

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

APPLICATION SUMMARY Submit common description to each revenue source.

ORGANIZATION NAME	Allied Wellness Center		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	2225 Allied Dr #2, Madison, WI 53711		
TELEPHONE	(608) 274-7006	LEGAL STATUS <input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>52-2454644</u> State CN: <u>0009206</u>	
FAX NUMBER	(608) 274-7006		
NAME CHIEF ADMIN/ CONTACT	Susan Corrado		
INTERNET WEBSITE (if applicable)	www.alliedwellnesscenter.org		
E-MAIL ADDRESS	susan.corrado@oakwoodvillage.net		

PROGRAM LISTING Please list all programs your organization provides (including those which are not funded though this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: Allied Wellness Center	Susan Corrado	(608) 274-7006	susan.corrado@oakwoodvillage.net
B:			
C:			
D:			
E:			
F:			
G:			
H:			
I:			
J:			
K:			

For larger organizations use letters A-K for programs which seek funding though this common application process and attach a list or summary in row K for other programs your organization offers.

Application Summary - A

REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS							
DANE CO CDBG							
MADISON- COMM SVCS	12,102	14,746	15,000	15,000			
MADISON- CDBG							
UNITED WAY ALLOC							
UNITED WAY DESIG							
Grants	12,000	16,200	16,200	16,200			
FUND RAISING DONATIONS	37,150	24,048	24,300	24,300			
USER FEES	700						
OTHER							
TOTAL REVENUE	61,952	54,994	55,500	55,500			

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS							
DANE CO CDBG							
MADISON- COMM SVCS							
MADISON- CDBG							
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT							
FUND RAISING DONATIONS							
USER FEES							
OTHER							
TOTAL REVENUE							

Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at www.cityofmadison.com/dcr/aaForms.cfm

Non-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4), MGO."

Signed: _____

Dusan Corrado

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Allied Wellness Center

PROGRAM: Allied Wellness Center (AWC)
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The AWC is a neighborhood-based center that promotes holistic health and wellness by improving access to social and health services, providing health promotion education and offering health related counseling and services for the Allied neighborhood. It serves a low income, high minority population that often have complex needs negatively impacting their wellbeing. Goals include 1)Promoting better health, safety and wellness of the mind, body and spirit 2)Improving access to health and social services 3)Inviting leadership and participation from the community 4)Working collaboratively with neighborhood organizations and broader community services

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

**variety of health programs had 704 instances of participation, these #s don't have accurate demographics*

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL *(not including program #s)	223	100%	TOTAL PARTICIPANTS BY RACE	223	100%
MALE	75	38%	WHITE	23	10%
FEMALE	121	62%	BLACK	189	85%
AGE		100%	NATIVE AMERICAN		
0-19	7	3%	ASIAN/PACIFIC ISLANDER	2	1%
20-39	83	37%	LATINO	9	4%
40-59	114	51%	ETHNICITY		100%
60-79	19	9%	HISPANIC	9	4%
80+	0	0%	NON-HISPANIC	214	96%
			HANDICAPPED (persons with disabilities)	32	16%
			RESIDENCY		100%
			CITY OF MADISON	219	98%
			DANE COUNTY (NOT IN CITY)	4	2%
			OUTSIDE DANE COUNTY		

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Allied Wellness Center (AWC)

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

Participants served are primarily between the ages of 20-60, the majority of whom are African American. All served lived below poverty level and have reduced accessibility due multiple reasons that include lack of transportation, physical or mental health issues, lack of insurance, low literacy and low sense of empowerment. There is a growing Hispanic population with limited English proficiency. Many people have social issues connected to poverty making neighborhood-based services vital.

D. PROGRAM OUTCOMES

458 Number of unduplicated individual participants served during 2007. **There were 704 instances of health promotion program participation in separate health promotion programs. Of this number it is estimated that there were 235 individual participants. There were 223 individuals served by the parish nurse. Only the individuals served by the parish nurse will be reflected for Objective 1. Objective 2 will reference estimated health promotion program numbers.*

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Improved access and utilization of community health services and social systems				
Performance Indicator(s)		*appropriate referrals made *obtained services in a timely fashion				
Explain the measurement tools or methods.		1. Record keeping of numbers and types of referrals made 2. Documentation of outcomes of contact with service providers 3. Number of health service programs made available to the neighborhood				
Target Proposed for 2009	Total to be served	250	Targeted <u>percent</u> to meet performance indicator(s)	100	Number to meet indicators(s)	250
Target Proposed for 2010	Total to be served	250	Targeted <u>percent</u> to meet performance indicator(s)	100	Number to meet indicators(s)	250
OUTCOME OBJECTIVE # 2		Greater health education learning by health promotion program participants				
Performance Indicator(s)		Learning evaluations will indicate greater health understanding				
Explain the measurement tools or methods.		1. Record keeping of number of participants in health promotion programs 2. Program evaluations of health learning 3. Collaboration with UW students + other health professionals to offer programs				
Target proposed for 2009	Total to be served	300	Targeted <u>percent</u> to meet performance indicator(s)	80	Number to meet indicator(s)	240
Target proposed for 2010	Total to be served	300	Targeted <u>percent</u> to meet performance indicator(s)	80	Number to meet indicator(s)	240

(Submit only to relevant revenue sources.)

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

1. Parish nurse walk-in availability and home visitation to assess needs, make referrals and problem solve obstacles to accessing care. Assist in obtaining and providing resources needed to meet health care needs.
2. Parish nurse to provide advocacy, facilitate communication between clients and service providers/systems, accompany on appointments as needed
3. Volunteer physicians available 3-4 times a month for free medical consultation and assessment
4. AIDS Network to offer weekly HIV testing, counseling and education
5. Screenings and clinics offered throughout the year (e.g. glucose, blood pressure, Flu immunizations)

Outcome #2

1. Parish nurse and physicians to provide health education/counseling pertinent to client's needs
2. Parish nurse to coordinate a variety of health promotion programs and classes, collaborating with UW students and other health professionals/organizations (e.g. exercise, bike outings, dance, relationship and self esteem building groups)
3. Parish nurse to submit monthly educational article to the neighborhood newspaper
4. Parish nurse, UW student, and public health nurse to expand capacity of Welcome Program leaders to improve resident's understanding of emergency preparedness

PROGRAM: Allied Wellness Center (AWC)**PROGRAM LETTER: A**

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	14,746	13,271			1,475
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
GRANTS	16,200	2,000	14,200		
FUND RAISING	24,300	15,929	2,766	3,600	2,005
USER FEES					
OTHER					
TOTAL	55,246	31,200	16,966	3,600	3,480

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	15,000	15,000			
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
GRANTS	16,200	2,000	14,200		
FUND RAISING	24,300	15,240	2,000	3,600	3,460
USER FEES					
OTHER					
TOTAL	55,500	32,240	16,200	3,600	3,460

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

PROGRAM: Allied Wellness Center (AWC)

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	53,171	458	116.09	1272	41.80
2008 BUDGETED	54,994	550	99.99	1280	42.96
2009 PROPOSED	55,500	550	100.9	1280	43.35

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

Unit of service is the number of hours per year of program offerings and individual services offered by the parish nurse and other professionals providing services at the Wellness Center

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

1. Number of individuals served by the parish nurse through one-one contact
2. number of participants in each separate program offered throughout the year (due to inability to identify individuals, we are estimating that 1/3 of participants are unduplicated)
3. Number of individuals participating in programs offered by groups using the AWC space

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- X ☐ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

L. **2010 PROPOSED BUDGET**

2010 PROPOSED BUDGET					
ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

M. **2010 COST EXPLANATION** Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION Allied Wellness Center
(Submit to all revenue sources.)

AGENCY INFORMATION

1. **MISSION STATEMENT** Describe your agency's mission in the space provided.

Promoting better health, safety and well being within the Allied Dunn's Marsh community with the following goals:

1. Promoting holistic health and wellness of the mind, body and spirit
2. Improving access to health and social services
3. Inviting leadership and participation from the community
4. Working collaboratively with neighborhood organizations and broader community services

2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.

1. The recent purchase/implementation of QuickBooks has allowed improved accounting of finances.
2. Anticipation of having an intern from UW Masters in Public Health program to oversee the Welcome Program and expand sustainability in 2009.
3. The holistic model of parish nursing provides for a significant impact on complex health issues.
4. Collaboration with organizations like Hospice Care, UW Extension, and UW School of Medicine and Public Health enhances their outreach to more disenfranchised populations and expands AWC offerings and knowledge base.

3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.

The AWC has been in the Allied neighborhood for four years and has become a trusted and important resource. Commitment to collaboration with a wide variety of organizations and agencies strengthens its base of operation. The high priority of working with the neighborhood association, participation on the Allied task Force committee, and continual efforts to provide culturally pertinent programming demonstrates commitment to the neighborhood's best interest. The AWC is staffed by a nurse with more than 30 years of experience and is supported by an ecumenical coalition of the faith communities that have shown commitment to reducing the ill effects of poverty for more than 15 years.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 11

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From __ To __	Sharon Younkin 4133 Hiawatha Dr. Madison, WI 53711 Community Education Director, UW School of Medicine and Public Health 3/2007-3/2009	Board Vice-President's Name Home Address Occupation Representing Term of Office: From __ To __	Desmond Steward 2347 Allied Dr. #104 Madison, WI 53711 Student 9/2007-9/2009
Board Secretary's Name Home Address Occupation Representing Term of Office: From __ To __	Marge Lyford 2417 Chamberlain Ave. Madison, WI 53726 Retired Representing Allied Partners 3/2006-3/2009	Board Treasurer's Name Home Address Occupation Representing Term of Office: From __ To __	Judi K-Turkel 3006 Gregory St. Madison, WI 53705 Computer Consultant 3/2008-3/2009
Name Home Address Occupation Representing Term of Office: From __ To __	Daphne Daniels 711 Ocean Dr. Madison WI 53713 Community Specialist Unity Health 9/2007-9/2009	Name Home Address Occupation Representing Term of Office: From __ To __	Wen-Jan Tuan 603 Eagle Heights #G Madison, WI 53705 UW Analyst 4/2007-4/2009
Name Home Address Occupation Representing Term of Office: From __ To __	Walter Cowan 4375 Dancaster Ln. Madison, WI 53711 Employment and Development Educator, Urban League 3/2007-3/2009	Name Home Address Occupation Representing Term of Office: From __ To __	Lina Trivedi 2347 Allied Dr. #104 Madison, WI 53711 Case Manager, Urban League 2/2007-2/2009
Name Home Address Occupation Representing Term of Office: From __ To __	Carla Dawkins 2310 Allied Dr. #3 Madison, WI 53711 Clerical Support, Isthmus 8/2007-8/2009	Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	

STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** For your agency's **2007** staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	1	100%	9	100%	5	100%
GENDER						
MALE			3	33%		
FEMALE	1	100%	6	67%	5	100%
AGE						
LESS THAN 18 YRS						
18 – 59 YRS	1	100%	8	89%	3	60%
60 AND OLDER			1	11%	2	40%
RACE						
WHITE	1	100%	3	33%	5	100%
BLACK			4	45%		
NATIVE AMERICAN						
ASIAN/PACIFIC ISLE			2	22%		
MULTI-RACIAL						
ETHNICITY						
HISPANIC						
NON-HISPANIC	1	100%	9	100%	5	100%
HANDICAPPED* (Persons with Disabilities)	0		0		0	

* Refer to definitions on page 3 of the instructions.

