 primarily low-income children and teens per year. Since 1999, BGCDC has created a nurturing environment where youth gain healthy life skills, learn educational discipline and teamwork and form college and career goals. BGCDC offers a year-round combination of afterschool, weekend, and summer programs in Dane County in partnership with more than 100 local organizations, including two police departments; Madison Metro, Verona Area, Monona Grove, and Sun Prairie school districts; local businesses and nonprofits; and the Dane County Department of Human Services. Our efforts focus on achieving positive outcomes for young people, families, and communities through: Academic/STEM Support; Art Works; Healthy Lifestyle/Life Skills; and other Club Programming. The mission of BGCDC is well supported by our administrative infrastructure. There are educational, programming, finance, HR, administrative and development teams comprised of over 100 staff members. Due to the nature of our work, we are very familiar with the nuance and management of Federal Grants. Currently, we are participating in CDBG funding, OJP funding and numerous other grant programs.

Contact Us! Grant management staff are committed to helping interested groups understand and work through program requirements. Call Stephanie Bradley Wilson at (608) 516-1582.

2. Project Description:

- a. Intended Service Population: Describe the intended service population that will be impacted by this project. What location(s) within the focus neighborhoods will you serve, your experience and existing relationships within this neighborhood, and your understanding of the youth population in that area?

Our Family Center Allied club is located at 4619 Jenewein Road, which is approximately 1.7 miles from the geographic center of the focus area's boundaries defined by the RFP. The Club currently serves children from Toki Middle School, among others and provides transportation to the club and after-school programming our members. We have long standing relationships with the families and parents in the neighborhood around the school and in the target area. The population of the target neighborhood is identical to the makeup of the youth we currently serve in our clubs and outreach efforts. Organization-wide, over 80% of the population we serve are people of color. Many of our members speak a language other than English at home. Close to 90% of BG CDC's members are from low-income households, with 74% living at or below the federal poverty level. More than 80% of BG CDC's members qualify for free or reduced-price school meals. According to the U.S. Census American Community Survey 5-Year Estimates for 2008-12, 51% of members live in single-parent households.

- b. Program Design: Describe your proposed project activities. Include information about your proposed calendar and hours of operation, focus neighborhoods and areas, youth engagement strategies and any group activities or programming you may implement to contribute to youth engagement, violence reduction and community building.

As described in the RFP, BG CDC will hire and train OSA's to monitor after-school youth traffic and presence at locations throughout the target neighborhood for 3-4 hours after school and from 12-5pm post summer school release. The specific locations will be determined in consultation with Meadowood Community Center staff, Toki teachers and staff, local residents, MPD and the CBCR Safe and Beautiful Advisory Team. OSA's will be tasked with facilitating and creating relationships with local youth and offering opportunities and invitations to participate in BG CDC club teen programming. This programming is already in place and incorporating more youth into the BG CDC curriculum would be seamless. A sample of our teen programming includes CareerLaunch - job-readiness and career preparation program for teens, providing fun and interactive activities for youth ages 13 - 18 to explore a broad range of career areas, match their interest to career clusters and identify the skills and education needed for their particular career path; Junior Staff - where teens develop interpersonal skills, a strong work ethic and a sense of community engagement while experiencing on-the-job Club work. Additionally, Passport to Manhood promotes and teaches responsibility in Club boys ages 8-17. The program represents a targeted effort to engage young men in discussions activities that reinforce positive behavior. SMART Girls is a small-group health, fitness, prevention/education and self-esteem enhancement program designed to meet the developmental needs of girls in three age groups. Through dynamic sessions, highly participatory activities, field trips and mentoring opportunities with adult women, Club girls explore their own and societal attitudes and values as they build skills for eating right, staying physically fit, maintaining good health care and developing positive relationships with peers and adults. Ron Buford, the staff person who will be in charge of this initiative, has a depth of experience with outreach and facilitating and creating relationships with the teens this project seeks to serve. Please see 4.b. for more information about Ron.

- c. Proposed Timeline for Implementation

| Activity | Estimated Start and Completion Dates |
|--|--------------------------------------|
| Hire and train OSA's | June - August 2019 |
| Determine OSA locations via robust input process | June - August 2019 |

| Activity | Estimated Start and Completion Dates |
|--|--------------------------------------|
| OSA's employed in the community | September 2019-May 2019 |
| OSA location re-evaluation for summer school | May 2020 |
| OSA - summer school focus | June 2020 - August 2020 |
| | |

- d. Data Collection and Outcome Management: What systems are in place or will be in place to capture the information needed to document program activities, outcome measures and expenses?