BUDGET TOTAL OPERATING EXPENSES

6. **AGENCY EXPENSE BUDGET** This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL	2008 BUDGET	2009 PROPOSED
A. PERSONNEL			
Salary	23,681	24,513	25,251
Taxes			
Benefits & Administrative Fee	6,499	6,687	6,989
SUBTOTAL A:	30,180	31,200	32,240
B. OPERATING			
All "Operating" Costs	14,431	16,954	16,396
SUBTOTAL B	14,431	16,954	16,396
C. SPACE			
Rent/Utilities/Maintenance	6,446	4,440	4,464
Mortgage (P&I)/Depreciation/Taxes			
SUBTOTAL C	6,446	4,440	4,464
D. SPECIAL COSTS			
Assistance to Individuals	2,114	2,400	2,400
Subcontracts, etc.			
Affiliation Dues			
SUBTOTAL D	2,114	2,400	2,400
TOTAL OPERATING EXPENSES A-D	53,171	54,994	55,500
E. TOTAL CAPITAL EXPENDITURES			

7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
Community Parish Nurse	0.5	24,513	0.5	25,251	0.5				
TOTAL	0.5	24,513	0.5	25,251	0.5				

7b. PERSONNEL SCHEDULE (continued)

1) STAFF POSITION/CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
TOTAL	0.5		0.5		0.5				

8. **LIST PERCENT OF STAFF TURNOVER** Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

APPLICATION SUMMARY Submit common description to each revenue source.

ORGANIZATION NAME	The ACORN Institute		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	2609 Canal St, 5 th Floor		
TELEPHONE	504-267-3770	LEGAL STATUS <input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>72-1488419</u> State CN: _____	
FAX NUMBER	504-267-3751		
NAME CHIEF ADMIN/ CONTACT	Brennan Griffin/Craig Robbins		
INTERNET WEBSITE (if applicable)	www.acorninstitute.org		
E-MAIL ADDRESS	statedevdirect@acorn.org		

PROGRAM LISTING Please list all programs your organization provides (including those which are not funded though this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: Everybody Benefits!	Craig Robbins	215-778-7309	fieldrdne@acorn.org
B:			
C:			
D:			
E:			
F:			
G:			
H:			
I:			
J:			
K:			

For larger organizations use letters A-K for programs which seek funding though this common application process and attach a list or summary in row K for other programs your organization offers.

REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS							
DANE CO CDBG							
MADISON- COMM SVCS							
MADISON- CDBG		12000	20000	20000			
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT	3330						
FUND RAISING DONATIONS	12000	12405	20000	20000			
USER FEES							
OTHER							
TOTAL REVENUE							

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS							
DANE CO CDBG							
MADISON- COMM SVCS							
MADISON- CDBG							
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT							
FUND RAISING DONATIONS							
USER FEES							
OTHER							
TOTAL REVENUE							

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Signed: 

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: The ACORN Institute

PROGRAM: Everybody Benefits!
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

ACORN Institute will offer free tax preparation to low- and moderate- income families at both of our Allied Drive and Darbo-Worthington VITA sites in Madison, Wisconsin. At the Allied Drive site, we will additionally offer benefit screening, which will include connecting people with information on opening bank accounts and determining their eligibility and filing electronic applications for benefits such as EITC, CHIP, and food stamps. We have a goal of filing 250 returns with at least \$125,000 in tax returns to clients in 2009 and 300 returns with at least \$150,000 in returns for 2010. For benefits screening, we have a target of 100 people that obtain food stamps, subsidized health insurance, or some other form of direct benefit in 2009 and 120 people in 2010.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY RACE		100%
MALE			WHITE	197	87
FEMALE			BLACK	14	6
AGE		100%	NATIVE AMERICAN		
< 2			ASIAN/PACIFIC ISLANDER	10	4
2 - 5			MULTI-RACIAL	7	3
6 - 12			ETHNICITY		100%
13 - 17			HISPANIC		
18 - 29			NON-HISPANIC		
30 - 59			HANDICAPPED (persons with disabilities)		
60 - 74			RESIDENCY		100%
75 & UP			CITY OF MADISON	228	100
			DANE COUNTY (NOT IN CITY)		
			OUTSIDE DANE COUNTY		

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Everybody Benefits!

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

The main participants of the program will be low- to moderate-income families in the zip codes 53711 and 53714. Those served will either qualify for means-tested programs like CHP, Medicaid, or food stamps, or will have their tax returns filed.

D. PROGRAM OUTCOMES

226 Number of unduplicated individual participants served during 2007.

_____ Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Help 250 households file their taxes for free in the targeted sites in 2009, and 300 in 2010. We project that this will help low-income tax payers claim approximately \$125,000 in tax returns, including tax credits like the Earned Income Tax Credit and the Child Tax Credit				
Performance Indicator(s)		We will measure performance by whether we are able to complete 250 tax returns and what the gross tax returns to low-income taxpayers in Madison from those returns.				
Explain the measurement tools or methods.		The IRS reports back to the ACORN Institute the number of completed applications from our site, and the amount of tax returns brought back to the community.				
Target Proposed for 2009	Total to be served	250	Targeted percent to meet performance indicator(s)		Number to meet indicators(s)	250
Target Proposed for 2010	Total to be served	300	Targeted percent to meet performance indicator(s)		Number to meet indicators(s)	300
OUTCOME OBJECTIVE # 2		Help 100 households in 2009 and 120 households in 2010 claim other government benefits, including food stamps, Medicaid, Child Health Insurance Program, energy assistance, and WIC.				
Performance Indicator(s)		We will measure how many families who successfully complete applications and claim benefits from the programs mentioned above.				
Explain the measurement tools or methods.		The ACORN Institute will track the number and type of applications made, then will follow up with a phone survey in the months after applications were made to find out how many applications were actually accepted and benefits received.				
Target proposed for 2009	Total to be served	100	Targeted percent to meet performance indicator(s)		Number to meet indicator(s)	100

Target proposed for 2010	Total to be served	120	Targeted percent to meet performance indicator(s)		Number to meet indicator(s)	120
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(Submit only to relevant revenue sources.)

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

Outreach right before tax season will be conducted door-to-door by contractual staff acquired from the community organization ACORN (the Association of Community Organizations for Reform Now). The methods used by ACORN throughout the tax season to conduct outreach will include doorknocking, flyering, and communication with other community based organizations like churches, neighborhood associations, small businesses, and other institutions. They will distribute approximately 6,000 flyers and hold one-on-one conversations with approximately 600 families to give them information about the tax services.

Tax preparation will be conducted by a site coordinator and two part time tax preparers during the January through April period. These staff will be certified as tax preparers through the IRS, and will be available on evening and weekend hours periodically at the two sites. Any errors will be corrected through a national quality control process.

Outcome #2

After tax season, outreach strategies will shift. Outreach staff from partner organization ACORN will continue outreach, but will focus on benefits for which low-income families and individuals might be eligible, including food stamps, Medicaid, Child Health Insurance Program (CHIP), Women, Infants and Children (WIC), and Low-income Heat and Energy Assistance Program (LIHEAP). ACORN staff will knock on 9,000 doors throughout the course of the project, speak to approximately 900 households, and give each household information about the services offered.

Potentially eligible clients will go to one of the two sites, and will be screened for various benefits by the site coordinator, using a program developed by Nets to Ladders. This program will identify for households which benefits they may be eligible, and will pre-print application forms. The site coordinator will then make sure that the clients understand the next steps in actually claiming benefits, including which agency to go to, how to follow up, and other resources. The ACORN Institute aims to help 100 families and individuals claim benefits for which they are eligible.

Post application, the site coordinator will follow up with families to identify hurdles to claiming benefits, and begin to address problems in the application process.

PROGRAM: Everybody Benefits!

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

F. PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG	12000		860		11040
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	20000		3000		17000
USER FEES					
OTHER					
TOTAL					

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG	20000		1500		18500
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	20000		3000		17000
USER FEES					
OTHER					
TOTAL					

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue. In 2009 (and going forward in 2008), instead of confining activities to the tax season and just conducting free tax preparation, the ACORN Institute will shift into providing benefit screening and benefit application help after the tax season. By spreading outreach, tax preparation, and benefit screening throughout the year, the project will be more expensive, but will be a smaller unit cost. Tax season will still be the most intensive season, with two outreach staff and a site coordinator, but the rest of the year will entail at least one outreach staff person and a benefit screener.

PROGRAM: Everybody Benefits!

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	30829	228	\$135.21	228	\$135.21
2008 BUDGETED	32000	300	84.35	300	84.35
2009 PROPOSED	40000	350	114.29	350	114.29

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

The unit of service is either a tax return prepared and/or a client screened and assisted with benefit applications.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is someone who we are able to provide a concrete service to, whether a tax return is filed or a client actually claims benefits through an application with which the ACORN Institute assisted.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

The program will not change substantially in 2010.

L. **2010 PROPOSED BUDGET**

2010 PROPOSED BUDGET					
ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG	20400				
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	20400				
USER FEES					
OTHER					
TOTAL					

- M. **2010 COST EXPLANATION** Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION The ACORN Institute

(Submit to all revenue sources.)

AGENCY INFORMATION

1. **MISSION STATEMENT** Describe your agency's mission in the space provided.

The **ACORN Institute** (AI) uses research and training to address the problems in low-income communities identified through years of community organizing by ACORN and housing-development and loan counseling by ACORN Housing Corporation (AHC). The Institute's research and training includes, but is not limited to, information about fair housing, civil rights, taxation, and non-partisan voter registration. AI provides low income communities the means to learn about and tackle a broad array of issues by exploring community organization models, neighborhood awareness, global-local connections, services, and more.

2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.

Nets to Ladders has recently begun providing training and technical assistance for their software platform known as BEN, which helps screen applicants for all the benefits for which they might qualify. They provide the software, training, and technical assistance free of charge to the ACORN Institute and its staff.

3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.

The ACORN Institute has run a highly successful VITA site in Madison, Wisconsin for the last three tax seasons, filing a combined total of 441 tax returns for low-income taxpayers over the course of three years. This returned more than \$227,127 in tax returns to these communities, saving low-income consumers thousands of dollars in fees. Nationally, the ACORN Institute has become the IRS' third largest VITA partner, providing free tax services to low- to moderate income communities. Craig Robbins, the Project Director, is Deputy Field Director of ACORN. Craig has worked for ACORN for 22 years, starting in Chicago, becoming the Head Organizer since 1989 in Kansas City, St. Louis and since January 2002, Pennsylvania. In December of 2002, Craig became the Regional Director of the Northeast Region for ACORN, responsible for supervising 15 Head Organizers in 18 offices. Craig has a BA in government from St. Lawrence University.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 4

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From ___ To ___	Mildred Edmond 1618 Port St. New Orleans, LA Retired 2000 to the present	Board Vice-President's Name Home Address Occupation Representing Term of Office: From ___ To ___	Jay Hessey 612 14th Street NE Washington, DC 20003 2007 to the present
Board Secretary's Name Home Address Occupation Representing Term of Office: From ___ To ___	Hattie Daniel 3820 Ludwig Little Rock, 72204 2007 to the present	Board Treasurer's Name Home Address Occupation Representing Term of Office: From ___ To ___	Claudia Vizcarra-Barton 4228 Jasmine Ave. Culver City, CA 90232 2007 to the present
Name Home Address Occupation Representing Term of Office: From ___ To ___	Daniel Russell 17 Reservation Road Easthampton, Massachusetts 01027 2007 - present	Name Home Address Occupation Representing Term of Office: From ___ To ___	
Name Home Address Occupation Representing Term of Office: From ___ To ___		Name Home Address Occupation Representing Term of Office: From ___ To ___	
Name Home Address Occupation Representing Term of Office: From ___ To ___		Name Home Address Occupation Representing Term of Office: From ___ To ___	
Name Home Address Occupation Representing Term of Office: From ___ To ___		Name Home Address Occupation Representing Term of Office: From ___ To ___	

STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** For your agency's **2007** staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL		100%	5	100%	15	100%
GENDER						
MALE	3	75	2	40	5	33
FEMALE	1	25	3	60	10	67
AGE						
LESS THAN 18 YRS			0	0		
18 – 59 YRS	4		3	60	7	47
60 AND OLDER			2	40	8	53
RACE						
WHITE	1	25	3	60	2	13
BLACK	3	75	2	40	13	87
NATIVE AMERICAN						
ASIAN/PACIFIC ISLE						
MULTI-RACIAL						
ETHNICITY						
HISPANIC			1	20	0	0
NON-HISPANIC	4	100	4	80	15	100
HANDICAPPED* (Persons with Disabilities)	0		1	25	0	0

* Refer to definitions on page 3 of the instructions.