Weekly check in/staff meeting with OSA's and team

Quarterly surveys of target youth to the extent possible - a way to gauge relationship building and effectiveness

Bi-monthly check in with teacher/staff at school - email, phone call, check-list

Bi-monthly check in with neighborhood leaders - email, face to face, check list

Bi-monthly check in with MPD - email, data solicitation and evaluation, coffee with a cop etc

3. Cultural Relevance and Language Access

- a. Capacity and Strategies: Describe your organization's capacity and strategies to ensure language access and cultural relevance for your target population.

We will attempt to hire staff from the target neighborhood. We believe we have an available pool of qualified and dedicated staff that exists among our current parent and family group.

- b. Staff Demographics: Does the staffing of the program reflect the racial and cultural diversity of the program participants. If not, what plans do you have to address this?

Yes - we employ a large number of staff who are representative of the youth we serve and will pursue that employment practice for this project.

4. Communication and Collaboration:

- a. Collaboration: Describe any collaboration or coordination with community partners that you expect to be working with on this project. Please describe your current relationship with these partners and the role you expect they will play in this effort.

We are fortunate enough to have existing relationships with our member families in the target neighborhoods. Additionally, we have hired a Community Development Specialist whose focus is to specifically to help our families engage with resources outside of the club that would be beneficial to their well-being and livelihood. BGDCDC will be in charge of this project entirely but will rely on data and information from the partners below as needed.

| Partner Organization | Description of their Role and Responsibilities | Contact Person and Phone # |
|--------------------------|--|----------------------------|
| MPD | data; input | |
| Toki Middle School staff | data; input | |

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|--|--|--|
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| | | |

- b. Describe how your program will connect participants with needed supports such as; youth programming, youth employment, mental health, AODA, or family support services.

The BGCDC staff person overseeing the Safe Passages program will be training and supervising the OSA's. Ron has worked as a Work Team Supervisor for Briar Patch Youth Services. In his role at Briarpatch, he specifically recruited and supervised over 30 adolescent team members to perform various community projects and is very familiar with the work required of this project.

5. Personnel

- a. Staff Recruitment and Training: Describe your plan to recruit and hire staff. Include wage structure, and minimum qualifications. Describe the proposed training curriculum including topics and proposed time commitments.

BGCDC has staff charged with family engagement and as such, we have strong relationships with the families we serve. We maintain a robust parent newsletter and communications list. We will connect with current parents of our members that we have identified as potential OSA candidates. We will also use our standard methods of seeking candidates for open positions: posting on job boards, our website and paper fliers in the neighborhood and our club sites. Minimum qualifications for OSA employment include being 18+ years old and passing a background check and drug test. Wage structure will be similar to that of our Day Camp Counselor position, which starts at \$10/hour. Training will include over 24 hours per person prior to the start of any duties and follow the typical training protocol for any BGCDC staff that has contact with members. Topics include childcare orientation, trauma care, and case management basics including outreach and community based services, behavior management training, CPR training and new employee orientation, rules, and expectations.

- b. Supervision: Describe your plan for supervision and support of the Youth Outreach/Community Safety Advocates.

OSA staff will be supervised by our Assistant Director of Licensing and Family Engagement, Ron Buford. We expect 25% of his time to be dedicated to the management of this project.

- c. Staff Positions: List all paid staff that will be working on the proposed program/project.

| Title of Staff Position Include only One Employee per Line | FTE* in this Program Choose Seasonal or Year Round | | For Seasonal only: # of Weeks Employed with Program | Total FTE with Agency / Organization | Proposed Hourly Wage ¹ | 2019 Wage and Fringe | | 2020 Wage and Fringe | |
|---|---|----------|---|--------------------------------------|-----------------------------------|----------------------|------------|----------------------|------------|
| | Year Round | Seasonal | | | | CBCR Funds | Total Cost | CBCR Funds | Total Cost |
| Assistant Director of Licensing & Family Engagement | 0.25 | | | 0.25 | \$17 | \$4940 | \$4940 | \$7800 | \$7800 |
| OSA | 3.15 | | | 3.15 | \$10.50 | \$37149 | \$37149 | \$58378 | \$58378 |
| | | | | | \$ | \$ | \$ | \$ | \$ |