BUDGET TOTAL OPERATING EXPENSES

6. **AGENCY EXPENSE BUDGET** This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL	2008 BUDGET	2009 PROPOSED
A. PERSONNEL			
Salary			
Taxes			
Benefits			
SUBTOTAL A:			
B. OPERATING			
All "Operating" Costs		3860	4500
SUBTOTAL B			
C. SPACE			
Rent/Utilities/Maintenance			
Mortgage (P&I)/Depreciation/Taxes			
SUBTOTAL C			
D. SPECIAL COSTS			
Assistance to Individuals			
Subcontracts, etc.	3330	28140	35500
Affiliation Dues			
SUBTOTAL D	3330	28140	35500
TOTAL OPERATING EXPENSES A-D	3330	32000	40000
E. TOTAL CAPITAL EXPENDITURES			

7.

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

[illegible]

7b. **PERSONNEL SCHEDULE** (continued)

[illegible]

8. **LIST PERCENT OF STAFF TURNOVER**

%

 Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

PROGRAM TITLE: Everybody Benefits!

PROGRAM LETTER: A

1. Participant Income levels:

Indicate the number of households of each income level and size that this program would serve in 2007

Income level	Number of households
Over 80% of county median income	
Between 50.1 % to 80%	180
Between 30.1% to 50.1% of CMI	20
Less than 30.1% of the median	20

2. Agency Cost Allocation Plan What method does your agency use to determine cost allocations among programs? If applying for a Community Development Block Grant from the City of Madison, include one copy of your indirect cost allocation plan.

This is the only project that the ACORN Institute is currently operating in Madison.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

APPLICATION SUMMARY Submit common description to each revenue source.

ORGANIZATION NAME	ARC COMMUNITY SERVICES, INC		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	2001 W. Beltline Highway #102, Madison, WI 53713		
TELEPHONE	(608) 278-2300	LEGAL STATUS <input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>51-0163796</u> State CN: <u>646-800</u>	
FAX NUMBER	(608) 278-2313		
NAME CHIEF ADMIN/ CONTACT	Karen D Kinsey		
INTERNET WEBSITE (if applicable)	arccomserv.org		
E-MAIL ADDRESS	kkinsey@arccommwerv.com		

PROGRAM LISTING Please list all programs your organization provides (including those which are not funded through this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: PROJECT RESPECT	JAN MIYASAKI	(608)283-6435	jmiyasaki@arccommwerv.com
B:			
C:			
D:			
E:			
F:			
G:			
H:			
I:			
J:			
K:			

For larger organizations use letters A-K for programs which seek funding through this common application process and attach a list or summary in row K for other programs your organization offers.

REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	All Other	C	D
DANE CO HUMAN SVCS	1,208,011	1,208,011	1,208,011	13,150	1,194,861		
DANE CO CDBG	0	0	0	0	0		
MADISON- COMM SVCS	44,375	45,440	47,258	47,258	0.0		
MADISON- CDBG	0	0	0	0	0		
UNITED WAY ALLOC	35,000	35,000	35,000	0.0	35,000		
UNITED WAY DESIG	4,507	4,507	3,756	0	3,756		
OTHER GOVT	67,272	70,293	70,293	70,293	0		
FUND RAISING DONATIONS	11,012	11,089	11,089	4,220	6,869		
USER FEES	0	0	0	0	0		
OTHER	0	0	0	0	0		
TOTAL REVENUE	1,370,177	1,374,340	1,375,407	134,921	1,240,486		

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS							
DANE CO CDBG							
MADISON- COMM SVCS							
MADISON- CDBG							
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT							
FUND RAISING DONATIONS							
USER FEES							
OTHER							
TOTAL REVENUE							

Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at www.cityofmadison.com/dcr/aaForms.cfm

Non-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4),.. MGO."

Signed: 

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Arc Community Services, Inc.

PROGRAM: Project RESPECT

(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

RESPECT addresses prostitution and related HIV/AIDS issues in Madison and Dane County. Originally based in the City/District Attorneys' Offices, RESPECT was opened in the community in 1986 to bypass arrests, promote self-referrals to reduce costs and improve access to and utilization of community services by this vulnerable population. RESPECT provides a safe space and program support to help women leave "the life" of prostitution and to move into essential community services, which would otherwise be largely inaccessible to them, so as to address these women's health, economic, and family needs so that they can develop a constructive lifestyle and achieve successful economic and social integration into the community. The majority of women served are self-referrals (74%) from the City of Madison. As staff time allows, RESPECT also promotes safe neighborhoods through outreach in affected city neighborhoods and through assistance with a coordinated neighborhood response by working directly with Madison Police Dept. and other community agencies.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL	105	100%	TOTAL PARTICIPANTS BY RACE	105	100%
MALE	3	0	WHITE	65	62%
FEMALE	102	100%	BLACK	34	32%
AGE	105	100%	NATIVE AMERICAN	2	2%
< 2	0	0%	ASIAN/PACIFIC ISLANDER	1	1%
2 – 5	0	0%	MULTI-RACIAL	0	0%
6 – 12	0	0%	ETHNICITY		
13 – 17	0	0%	HISPANIC	3	3%
18 – 29	21	20%	NON-HISPANIC	0	0%
30 – 59	84	80%	HANDICAPPED (persons with disabilities)	30	29%
60 – 74	0	0%	RESIDENCY	105	100%
75 & UP	0	0%	CITY OF MADISON	77	73%
			DANE COUNTY (NOT IN CITY)	28	27%
			OUTSIDE DANE COUNTY	0	0%

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible. **Not included in demographics are VOICES/VOCES and Testing is Power which served an additional 40 Black and 8 Hispanic women; also Teen Prevention Group- 11 Black, 2 Hispanic, 1 Asian girls.

PROGRAM: Project RESPECT**PROGRAM LETTER: A**

(Submit only to relevant revenue sources.)

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

RESPECT is located at 832 E. Johnson St., Madison WI. Additional outreach service sites include JFF-Allied, Badger Road, and Allied Wellness Center. This population, unlike the media "glamorization", is one of the most economically and physiologically disadvantaged and vulnerable in society, characterized by poverty level income, educational deficiencies, lack of marketable job skills, serious substance abuse problems (95%), childhood abuse (85%) sexual assault (74%), as well as physical and sexual abuse (82%) as adults and is high risk for HIV infection with 29% IV drug users. 85% were primary caretakers of children averaging 2 children per family. Survivors of prostitution identify the primary barrier to utilizing services their dual identity as sexual abuse survivors and perpetrators of illegal acts.

D. PROGRAM OUTCOMES

105 Number of unduplicated individual participants served during 2007.

53 Number of unduplicated participants who completed the program during 2007* (if applicable).

*The rest were still in the program in 2008.

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		To Provide the City Attorney's Office with an alternative to prosecution for women involved in prostitution (municipal ordinances). 1. To reduce public costs (arrest, prosecution, human) related to prostitution. 2. To reduce the "revolving door" nature of prostitution arrests so that re-arrests are reduced.				
Performance Indicator(s)		At least 60% of all participants will complete the program.				
Explain the measurement tools or methods.		Client Participation record keeping and quarterly statistical reports.				
Target Proposed for 2009	Total to be served	100	Targeted <u>percent</u> to meet performance indicator(s)	60%	Number to meet indicators(s)	60
Target Proposed for 2010	Total to be served	100	Targeted <u>percent</u> to meet performance indicator(s)	60%	Number to meet indicators(s)	60
OUTCOME OBJECTIVE # 2		To assist individual efforts to discontinue prostitution and develop a more constructive lifestyle by increasing access to and utilization of basic essential community services to assist women in becoming gainfully employed and to address their financial, health, and family needs.				
Performance Indicator(s)		At least 60% of all participants completing the program will successfully complete (legal source of income, safe housing, etc).				
Explain the measurement tools or methods.		Client case files and statistical record keeping on employment, housing, childcare, etc. Successful completion means to complete 85% of case plan goals and objectives.				
Target proposed for 2009	Total to be served	60	Targeted <u>percent</u> to meet performance indicator(s)	60%	Number to meet indicator(s)	36
Target proposed for 2010	Total to be served	60	Targeted <u>percent</u> to meet performance indicator(s)	60%	Number to meet indicator(s)	36

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

RESPECT is an outpatient program that provides advocacy, outreach, intensive case management, counseling, crisis intervention and peer support groups developed specifically for the specialized recovery needs of women with prostitution histories. The program focuses on building self-worth, self-awareness, self-empowerment and pride in accomplishments in order to construct a healthier, more economically and socially appropriate lifestyle for each woman. RESPECT has developed an intensive case management and peer counseling model that promotes successful involvement in and better utilization of community resources with which it networks extensively. Case management services are provided at least weekly and as often as needed with related individual counseling and the following self-help peer groups: 1. A weekly peer support group which addresses the prostitution lifestyle and assists women who want to leave prostitution. 2. Ongoing outreach sites at JFF-Allied, Badger Road, and Allied Drive Wellness Center. These sites have resulted in greatly increased local outreach on the twin issues of prostitution and HIV/AIDS and allowed for greater referrals and support for the RESPECT project's core services addressing prostitution. 3. Saturday evening outreach and neighborhood based crisis intervention and case management at JFF-Allied. 4. South Madison prevention education for middle school girls at risk of sexual exploitation. Developed and implemented a 10 week, "Tween Girls: I'm worth it!" 5. A monthly advanced women's issues- consumer advisory group. Core program services have also been enhanced since 1999 by the "Frontliners", "Testing is Power" and "Sista" and VOICES/VOCES programs which train women with prostitution histories to provide intense HIV/AIDS peer outreach activities which include education and testing components and allow for enhanced case management. These outreach programs have increased referrals being made directly to RESPECT by the MPD and allowed for partnership with State Public Health and Federal Center for Disease Control resulting in a network of designated community partners including AIDS Network and Madison Public Health who make referrals, provide network sites, and meet quarterly for interagency cross training, consultation, and mutual assistance.

Outcome #2

Individual service plans or contracts are developed with each woman and referral source to meet her needs for stable recovery. The contract details individualized requirements needed for each woman to overcome barriers to stable, legal participation in community basic services and successful family reintegration including confidential on-site HIV/AIDS testing; access to general health coordination including prenatal; vocational/education programming; reliable, legal source of income; safe, affordable housing; AIDS and general health education; parenting skill building services and custody/foster care issue resolution; alcohol and drug abuse and/or mental health referral. The project insures the provision of support services, outreach, safety plan development, collateral community service involvement, AIDS outreach and education and the counseling/referral/training necessary to facilitate a participant's efforts to discontinue prostitution related activities in the City of Madison. RESPECT also provides crisis intervention/advocacy in assisting women in 1. Ending the violence and chaos in their lives, 2. Becoming better parents, 3. Ending their cycle of poverty and crime, 4. Overcoming the economic and emotional barriers to self-sufficiency, 5. Leaving prostitution. In 2007, 75% of clients achieved legal employment, 3% entered technical or other college programs, 60% acquired needed housing and 85% received AODA, victimization or mental health services. Other program activities include provision of community educational, informational activities, especially neighborhood concerns on the topic of prostitution and related activities, and participation on community task forces especially Allied Dr. Stakeholders and South Madison Anti-Drug Coalition. **Allied Area Partnership Towards Recovery** is administered by RESPECT in collaboration with the Allied Area Joining Forces for Families, Allied Dunn's Marsh Neighborhood Association, Allied Wellness Center, ARC AODA Services. This project provides individual and two weekly support groups for substance abusing adults. The project focuses on making a connection between substance use and family violence. In 2008 RESPECT presented information and education about the dynamics of prostitution and RESPECT services and responded to affected neighborhoods through Eken Neighborhood Association and Emerson Neighborhood Association. RESPECT coordinates with community policing teams and neighborhood officers to provide outreach services- including sting operations and individual outreach and crisis intervention.

In 2007 RESPECT organized **Community Coordinated Response to Prostitution** to disrupt the demand/supply for prostitution in the South Madison area; support the development of routes out by proactively engaging with those involved in prostitution activities using law enforcement and social science-based methods through cooperation/coordination by the primary interveners of this crime, and includes concerned neighbors. CCR-P's activities include: Badger Wellness Workshop which provides neighborhood-based nighttime wellness activities including: individual services to prostituting adult women; prevention services to teens that promote positive peer culture and healthy protective behaviors against drug use, crime and sexual exploitation; peer-based substance abuse recovery group; public health education. RESPECT also provides neighborhood-based individual outreach counseling and case management services that meet the women "where she's at" in order to promote her successful involvement in community resources.

PROGRAM: Project RESPECT

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	13,150	13,150	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	45,440	32,930	6,392	5,601	517
MADISON CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	70,293	43,351	12,407	14,052	483
FUND RAISING	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	4,220	4,220	0	0	0
TOTAL	133,103	93,651	18,799	19,653	1,000

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	13,150	13,150	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	47,258	34,748	6,392	5,601	517
MADISON CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	70,293	43,351	12,407	14,052	483
FUND RAISING	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	4,220	4,220	0	0	0
TOTAL	134,921	95,469	18,799	19,653	1,000

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue. The 2009 Budget reflects 4% cost to continue which will assist with, but not cover, projected increases in health insurance, rent, and other fixed costs.
- Please note that although program services provided by State/Federal grants can enhance RESPECT'S services, these funds are for HIV/AIDS outreach and counseling activities only and do not provide for the core services that address prostitution in Madison contained in this grant

PROGRAM: Project RESPECT

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	146,805	167*	879	5,225	28.09
2008 BUDGETED	133,103	160	832	4,224	31.51
2009 PROPOSED	134,921	160	843	4,224	31.94

*Includes 105 RESPECT onsite and 62 outreach clients.

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

Units of service are based on 2.27 FTE in 2007 and 1.91 FTE in 2008 (less vacation, sick time) =direct service hours. Unit cost= 1 client service hour and is the means used for all funding sources unless otherwise specified.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

A woman involved in prostitution activities who participates in the RESPECT program and receives weekly case management, individual counseling, peer group participation for the length of time determined by a mutually agreed upon case plan which outlines target goals/objectives and/or receives HIV/AIDS testing and counseling and other outreach services including specialized groups and counseling.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

As the Allied Dr. neighborhood has become a City priority, RESPECT has become more involved in the ongoing development of positive programming for the residents living there. As with other helping groups, we have found poverty, prostitution, and drug-related crime are a growing concern to all neighbors. Meanwhile, some of the more marginalized women there do not access the City's essential community-based services that promote public health, safe housing, safe neighborhoods and individual empowerment. RESPECT would like to develop an innovative peer-based outreach model utilizing prevention/intervention groups and individual case management to prepare women for successful participation in Allied Dr. programs and address the obstacles that have prevented their previous participation. RESPECT would also like to expand the scope/level of its out reach to more city neighborhoods but does not have sufficient staffing to do on a regular basis.

L. **2010 PROPOSED BUDGET**

2010 PROPOSED BUDGET					
ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	13,150	13,150	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	49,148	36,638	6,392	5,601	517
MADISON CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	74,513	47,571	12,407	14,052	483
FUND RAISING	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL	136,811	97,359	18,799	19,653	1,000

M. **2010 COST EXPLANATION** Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.

Please note: most of the "other" government funds are time-limited Federal/State/Local grants that will be ending unless picked up through new initiatives.

Personnel in 2008 were reduced from 2.27 FTE in 2007 to 1.91 FTE due to lack of sufficient funds despite increased case load and neighborhood activities. Professional staff often work more than forty hrs/week. RESPECT was in deficit in 2007 and was unable to continue with the part time case manager. The biggest strains have been the continuing increases in health insurance agency wide (18% from 2007-2008) and in RESPECT's rent which jumped 22% since 2005, as well as other fixed costs such as utilities.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION ARC Community Services, Inc. – Project RESPECT
(Submit to all revenue sources.)

AGENCY INFORMATION

1. MISSION STATEMENT Describe your agency's mission in the space provided.

Arc Community Services, Inc. is a private not-for-profit, 501(c)3 agency providing innovative, women responsive, strengths-based, family focused, community-based wraparound services that are gender and culturally competent to women and their children/families since 1976. ARC specializes in integrated, multi-disciplinary, women-specific services provided within the family context particularly the mother/child bond, in order to foster healthy family functioning and family intactness and reduce out-of-home placements of young children and to assist in stopping the cycle of family violence, abuse and neglect, as well as to provide for healthy births and the positive development of the young children of the involved mothers. ARC specializes in the research, development and implementation of programming based on current research and best practices for women at risk of criminal activity or prostitution related activities and/or substance abuse on a residential, day treatment and outpatient bases in the City of Madison, Dane County and State of WI.

RESPECT received an Allied Dunn's Marsh neighborhood association "Outstanding Community Organization" award 11/2007; and "A Partnership in Building Trust Award" by Madison Police Department on 5/29/08.

2. SERVICE IMPROVEMENT Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.

In 2005, a mini grant award from WI Public Health and Federal CDC for, "The SISTA Project", an African American women's empowerment curriculum to provide culturally-specific HIV prevention. This grant recognized RESPECT'S success with working with African American women with histories of prostitution. In 2008, RESPECT received VOICES/VOCES, a new brief intervention program for prostituting high-risk HIV African American women. RESPECT maintains a network with other service providers working with the most marginalized individuals including parishes, local hospitals/emergency rooms, and hunger/homeless networks. In 2007, RESPECT actively participated in the Allied Dr. Stakeholders meetings convened by the Madison Weed and Seed addressing the coordinated community response to sexual assault/domestic violence. Since 2007, RESPECT has administered the Allied Area Partnership Towards Recovery. RESPECT developed and facilitated the deferred prosecution "John School" held at the South MPD, and initiated the Community Coordinated Response to Prostitution utilizing the CCR model together with the primary interventions of this crime. In 2005, RESPECT began to utilize the Federal CDC'S Diffusion of Effective Behavioral Interventions (DEBI) project curricula designed to bring science-based HIV/AIDS prevention/interventions to community-based organizations. RESPECT contributed to the development of Best Practices in addressing prostitution when its women were the subject of a University of Wisconsin study completed in June 2005: "Being in the World of Prostitution: An Interpretative Phenomenological Study of Women's Lived Experiences and Their Relation to Service Providers." RESPECT became a member of Office of Justice Assistance, Violence Against Women's Act, Human Trafficking subcommittee in 2008.

3. EXPERIENCE AND QUALIFICATIONS Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.

ARC was originally selected to assume the operation in the community of the City/District Attorney's Adult Prostitution Project in 1986 due to its reputation for successful delivery of programming for women, especially women offenders. Since then, ARC has had a successful track record of faithfulness to the original intentions of the project by increasing, over time, community referrals, access, utilization and networking with local resources, including the development of satellite service sites which help address neighborhood concerns, and provide direct services in affected neighborhoods upon their request and by adapting the project to current realities such as HIV/AIDS. RESPECT, in 2002 was selected by the Federal CDC as an Evaluation Demonstration site in recognition of its successful HIV/AIDS outreach programming to its target population, especially its success in addressing the dual nature of HIV/AIDS and prostitution. Additional program awards since 1999 (Testing is Power, Frontliners, VOICES/VOCES) for HIV/AIDS outreach, education, case management, evaluation and testing have allowed for greater community collaboration and partnerships, increased community presence and referrals of women involved in prostitution, increased consumer participation, and enabled RESPECT to more fully implement its core mission to address prostitution locally. With the receipt of HIV/AIDS Federal/State funds, RESPECT received the technical assistance to develop a fairly complex outcome monitoring project meeting the standards of the Federal CDC.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 4

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

*RESPECT also draws on consumer advisory board at CCR-P's advisory members.

Board President's Name Home Address Occupation Representing Term of Office: From __ To __	Becky Young 639 Crandall St. Retired Legislator President Year to Year 2/07-2/09	Board Vice-President's Name Home Address Occupation Representing Term of Office: From __ To __	Gerald Mowris 131 W. Wilson #1201 Attorney at Law Vice President Year to Year 2/07-2/09
Board Secretary's Name Home Address Occupation Representing Term of Office: From __ To __	Amy Bruchs 1 S. Pinckney St. Attorney at Law Secretary Year to Year 2/07-2/09	Board Treasurer's Name Home Address Occupation Representing Term of Office: From __ To __	Jan Froelich 49 Kessel Ct. #210 CPA Treasurer Year to Year 2/07-2/09
Name Home Address Occupation Representing Term of Office: From __ To __	A'Lynne Jenkins 21 Coronado Ct Retired ARC Staff Person General Member Year to Year 2/07-2/09	Name Home Address Occupation Representing Term of Office: From __ To __	Elaine Hughes Whenona Drive Social Worker General Member Year to Year 2/07-2/09
Name Home Address Occupation Representing Term of Office: From __ To __	Rita Adair 2322 S. Park St. Social Worker Advisory Committee Member Ongoing	Name Home Address Occupation Representing Term of Office: From __ To __	Al Rickey 211 S. Carroll St. Police Officer Advisory Committee Member Ongoing
Name Home Address Occupation Representing Term of Office: From __ To __	Suzanne Beaudoin 210 Martin Luther King District Attorney's Office Advisory Committee Member Ongoing	Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	

STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** For your agency's 2007 staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD**		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	75	100%	41	100%	18	100%
GENDER						
MALE	3	4	6	15	1	6
FEMALE	72	96	35	85	17	94
AGE						
LESS THAN 18 YRS	0	0	0	0	0	0
18 – 59 YRS	67	89	36	88	18	100
60 AND OLDER	8	11	5	12	0	0
RACE						
WHITE	57	76	31	76	15	83
BLACK	13	17	7	17	2	11
NATIVE AMERICAN	1	1	0	0	0	0
ASIAN/PACIFIC ISLE	2	3	2	5	0	0
MULTI-RACIAL	0	0	0	0	0	0
ETHNICITY						
HISPANIC	2	3	1	2	0	0
NON-HISPANIC	73	97	0	0	0	0
HANDICAPPED* (Persons with Disabilities)	5	7	1	5	0	0

**Board includes advisory committee(s) members

* Refer to definitions on page 3 of the instructions.

BUDGET TOTAL OPERATING EXPENSES

6. **AGENCY EXPENSE BUDGET** This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL	2008 BUDGET	2009 PROPOSED
A. PERSONNEL			
Salary	794,702	810,861	812,361
Taxes	65,783	66,815	66,962
Benefits	180,824	194,309	194,480
SUBTOTAL A:	1,041,309	1,071,985	1,073,803
B. OPERATING			
All "Operating" Costs	209,937	180,227	180,227
SUBTOTAL B	209,937	180,227	180,227
C. SPACE			
Rent/Utilities/Maintenance	109,614	112,902	112,902
Mortgage (P&I)/Depreciation/Taxes	0	0	0
SUBTOTAL C	109,614	112,902	112,902
D. SPECIAL COSTS			
Assistance to Individuals	9,317	9,226	8,475
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
SUBTOTAL D	9,317	9,226	8,475
TOTAL OPERATING EXPENSES A-D	1,370,177	1,374,340	1,375,407
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
Program Manager	1.0	42,435	1.0	43,435	1.0				
HIV Outreach Worker	.88	18,200	.88	18,700	.88				
Administrative Support	.03	8,955	.03	8,955	.03				
TOTAL	1.91	69,590	1.91	71,090	1.91				

7b. **PERSONNEL SCHEDULE** (continued)[illegible]

8. **LIST PERCENT OF STAFF TURNOVER** 0% Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

Staff have been very committed to this project and often work more than the required hours due to insufficient staff and/or to meet client demand and related activities in Madison.

PROGRAM: Latino Family Resource Center
(Submit only to relevant revenue sources.)