| Title of Staff Position Include only One Employee per Line | FTE* in this Program Choose Seasonal or Year Round | | For Seasonal only: # of Weeks Employed with Program | Total FTE with Agency / Organization | Proposed Hourly Wage ¹ | 2019 Wage and Fringe | | 2020 Wage and Fringe | |
|---|---|----------|---|--------------------------------------|-----------------------------------|----------------------|------------|----------------------|------------|
| | Year Round | Seasonal | | | | CBCR Funds | Total Cost | CBCR Funds | Total Cost |
| | | | | | \$ | \$ | \$ | \$ | \$ |
| | | | | | \$ | \$ | \$ | \$ | \$ |
| | | | | | \$ | \$ | \$ | \$ | \$ |
| | | | | | \$ | \$ | \$ | \$ | \$ |
| | | | | | \$ | \$ | \$ | \$ | \$ |
| TOTAL | | | | | | \$ | \$ | \$ | \$ |

*FTE = Full Time Equivalent (1.00, .75, .50, etc.) 2080 hours = 1.00 FTE

6. Budget and Funding:

You may be asked to submit additional information on agency finances and/or your most recent audit statement.

a. Project Budget:

| BUDGET EXPENDITURES | TOTAL PROJECT COSTS | AMOUNT OF CITY \$ REQUESTED | AMOUNT OF NON-CITY REVENUES | SOURCE OF NON-CITY FUNDED PORTION |
|--|---------------------|-----------------------------|-----------------------------|-----------------------------------|
| A. Personnel Costs (Complete Personnel chart below) | | | | |
| 1. Salaries/Wages (show detail above) | 100247 | 100247 | | |
| 2. Fringe Benefits and Payroll Taxes | 8019 | 8019 | | |
| B. Program/Project Costs | | | | |
| 1. Program/Project supplies and equipment | 1500 | | | |
| 2. Office Supplies | 250 | | | |
| 3. Transportation | | | | |
| 4. Food | | | | |
| 5. Other (explain) training | 2500 | | | |
| C. Space Costs | | | | |
| 1. Rent/Utilities/Telephone | | | | |
| 2. Other (explain) | | | | |
| D. Special Costs | | | | |
| 1. Other (explain): | | | | |
| 2. Other (explain): | | | | |
| D. TOTAL (A + B + C +D) | 112516 | | | |

b. Additional Information on Budget (if needed):

c. What percentage of your total Agency Budget is this project?

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d. Other Funding: What other funding do you anticipate pursuing if the project is expected to continue?

We will utilize our grants and development team to pursue other funding avenues to continue the program.

-SIGNATURE PAGE-

City of Madison Contracts:

The following information is provided in order to outline city requirements that will apply if your proposal is funded. All allocated funds will be administered through contracts with the City of Madison, Community Development Division. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. If funded, applicants will be required to attend a **mandatory meeting** on contracting requirements. City purchase of service contracts include requirements regarding non-discrimination, consideration of vulnerable populations along with specific requirements in the following two areas:

1. Affirmative Action:

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02, an Affirmative Action Plan with the City Department of Civil Rights (DCR) or an exemption if allowed by City DCR. A model Affirmative Action Plan and instructions are available at:

<https://www.cityofmadison.com/dcr/aaFormsCBO.cfm>

2. Insurance

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management:

- Commercial General Liability
- Automobile Liability
- Worker's Comp
- Professional Liability

The cost of this coverage can be considered in the request for funding. The Certificate of Insurance that will be required at the time of contracting is available on the City of [Madison Risk Management website](#).

A sample contract that includes standard provisions is available on the [CDD Funding Process website](#)

Federal Requirements:

The source of funds for this RFP are federal Funds awarded through the Federal Department of Justice Community Based Crime Reduction "Our Neighborhood; A Safe and Beautiful Place" grant. There are federal regulations and requirements above and beyond the City's standard contract requirements that will apply to the administration of these funds both for the City and for organizations receiving funds under this grant. These requirements apply to multiple facets of grant administration for funded programs including access to funded activities, specific guidelines regarding cost allocations, employee management, budgeting and expense reporting, data collection and reporting on funded activities. It is expected that funded projects will work closely with city staff to develop systems and processes to address these requirements.

Signature:

Any applications submitted without a signature will be considered incomplete and will not be considered for funding.

Applicant Signature:

Enter Name: Michael Johnson, CEO Boys & Girls Clubs of Dane County

Date: April 29, 2019

By entering your initials in the box,

| |
|----|
| MJ |
|----|

You are electronically signing your name and agreeing to the terms above.