PROGRAM LETTER: B

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

The majority of participants in the Latino Family Resource Center are monolingual Spanish-speakers from Latin America. Client families are often composed of non-citizen adults and U.S. citizen children. The families are generally low-income and reside primarily in the Bridge Lake Point service area or in surrounding south side neighborhoods. Additionally LFRC programming draws a significant number of participants living in Madison's outlying areas.

D. PROGRAM OUTCOMES

237 Number of unduplicated individual participants served during 2007.

NA Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		The number of Latino community members of the Bridge Lake Point and other south side Madison neighborhoods participating in center programming and services will increase 20% annually.				
Performance Indicator(s)		Tracking of enrollment in LFRC programming, participation in youth programming, and documentation of daily unduplicated contacts with area Latinos.				
Explain the measurement tools or methods.		The Latino Family Resource Coordinator logs daily Latino contacts and is responsible for reporting for center participation in youth/adult programming on a quarterly basis.				
Target Proposed for 2009	Total to be served	1800	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicators(s)	1800
Target Proposed for 2010	Total to be served	2100	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicators(s)	2160
OUTCOME OBJECTIVE # 2		Latino residents that participate in LFRC job skills trainings and classes such as ESL, cooking class, and computer classes will report that their participation has had a positive impact on their quality of life and their sense of belonging in the Madison community.				
Performance Indicator(s)		Positive impact and sense of belonging measured through post-participation surveys				
Explain the measurement tools or methods.		LFRC training and program participants will complete surveys following participation to measure the impact said participation/service has on their quality of life and transition into the Madison community. 80% of completed surveys will indicate a positive impact.				
Target proposed for 2009	Total to be served	150	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	120
Target proposed for 2010	Total to be served	150	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	120

- III. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

The LFRC Coordinator strives to create trusting relationships with the Latino families in the BLW Neighborhood and south side of Madison. The LFRC Coordinator consistently available for private, professional contact with Latino community members. Through continually building a network of interpersonal relationships the LFRC Coordinator is able to introduce center programming to a broad, Latino constituency. Additionally, the LFRC Coordinator is responsible for organizing, implementing, and taking part in community programming that allows the Latino community to gather together such as Latino Family Nights and other community events and Spanish-speaking classes and trainings. LFRC Coordinator participation in Latino groups throughout Madison, such as LaSup, and the midwest provide valuable knowledge while establish relationships with outside organizations and agencies that can be of further service to area Latino families. The coordination of events and active participation in civic activities provides the LFRC Coordinator with direct access to members of the Latino community.

The LFRC Coordinator is involved in outreach efforts with families at Glendale Elementary School, where Latino students are the prominent racial/ethnic group. Meetings take place at least twice throughout the year with Glendale Elementary, Sennett Middle School, and Lafollette ESL guidance counselors and social workers to assess needs of Latino children and youth residing in the community. This direct interaction with the service population and individuals directly involved in organizations and agencies committed to the Latino community, assists the LFRC Coordinator in providing tailored community programming, representative of the Latino community's strengths and challenges.

Outcome #2

Bridge Lake Point Waunona Neighborhood Center (BLW) encourages Latino families to engage in center programs and services. BLW coordinates a wide array of Latino-oriented programming designed to build socio-economic capital and provide immigrant families with skills to better acclimate to life in Madison. English classes offered by BLW are consistently in high demand. These ESL courses are taught by community professionals and provide adult students with the language competency they need to obtain employment and US citizenship. Similarly, basic computer skills courses are offered in Spanish to introduce adult students to word processing, internet queries, typing proficiency, and other rudimentary computer skills. Occupational trainings are available in Spanish to help provide immigrant families with marketable job skills. BLW's intensive forklift diver certification program has been well received by the Latino community and provides adult participants direct employment skills. Additionally, the LFRC organizes specialized workshops which reflect interests among community residents. Some of these classes include: nutritional planning, physical fitness, parenting skills, consumer protection, and tenants' rights education.

Strong institutional relationships between the LFRC and groups such as MMSD, the South Madison Planning Council, LaSup, the Latino Chamber of Commerce, and the Dane County Time Bank allow the LFRC to organize programming which addresses the needs and desires of the Latino community. The LFRC Coordinator is an advocate for Latino families in Madison and provides open office hours for families seeking assistance with translation/interpretation, employment assistance, tenancy issues, and financial planning. The LFRC provides assistance in connecting Spanish speaking families to social service providers including food pantries, housing specialists, medical/insurance providers, and more.

PROGRAM: Latino Family Resource Center
(Submit only to relevant revenue sources.)

PROGRAM LETTER: B

F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	4,938	4,938			
DANE CO CDBG					
MADISON COMM SERV	10,884	10,884			
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	18,000	7,182	10,818		
USER FEES					
OTHER					
TOTAL	33,822	23,004	10,818 10,818	20	

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	4,938	4,938			
DANE CO CDBG					
MADISON COMM SERV	16,920	16,920			
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	20,000	10,397	9,603		
USER FEES					
OTHER					
TOTAL	41,858	32,255	9,603		

G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue. In addition to a COLA increase, BLW is seeking funding to allow for an additional five hours weekly performed by the LFRC Coordinator. This increase is in response to the success of the current program and high demand for Spanish-speaking programs and services. Additional services will accommodate the increasing numbers of Latino residents seeking the economic opportunities and stability offered through completing center sponsored job skills trainings, computer classes, and ESL classes.

PROGRAM: Latino Family Resource Center

PROGRAM LETTER: B

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	15,624	237	\$66	2,254	\$6.93
2008 BUDGETED	33,822	200	\$170	2,000	\$16.91
2009 PROPOSED	41,858	225	\$186	2,000	\$20.93

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

One service unit equals one hour of programming.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An individual that has not previously received services or participated in a LFRC program activity.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Centro Hispano

PROGRAM: General Support

(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

General Support provides bilingual assistance to individuals and families striving to meet their basic needs. Services in the areas of housing, food security, employment, and translation are among the most common. In addition to services provided at Centro, individuals are also connected to other service in the community through referrals. Within the umbrella of General Support, there are two sub-programs known as Nuestra Casa and Latino Employment. Nuestra Casa helps families stay in their homes by providing rent assistance and preventing home evictions. Latino Employment helps people learn: how to do job searches using the Internet, prepare for and understand the process of job interviews, and write résumés and cover letters. 2872 program participants were served by General Support in 2007.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY RACE		100%
MALE	1404	49%	WHITE	395	15%
FEMALE	1468	51%	BLACK	701	24%
AGE		100%	NATIVE AMERICAN	37	1%
< 2	0	0%	ASIAN/PACIFIC ISLANDER	40	1%
2 – 5	0	0%	MULTI-RACIAL	1699	59%
6 – 12	0	0%	ETHNICITY		100%
13 – 17	7	0%	HISPANIC	1699	59%
18 – 29	753	26%	NON-HISPANIC	1173	41%
30 – 59	1887	66%	HANDICAPPED (persons with disabilities)	122	4%
60 – 74	120	4%	RESIDENCY		100%
75 & UP	19	1%	CITY OF MADISON	2619	91%
Unknown	86	3%	DANE COUNTY (NOT IN CITY)	219	8%
			OUTSIDE DANE COUNTY	34	1%

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: General Support
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

We serve a wide variety of age levels here through the General Support program. The people who receive our services are generally low-income. Most of our clients are first generation immigrants from Latin America who speak only Spanish, although many other ethnic groups are served throughout our services. A large portion of our clients do not have a high school education. We provide all of our services at 810 W. Badger Rd in Madison, WI.

D. PROGRAM OUTCOMES

2872 Number of unduplicated individual participants served during 2007.

NA Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Clients improve their access to services and resources existing in the community by receiving the information and/or the resources they desired to help them become more independent. (Actual number of clients served in 2007 = 2,871)				
Performance Indicator(s)		Client situation is improved through access to information and resources provided through general support program.				
Explain the measurement tools or methods.		Centro Hispano Deputy Director Kent Craig and Gray Williams from City of Madison Community Services developed an outcome based on a sample size of 30 clients. Clients files are chosen at random and there cases are reviewed using an outcome measurement tool. The measurement tool examines the reason for the visit and determines whether the client's situation was improved through access to information and resources.				
Target Proposed for 2009	Total to be served	30	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicators(s)	24
Target Proposed for 2010	Total to be served	30	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicators(s)	24
OUTCOME OBJECTIVE # 2						
Performance Indicator(s)						
Explain the measurement tools or methods.						
Target proposed for 2009	Total to be served		Targeted <u>percent</u> to meet performance indicator(s)		Number to meet indicator(s)	
Target proposed for 2010	Total to be served		Targeted <u>percent</u> to meet performance indicator(s)		Number to meet indicator(s)	

PROGRAM: General Support

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

- E. PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

- *Program participants receive information and referral to resources that exist in the community.
- *Program participants receive direct assistance from staff including translation, advocacy, financial assistance, or food.
- *Staff organize and implement educational outreach programs to the Latino community.
- *Coordinator assists participants in interview techniques, writing quality resumes and in filling out job applications
- *Coordinator informs participants of employment and training opportunities available in the community through weekly employment workshops and through individual appointments.
- *Coordinator performs follow up with participants and employers to ensure that information was useful to participant.
- *Coordinator visits worksites and maintains contacts with employers to ensure quality employment leads for participants.
- *Coordinator assists families in searching for affordable housing and informs them of options, including homeownership.
- *Coordinator connects participants with supplementary services provided by Centro Hispano including tax/ITIN preparation, food pantry and employment services.
- *Coordinator performs outreach and education in area of credit, rental rights and responsibilities and financial education.
- *Staff administer rent assistance fund for those facing eviction.

Outcome #2

PROGRAM: General Support**PROGRAM LETTER: A**

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	65,207	49,206	7,583	6,849	1,568
MADISON CDBG					
UNITED WAY ALLOC	58,000	43,768	6,745	6,092	1,396
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL	123,207	92,974	14,328	12,941	2,964

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	82,080	65,280	7,962	7,191	1,647
MADISON CDBG					
UNITED WAY ALLOC	73,008	58,064	7,082	6,397	1,465
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL	155,088	123,344	15,044	13,588	3,112

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue. The significant increase in personnel for 2009 is to create a new half-time General Support Coordinator position. We have also budgeted increases in current salaries in order to compensate current General Support Coordinators at a more competitive rate of \$14 per hour. In other account categories we have requested a 5% increase. The costs have been distributed evenly between United Way and City of Madison.

PROGRAM: General Support

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	122,242	2872	\$43	6,608	\$18
2008 BUDGETED	123,207	2984	\$41	7,461	\$17
2009 PROPOSED	155,088	3,877	\$40	9,693	\$16

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

A service unit for the General Support is defined by a single service provided to a client. One unit consists of no more than 1 hour of service to a client.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is defined as any client receiving at least one unit of service during the year.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

L. 2010 PROPOSED BUDGET

2010 PROPOSED BUDGET					
ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

M. 2010 COST EXPLANATION Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Centro Hispano of Dane County

PROGRAM: Juventud
(Submit only to relevant revenue sources.)

PROGRAM LETTER: C
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

Centro Hispano offers several after-school academic support programs. Youth Program Coordinators, with the help of community volunteers and school staff, work together to provide academic assistance through tutorial services for Latino youth in a variety of cultural, educational, vocational, and recreational activities throughout the year. Juventud works with middle school students at 5 different Madison schools. Students are encouraged to take pride in their Latino heritage and to be leaders in their community and among their student peers. The program also helps to educate students on the negative effects of drug and alcohol abuse, and provides vocational guidance. Since 2005 Centro Hispano has saved resources and improved services through an innovative collaboration with MSCR and the Urban League of Greater Madison. By working together on outcomes and not duplicating efforts our collaborative has been able to impact more youth in need of support. Juventud served 2298 students in 2007.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY RACE		100%
MALE	1142	49%	WHITE	773	33%
FEMALE	1156	51%	BLACK	748	33%
AGE		100%	NATIVE AMERICAN	4	1%
< 2	0	0%	ASIAN/PACIFIC ISLANDER	177	8%
2 – 5	0	0%	MULTI-RACIAL	596	25%
6 – 14	2298	100%	ETHNICITY		100%
15 – 17	0	0%	HISPANIC	596	25%
18 – 29	0	0%	NON-HISPANIC	1702	75%
30 – 59	0	0%	HANDICAPPED (persons with disabilities)	0	0%
60 – 74	0	0%	RESIDENCY		100%
75 & UP	0	0%	CITY OF MADISON	2298	100%
			DANE COUNTY (NOT IN CITY)	0	0%
			OUTSIDE DANE COUNTY	0	0%

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

(Submit only to relevant revenue sources.)

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

We provide bilingual educational support and mentoring to Latino children and others at the following middle schools: Toki, Cherokee, Sennett, Sherman, and Jefferson. Our target population is Latino students. The majority of the students are children of first generation immigrants from primarily low-income households. Many of the students are English language learners. Most of the students speak Spanish at home and parents of many students do not speak English.

D. **PROGRAM OUTCOMES**

2298 Number of unduplicated individual participants served during 2007.

NA Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1			Participants will achieve or surpass the Madison Metropolitan School District's attendance goal of 94%.			
Performance Indicator(s)			Students attend school regularly while participating in Juventud.			
Explain the measurement tools or methods.			The outcome will be measured using the daily attendance and other records sheets used by Centro Hispano Juventud Coordinators. Madison Metropolitan School District staff have agreed to collaborate with Centro Hispano to access attendance data recorded by schools.			
Target Proposed for 2009	Total to be served	2,400	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicators(s)	1,920
Target Proposed for 2010	Total to be served	3,099	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicators(s)	2,479
OUTCOME OBJECTIVE # 2			Participants will maintain or improve their GPA while participating in the program.			
Performance Indicator(s)			Students improve academically while participating in Juventud.			
Explain the measurement tools or methods.			The outcome will be measured using the daily attendance and other records sheets used by Centro Hispano Juventud Coordinators. Madison Metropolitan School District staff have agreed to collaborate with Centro Hispano to access GPA data recorded by schools.			
Target proposed for 2009	Total to be served	2,400	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	1,920
Target proposed for 2010	Total to be served	3,099	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	2,479

(Submit only to relevant revenue sources.)

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

Five youth program coordinators are hired to work independently at each school that Juventud serves. Each coordinator maintains constant communication with school staff, parents and volunteers concerning the academic and behavioral progress of each student. Home visits are part of this program and coordinators often refer parents to other social services including Centro Hispano. Academic help is provided by the youth coordinator in conjunction with bilingual resource specialists, teachers as well as community volunteers during and after school. Youth are exposed throughout the year to educational workshops, team building activities, leadership development, as well as field trips to institutions of higher education. All of these services take place through a collaborative partnership between MSCR and the Urban League of Greater Madison.

Outcome #2

Five youth program coordinators are hired to work independently at each school that Juventud serves. Each coordinator maintains constant communication with school staff, parents and volunteers concerning the academic and behavioral progress of each student. Home visits are part of this program and coordinators often refer parents to other social services including Centro Hispano. Academic help is provided by the youth coordinator in conjunction with bilingual resource specialists, teachers as well as community volunteers during and after school. Youth are exposed throughout the year to educational workshops, team building activities, leadership development, as well as field trips to institutions of higher education. All of these services take place through a collaborative partnership between MSCR and the Urban League of Greater Madison.

PROGRAM: Juventud**PROGRAM LETTER: C**

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	40,600	32,971	4,140	3,295	194
DANE CO CDBG					
MADISON COMM SERV	20,536	16,677	2,094	1,666	99
MADISON CDBG					
UNITED WAY ALLOC	31,280	25,402	3,190	2,539	149
UNITED WAY DESIG					
OTHER GOVT	75,000	60,908	7,648	6,088	356
FUND RAISING					
USER FEES					
OTHER					
TOTAL	167,416	135,958	17,072	13,588	798

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	62,352	52,858	5,152	4,101	241
DANE CO CDBG					
MADISON COMM SERV	31,539	26,737	2,606	2,074	122
MADISON CDBG					
UNITED WAY ALLOC	48,039	40,725	3,969	3,159	186
UNITED WAY DESIG					
OTHER GOVT	75,000	63,580	6,198	4,933	289
FUND RAISING					
USER FEES					
OTHER					
TOTAL	216,930	183,900	17,925	14,267	838

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue. Personnel Category: Seeking to increase program coordinator salaries from \$12.73 to \$14 per hour. Also seeking to create full time program coordinator positions at Toki and Sherman middle schools. Requesting 5% salary increase for Youth Program Manager. All other account categories: Seeking 5% increase to cover increasing costs.

PROGRAM: Juventud

PROGRAM LETTER: C

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	160,083	2298	\$70	16,856	\$9
2008 BUDGETED	167,416	2,400	\$70	18,602	\$9
2009 PROPOSED	216,930	3,099	\$70	24,103	\$9

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

A service unit for the Juventud Program is defined as one hour of service provided to a student.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is defined as any student receiving at least one unit of service during the year.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

APPLICATION SUMMARY Submit common description to each revenue source.

LATE
Received:
12:05 P
6-6-08

ORGANIZATION NAME	Community Action Coalition for South Central Wisconsin, Inc. (CAC)	
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	1717 N. Stoughton Road, Madison, WI 53704-2605	
TELEPHONE	608-246-4730	LEGAL STATUS <input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>39-1053827</u> State CN: _____
FAX NUMBER	608-246-4760	
NAME CHIEF ADMIN/ CONTACT	Greta C. Hansen	
INTERNET WEBSITE (if applicable)	www.cacscw.org	
E-MAIL ADDRESS	ghansen@cacscw.org	

PROGRAM LISTING Please list all programs your organization provides (including those which are not funded through this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: Housing Case Management (formerly Family Support)	Robin Day-Laporte	608-246-4730	robind@cacscw.org
B: Citizen Advocacy	Jen Mrotek	608-246-4730	jenm@cacscw.org
C: Financial Services	Robin Day-Laporte	608-246-4730	robind@cacscw.org
D: Community Gardens	Chris Brockel	608-246-4730	chrisb@cacscw.org
E: Food Security Program	Chris Brockel	608-246-4730	chrisb@cacscw.org
F: Clothing Center	Nichelle Nichols	608-246-4730	nnichols216@cacscw.org
G: Permanent Supportive Housing	Donna Theis	608-246-4730	donnat@cacscw.org
H: Other (including Jefferson, Waukesha, Administration)	Greta Hansen	608-246-4730	ghansen@cacscw.org
I:			
J:			
K:			

For larger organizations use letters A-K for programs which seek funding through this common application process and attach a list or summary in row K for other programs your organization offers.

REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS	173,820	173,820	173,820	131,200	0	0	0
DANE CO CDBG	75,000	75,000	75,000	75,000	0	0	0
MADISON- COMM SVCS	0	0	20,000	0	20,000	0	0
MADISON- CDBG	64,689	63,938	65,565	0	0	23,876	41,689
UNITED WAY ALLOC	159,487	158,512	186,982	30,000	22,820	30,000	6,000
UNITED WAY DESIG	9,309	14,000	14,000	5,000	0	0	3,500
OTHER GOVT	1,851,560	3,000,000	1,283,930	99,960	19,000 5,000	199,025	54,000
FUND RAISING DONATIONS	155,477	275,000	290,000	500	1,500	500	2,500
USER FEES	15,678	19,550	20,000	0	0	0	2,000
OTHER – Foundations or brought forward from previous year	340,284	259,906	1,241,200	0	2,000 (foundations)	17,000 (foundations)	105,500 (foundations)
TOTAL REVENUE	2,845,304	4,039,726	3,370,497	341,660	56,320 52,320	270,401	215,189

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS	14,065	28,555	0	0			
DANE CO CDBG	0	0	0	0			
MADISON- COMM SVCS	0	0	0	0			
MADISON- CDBG	0	0	0	0			
UNITED WAY ALLOC	85,000	4912	0	8250			
UNITED WAY DESIG	0	5,500	0	0			
OTHER GOVT	80,000	10,000	222,075	612,870			
FUND RAISING DONATIONS	25,000	6,000	0	254,000			
USER FEES	0	750	0	17,250			
OTHER- Foundations or brought forward from previous year	7000 (foundations)	0	0	1,116,700 (brought forward)			
TOTAL REVENUE	211,065	49,717	222,075	2,009,070			

Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at www.cityofmadison.com/dcr/aaForms.cfm

Non-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities"

Application Summary - B

and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4), MGO."

Signed: _____

John Hansen

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION Community Action Coalition for South Central Wisconsin, Inc.
(Submit to all revenue sources.)

AGENCY INFORMATION

1. **MISSION STATEMENT** Describe your agency's mission in the space provided.
CAC's mission is to develop economic and social capacities of individuals, families and communities to reduce poverty in Dane, Jefferson and Waukesha Counties. CAC's work includes:
Helping people meet their basic needs for housing, food and clothing;
Helping people develop the capacity, knowledge and skills necessary to improve their economic circumstance;
Helping communities develop respectful and responsive approaches to addressing poverty; and,
Increasing our agency's capacity to foster its mission and achieve program goals.
2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.
In 2007, CAC conducted a community needs assessment in its tri-county service area. CAC partnered with 24 service providers to distribute and collect surveys from low-income individuals. In Dane County, 178 people participate in the needs assessment survey process. Topics covered were: Housing and Housing Assistance; Homelessness and Services Targeted to Homeless Individuals; Meeting Basic Needs: Food, Health, Transportation; Money Management; and Education & Training. Results are used by CAC Board of Directors and staff to determine programming priorities and strategic direction. Results are also used by City CDBG and Dane County Continuum of Care members to determine needs related to homeless services and programs. In 2007, through the CAC Foods Security Program (and coordination of the Dane County Food Pantry Network), CAC increased accessibility to venison meat in food pantries by working with independent meat processors, Department of Natural Resources and hunters to begin a safe venison donation program after the threat of CDW Disease made venison donations unsafe. CAC also expanded the scope of its Tobacco Disparity Project in 2007, by including tobacco cessation questions in every intake, and by offering Tobacco Quit Kits (with samples of nicotine replacement therapy) to those who expressed an interest in quitting. CAC also continues to use appropriate systems to ensure accountability to our funders and participants. CAC uses a results oriented management approach (ROMA) and assesses its programs via program progress reports (PPRs). These PPRs are reviewed by the CAC board of directors and reported to the state twice a year. We use these PPRs to determine our progress toward the following goals: (1) low-income people become more self-sufficient, (2) the conditions in which low-income people live are improved, (3) low-income people own a stake in their community, (4) partnerships among supporters and providers of services to low-income people are achieved, (5) agencies increase their capacity to achieve results, and (6) low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.
3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.
Founded in 1966, CAC has provided a variety of services including housing case management, financial assistance and literacy training, landlord/tenant mediation and budget/housing counseling (established in 1968); food resources (1983); a clothing center (1991); community gardening (1980); freely given relationships for individuals with developmental disabilities (1993); and volunteer coordination and support. CAC continually works to refine, restructure and expand programs to efficiently meet the needs of the communities we serve. Staff and caseworkers continually attend training sessions provided by the City and County as well as participate in community wide events. CAC often works with other organizations to develop and implement programs as well as provide technical assistance and advice on community wide projects.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 11

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From ____ To ____	Emily Curtis 5334 Westport Road #1, Madison, WI 53704 GHC Manager of Medical Assistance and Interpreter Services Community Representative 11/30/06 to Current	Board Vice-President's Name Home Address Occupation Representing Term of Office: From ____ To ____	Cynthia Pike 2434 Fox River Parkway, Waukesha, WI 53186 Community Health Nurse Public Appointee 04/26/04 To Current
Board Secretary's Name Home Address Occupation Representing Term of Office: From ____ To ____	Meghan Sprager 1320 Pewaukee Road, Room C320, Waukesha, WI 53188 Waukesha County Executive Public Appointee 12/01/07 to Current	Board Treasurer's Name Home Address Occupation Representing Term of Office: From ____ To ____	Bob Salov 2103 Pleasant Drive, Cambridge, WI 53523-9614 Board Supervisor and Shadowfax Employee Public Appointee 06/29/06 to Current
Name Home Address Occupation Representing Term of Office: From ____ To ____	Richard Wildermuth (Former Board President) 755 Braxton Place A606, Madison, WI 53715 Community Activist and Auctioneer Low-Income Representative 05/16/03 To Current	Name Home Address Occupation Representing Term of Office: From ____ To ____	Reg Emshoff 360 W. Washington Avenue #307, Madison, WI 53703 Lawyer Low-Income Representative 01/01/81 To Current
Name Home Address Occupation Representing Term of Office: From ____ To ____	Joyce Hughes 1505 E. Main Street, Watertown, WI 53094 Retired teacher Public Appointee 10/09/03 To Current	Name Home Address Occupation Representing Term of Office: From ____ To ____	Isabelle Bentheimer 753 Maple Grove Drive, Jefferson, WI 53549 Retired Low-Income Representative 04/28/97 To Current
Name Home Address Occupation Representing Term of Office: From ____ To ____	Tom Lopez 911 Mayer Avenue, Madison, WI 53704 Kraft/Oscar Meyer Community Representative 10/11/07 to Current	Name Home Address Occupation Representing Term of Office: From ____ To ____	Bette Barnes 2211 Chadbourne Street, Madison, WI 53726 Retired professor Community Representative 01/01/90 To Current
Name Home Address Occupation Representing Term of Office: From ____ To ____	<u>Note: The term of office for all directors is 3 years.</u>	Name Home Address Occupation Representing Term of Office: From ____ To ____	

STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** For your agency's 2007 staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	35	100%	12	100%	550	100%
GENDER						
MALE	12	35%	5	42%	238	43%
FEMALE	23	65%	7	58%	312	57%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	100	18%
18 – 59 YRS	33	94%	7	58%	419	76%
60 AND OLDER	2	6%	5	42%	31	6%
RACE						
WHITE (including 3 Hispanic)	27	77%	11	92%	392	71%
BLACK	3	9%	0	0%	61	11%
NATIVE AMERICAN	0	0%	0	0%	12	2%
ASIAN/PACIFIC ISLE	2	6%	1	8%	46	8%
MULTI-RACIAL (Native American/White, Native American/Hispanic, Black/white)	3	9%	0	0%	27	5%
ETHNICITY						
HISPANIC	4	11%	0	0%	12	2%
NON-HISPANIC	31	89%	12	100%	538	98%
HANDICAPPED* (Persons with Disabilities)	4	12%	2	17%	35	6%

* Refer to definitions on page 3 of the instructions.

BUDGET TOTAL OPERATING EXPENSES

6. **AGENCY EXPENSE BUDGET** This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL (GAAP)	2008 BUDGET (NON-GAAP)	2009 PROPOSED (NON-GAAP)
A. PERSONNEL			
Salary	954,295	1,051,314	1,125,025
Taxes	95,931	101,766	123,755
Benefits	172,925	200,660	229,000
SUBTOTAL A:	1,223,151	1,353,740	1,477,780
B. OPERATING			
All "Operating" Costs	228,463	238,150	250,000
SUBTOTAL B	228,463	238,150	250,000
C. SPACE			
Rent/Utilities/Maintenance	148,982	158,782	165,000
Mortgage (P&I)/Depreciation/Taxes	7,453	9,336	10,000
SUBTOTAL C	156,435	168,518	175,000
D. SPECIAL COSTS			
Assistance to Individuals	1,296,067	1,136,018	1,300,000
Subcontracts, etc.	50,000	16,000	16,000
Affiliation Dues	13,418	11,000	14,000
Earmark for next year	0	1,116,700	1,125,000
SUBTOTAL D	1,359,485	2,323,536	2,455,000
TOTAL OPERATING EXPENSES A-D	2,967,534	4,039,726	4,307,780
E. TOTAL CAPITAL EXPENDITURES			

7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
Directors	3.00	178,960	3.00	185,800					
Managers	0	0	4.00	165,200	.50	.20	.15	.50	.50
Coordinators	5.00	195,692	5.00	168,425	1.00	1.00	1.00		
Caseworkers	7.70	225,498	5.90	180,500	4.90				
Specialists	13.00	368,136	12.25	337,525	1.00		2.00	3.00	2.00
Assistants	3.50	830,028	3.60	87,575					.75
TOTAL	32.20	1,051,314	33.75	1,125,025	7.40	1.20	3.15	3.50	3.25

7b. **PERSONNEL SCHEDULE** (continued)

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	F	G	H		
Directors (con't)					.10		2.90		
Managers (con't)						.15	2.00		
Coordinators (con't)					.80	1.00	.20		
Caseworkers (con't)							1.00		
Specialists (con't)					1.00		3.25		
Assistants (con't)							2.85		
TOTAL					1.90	1.15	12.20		

8. **LIST PERCENT OF STAFF TURNOVER** 12.5% Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

Staff retention is always a concern in the non-profit community. In a community like Madison, however, it has added punch in that CAC is competing with a very large pool of other non-profits as well as the University of Wisconsin and state government. Even though CAC has no entry level jobs per se, many people work at CAC right out of college and then leave for different opportunities in a year or so. These employees leave with a better understanding of poverty, including its causes and effects, and what they can do to address it. That is, on the one hand, a good outcome. On the other hand, turnover drains resources, agency capacity and sometimes makes relationships with community partners more difficult to maintain. To counter the concern, the CAC Board of Directors has worked hard to offer a compensation package that is very competitive. Health insurance premiums for the single HMO plan are paid completely by CAC for the employee.

ave time is generous. Despite level funding from the majority of funding sources, CAC was able to provide a pay raise and-year. In addition, CAC has a casual work environment, provides social outlets for staff such as potlucks and picnics, and staff have flexibility regarding their work schedules. A family-friendly workplace, CAC employees can adjust their work schedules to accommodate family obligations as needed. CAC is constantly working to help its employees succeed.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Community Action Coalition for South Central Wisconsin, Inc. (CAC)

PROGRAM: Citizen Advocacy

(Submit only to relevant revenue sources.)

PROGRAM LETTER: B

(from App Summary Page A)

A. PROGRAM OVERVIEW (Word limit: 150 words)

Citizen Advocacy is a unique program that matches valued citizens with people who have disabilities / marginalized. Citizen Advocacy targets recruitment of citizens on their ability to advocate for the person who is disabled / marginalized. Advocacy relationships are based on identifying:

- Issues to address for the Protégé (the participant) to remain independent and safe (such as housing, medication, legal issues, social networks, and employment/income)
- The social network that the Protégé has in his/her life
- The social service systems the Protégé is a part of and how they have either hindered or aided in his/her overall ability to remain independent and included in the community
- For youth, the overall safety, academic performance and healthy interactions with other adults.

The program provides vulnerable individuals with an advocate; and through one-to-one advocacy, guidance, and social relating, the Protégé is able to remain independent and integrated in the community.

B. PARTICIPANT DEMOGRAPHICS

Please Note: Any discrepancies found in unduplicated numbers reported by CAC are due to participants' choice or omission to not provide information on registration forms.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL	48	100%	TOTAL PARTICIPANTS BY RACE	48	100%
MALE	19	39%	WHITE	40	83%
FEMALE	29	60%	BLACK	5	10%
AGE	48	100%	NATIVE AMERICAN	2	4%
0 – 5	0	0%	ASIAN/PACIFIC ISLANDER	0	0%
6 – 11	5	10%	MULTI-RACIAL	1	2%
12 – 17	4	8%	ETHNICITY		100%
18 – 23	4	8%	HISPANIC	1	2%
24 – 44	14	29%	NON-HISPANIC	47	97%
45 – 54	7	14%	HANDICAPPED (persons with disabilities)	45	100%
55 – 69	11	22%	RESIDENCY	48	100%
70 & UP	3	6%	CITY OF MADISON	30	63%
			DANE COUNTY (NOT IN CITY)	18	37%
			OUTSIDE DANE COUNTY	0	0

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

(submit only to relevant revenue sources.)

C.

The Citizen Advocacy program serves youth and adults who have disabilities and are marginalized. The program matches those who will benefit from social support and advocacy with a valued community member who voluntarily offers the kind of relationship that promotes neighborhood inclusion, safety, and increased well-being. Participants are recruited on the basis of their social isolation, and Advocates are recruited to meet specific quality of life needs. In 2007, the program supported 45 active matches throughout Dane County. Participants come from a variety of economic, social, and age backgrounds. The citizen advocates with whom participants are matched are recruited from personal networks, community associations, and neighborhood organizations.

D. **PROGRAM OUTCOMES**

45 Number of unduplicated individual participants served during 2007.

n/a Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1			Youth Protégés matched with a Citizen Advocate will demonstrate improved sense of well-being, increased interaction with peers and improved interactions with family members and at school.			
Performance Indicator(s)			Of the 10 youth Protégés supported by a Citizen Advocate, 80% of Advocates and at least one caregiver will report appropriate education, increased safety, emotional well-being and social inclusion in the life of the child.			
Explain the measurement tools or methods.			Results will be measured through CAC staff contact with Advocates and caregivers. Monthly records will show frequency of contact with youth Protégé; improvements in family functioning; increased interaction with typical peers; and increased access to one to one contact.			
Target Proposed for 2009	Total to be served	10	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	8
Target Proposed for 2010	Total to be served	10	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	8
OUTCOME OBJECTIVE # 2			Citizen Advocates will improve quality of life for their Protégé (ensuring independence and inclusion in neighborhoods).			
Performance Indicator(s)			Of the 45 matches that Citizen Advocacy supports, 80% of advocates will demonstrate acts of advocacy that will improve the quality of life for their Protégé.			
Explain the measurement tools or methods.			Results will be measured through one to one contact (meeting, phone, email, letter, questionnaires, interviews) with community members by program staff. Contact will be recorded in contact logs and categorized and evaluated.			
Target proposed for 2009	Total to be served	45	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	36
Target proposed for 2010	Total to be served	45	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	36

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1 Youth Protégés matched with a Citizen Advocate will demonstrate improved sense of well-being, increased interaction with peers and improved interactions with family members and at school.

CAC Citizen Advocacy assures the outcome of increased emotional well-being, and social inclusion for children/youth participants through these activities:

- CAC staff has regular contact with advocacy and keeps contact logs
- Acts of advocacy are noted to determine if the match is meeting the specific needs of the youth, such as academic performance, safety, and healthy interactions with adults
- CAC staff are in regular communication with parents and with other adults who are in the life of the youth

Increased safety and inclusion will be measured through acts of advocacy. Advocates will report to the Coordinator monthly acts of advocacy that promote inclusion and safety for the Protégé such as: frequency of contact with Protégé; specific needs met as identified by individual plan; increased interaction of Protégé with new people other than service providers; new places attended or resources

Outcome #2 Citizen Advocates will improve quality of life for their Protégé (ensuring independence and inclusion in neighborhoods).

To meet this outcome, CA staff will conduct the following activities:

- CA staff will serve as advisors for how citizen advocates can improve the quality of life for participants.
- The CA staff will keep contact logs for all Citizen Advocacy matches. The information recorded in the contact logs will demonstrate quality of life improvements.
- CA staff will also coordinate community relationships. The CA Advisory Committee, a sub-committee of CAC's Board, is the program's most important partner. The Advisory Committee is a group of dedicated citizens who volunteer their time to support and steer the program. Committee members include CAC Board Members, program participants (including individuals who have been marginalized), and community representatives. There are also three Action Teams: Special Events, Program Support, and Advancement.

PROGRAM: Citizen Advocacy

PROGRAM LETTER: B

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	0	0	0	0	0
MADISON CDBG	0	0	0	0	0
UNITED WAY ALLOC	32,600	30,600	1,000	1,000	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	10,000	4,000	5,000	1,000	0
FUND RAISING	5,650	5,400	0	0	250
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL	48,250	40,000	6,000	2,000	250

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	20,000	16,400	3,600	0	0
MADISON CDBG	0	0	0	0	0
UNITED WAY ALLOC	22,820	20,000	0	2,820	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	10,000	3,680	4,400	1,920	0
FUND RAISING	1,500	0	1,100	0	400
USER FEES	0	0	0	0	0
OTHER	2,000	2,000	0	0	0
TOTAL	56,320	42,080	9,100	4,740	400

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) CAC anticipates a 30% decrease in United Way of Dane County Funding in 2009. Fundraising in 2009 reflects current results in 2007. "Other" indicates revenue from foundation funding.

PROGRAM: Citizen Advocacy

PROGRAM LETTER: B

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	55,116	96	574	48	1,148
2008 BUDGETED	48,250	90	536	45	1,072
2009 PROPOSED	56,320	90	625	45	1,251

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

A service unit represents one match consisting of a citizen advocate and one protégée. If the Protégée is a youth, the service unit will often include a caregiver / family member.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is a person who is disabled /marginalized and participates in the Citizen Advocacy program as a protégé AND an unduplicated participant is also a valued community member who acts as an advocate on behalf of the someone who is disabled / marginalized.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☐ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

There are no major changes proposed for this program in 2010 other than funding.

L. 2010 PROPOSED BUDGET

2010 PROPOSED BUDGET					
ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	22,000	18,500	3,500	0	0
MADISON CDBG	0	0	0	0	0
UNITED WAY ALLOC	19,397	19,397	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	8,000	1,600	4,400	2,000 <i>per</i>	0
FUND RAISING	2,500	0	1,000	1,500	
USER FEES	0	0	0	0	0
OTHER	3,000	0	1,000	1,700	300
TOTAL	<i>per</i> 55,897 54,897	<i>per</i> 42,397 39,497	<i>per</i> 10,000 9,900	3,200 5,200 <i>per</i>	300

M. 2010 COST EXPLANATION

CAC anticipates another decrease in United Way funding in 2010. The Program will be pursuing more fundraising and other forms of funding.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Dane County Timebank, Inc.

PROGRAM: Timebank Prisoner Reentry
(Submit only to relevant revenue sources.)

PROGRAM LETTER: B
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The Dane County Prisoner Reentry Project uses the Timebank service exchange and community-building framework to provide opportunities for incarcerated individuals to earn time dollars – service credits that can be exchanged for other services or limited goods – for service they conduct during volunteer release. Inmates are able to pass their time dollars on to their families while incarcerated, increasing the families' access to child care, transportation and other needed support during the inmate's absence, or to use them prior to or upon release to gain access to items such as resume help, transportation, skill-building and learning activities, complementary therapies, counseling, job counseling and more. Besides improving access to resources that can help a former inmate succeed and avoid recidivism, connecting with other Timebank members helps a returning inmate to build trust and references in the community.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY		
			RACE		100%
MALE	22	100.00%	WHITE	6	27.00%
FEMALE	0	0.00%	BLACK	15	68.00%
AGE		100%	NATIVE AMERICAN		
< 2			ASIAN/PACIFIC ISLANDER		
2 – 5			MULTI-RACIAL	1	4%
6 – 12			ETHNICITY		100%
13 – 17			HISPANIC	1	4%
18 – 29	4	18%	NON-HISPANIC	21	96.00%
30 – 59	18	82%	HANDICAPPED (persons with disabilities)		
60 – 74	0		RESIDENCY		100%
75 & UP			CITY OF MADISON	4	18%
			DANE COUNTY (NOT IN CITY)	18	82%
			OUTSIDE DANE COUNTY		

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Timebank Prisoner Reentry

(Submit only to relevant revenue sources.)

PROGRAM LETTER: B

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

Participants are inmates of the Dane Co. Jail, Thompson Correctional Center, and Oakhill Correctional Institution, who are to be released into Dane County and have been identified by Prison/Jail personnel as good candidates for the program. Most participants tend to be in lower income ranges. Participant demographics reflect the demographics of the Correctional system in Dane County - a majority African-American plus some Caucasian, Latino and other ethnicities. Bilingual Timebank Member-Coordinationators are equipped to provide Spanish-English language assistance if needed.

D. PROGRAM OUTCOMES

22 Number of unduplicated individual participants served during 2007. NOTE: includes respondents and jurors.

22 Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1

To provide inmates with access to a community-based social network that provide them with tools and resources needed for success and avoidance of recidivism.

Performance Indicator(s)

Continued participation in the Timebank upon release.

Explain the measurement tools or methods.

Timebank participation is easily tracked via Community Weaver software, used regularly by the Dane Co. Timebank. Community Weaver software tracks all Timebank member correspondence and exchanges.

Target Proposed for 2009	Total to be served	20	Targeted <u>percent</u> to meet performance indicator(s)	50%	Number to meet indicator(s)	10
Target Proposed for 2010	Total to be served	40	Targeted <u>percent</u> to meet performance indicator(s)	60%	Number to meet indicator(s)	24

OUTCOME OBJECTIVE # 2

To link inmates with opportunities for skill-building and reference-building effectively so that inmates do not re-offend within a one-year period of release.

Performance Indicator(s)

Numbers of Timebank-involved inmates not re-offending within a year of release.

Explain the measurement tools or methods.

Recidivism will be tracked by Timebank staff and members serving as mentors for returned prisoners.

Target proposed for 2009	Total to be served	20	Targeted <u>percent</u> to meet performance indicator(s)	90%	Number to meet indicator(s)	18
Target proposed for 2010	Total to be served	40	Targeted <u>percent</u> to meet performance indicator(s)	94%	Number to meet indicator(s)	37

(Submit only to relevant revenue sources.)

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

Inmates being released to Dane County will be screened by supervisors at the Dane Co. Jail and Thompson Correctional Center, with the addition of women's and juvenile facilities as capacity allows. Inmates who meet criteria set by the Correctional Institution will attend a presentation by Timebank staff and will choose whether to participate. Participating inmates will earn time dollars (one time dollar per hour of service) for volunteer work completed in group, supervised settings on behalf of non-profit Timebank member organizations. Prior to release, Timebank staff will work with inmates to identify needs and Timebank members capable of filling those needs. Upon release Timebank staff will ensure that returning prisoner is linked with reliable Timebank members who will maintain contact with him/her and help to provide needed resources for the returning inmate's success.

Further activities involve recruiting retired police officers to provide supervision to groups of inmates on volunteer release, in order to respond to inadequate staffing levels for supervision and lack of funding to pay overtime to Correction Center staff supervisors.

Outcome #2

Timebank staff and member/mentors will keep in close contact with the former prisoner in order to continually identify and fill needs and to build and strengthen the availability to the participant of skill-building and economic opportunities.

PROGRAM: Timebank Prisoner Reentry**PROGRAM LETTER: B**

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

NOTE: This program is on hold for 2008 due to lack of funding for a dedicated staff person combined with short staffing levels for supervision at Thompson and an ongoing change in work-release policy at the Dane Co. Jail. If full funding is not available the Dane Co. Timebank will use available funding to hire part-time staff to proceed with this effort.

ACCOUNT CATEGORY	2009 REVENUE	PERSONNEL	OPERATING	SPACE	SPECIAL
Source	SOURCE TOTAL				COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	50000	40000	7000	3000	
MADISON CDBG					
UNITED WAY ALLOC	\$20,000 to be applied for	18000	1500	500	
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.
- City funding for 2009 will be our initial funding dedicated to moving this project forward and will enable us to devote the energy necessary to make it succeed. The project is on hold until it is adequately staffed due to the tremendous importance of providing enough attention to the needs and assets of the former prisoners while protecting the safety and comfort of other Timebank members.

PROGRAM: Timebank Prisoner Reentry**PROGRAM LETTER: B**

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	\$2000	22	\$90	80	\$25
2008 BUDGETED	\$400	3	\$133	10	\$40
2009 PROPOSED	\$50,000	20	\$2500	800	\$62.50

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

Units represent hours spent by Timebank staff and members with Prison Reentry participants; conducting outreach, identifying assets and needs, matching inmates with appropriate Timebank members and other resources, recruiting, training and maintaining contact with Timebank Prison Reentry Mentors (individuals maintaining regular contact with returned prisoners and helping to facilitate their Timebank involvement).

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

A prison or jail inmate who earns Time Dollars while incarcerated or a former prisoner referred to the Timebank by a Parole agent.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

Expansion of capacity to work with a higher number of returning prisoners.

L. 2010 PROPOSED BUDGET

ACCOUNT CATEGORY	2010 PROPOSED BUDGET				SPECIAL COSTS
	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	50000	40000	7000	3000	
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					

FUND RAISING

USER FEES

OTHER

TOTAL

- M. **2010 COST EXPLANATION** Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.
Systems will have been put in place during the 2009 pilot of this project which will enable the project to double the number of participants without increasing staff costs.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Kennedy Heights Neighborhood Association

PROGRAM: Asian Outreach
(Submit only to relevant revenue sources.)

PROGRAM LETTER: E
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The Asian Outreach program provides support and assistance to community members to help them best access and utilize community resources and services to improve their quality of life. The program targets Hmong community members who make up 55% of the residents in the Kennedy Heights neighborhood. The goal of the Asian Outreach program is to enhance the lives of Southeast Asian residents in Madison through decreasing isolation and increasing access to community resources and community center programming. The coordinator provides translation and cultural brokering services to residents, staff, management, and other community service providers. The program hosts monthly workshops on topics of interest to community residents. The staff hosts regular hours in which community members can make appointments or drop by to receive support in accessing community services or center programs. The impact for community members is an improved quality of life and a stronger connection to their community.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL			TOTAL PARTICIPANTS BY RACE		
MALE	140	45%	WHITE	4	1%
FEMALE	171	55%	BLACK	1	> 1%
AGE			NATIVE AMERICAN	0	0%
< 2	15	5%	ASIAN/PACIFIC ISLANDER	304	98%
2 - 5	22	7%	MULTI-RACIAL	2	> 1%
6 - 12	38	12%	ETHNICITY		
13 - 17	12	4%	HISPANIC	0	0%
18 - 29	65	21%	NON-HISPANIC	311	100%
30 - 59	64	21%	HANDICAPPED (persons with disabilities)	19	6%
60 - 74	18	6%	RESIDENCY		
75 & UP	2	1%	CITY OF MADISON	302	97%
Age Unknown	75	23%	DANE COUNTY (NOT IN CITY)	9	3%
			OUTSIDE DANE COUNTY	0	0%

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Asian Outreach
(Submit only to relevant revenue sources.)

PROGRAM LETTER: E

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

The Asian Outreach Program staff primarily provides services to Hmong community members who reside on the north side of Madison. The program also provides support to non-Hmong individuals and organizations that would like information on Hmong culture, help translating materials for Kennedy Heights residents or support working with a Hmong neighbor. The program serves both recently arrived Hmong refugees and Southeast Asian families that have been living in the United States for many years. The majority of participants speak no or very limited English. The program is targeted at adults and families. All workshops are provided in Hmong or translated. Childcare is always provided. The primary service location is the Kennedy Heights community center. Often clients' service needs include transporting them to sites throughout the city.

D. PROGRAM OUTCOMES

311 Number of unduplicated individual participants served during 2007.

311 Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1			Increase participants "community living skills" including awareness of community resources, ability to access resources, understanding of cultural norms and improved access to services that improve participants quality of life.			
Performance Indicator(s)			75% of surveyed regular program participants will indicate increased "community living skills" including knowledge of community resources and ability to access resources.			
Explain the measurement tools or methods.			The Asian Outreach program will provide services to approximately 350 individuals. Of these 350 the program estimates that 100 individuals will complete the community living skills assessment. The community living skills assessment will be administered each year to participants who regularly use the program.			
Target Proposed for 2009	Total to be served	350	Targeted <u>percent</u> to meet performance indicator(s)	75%	Number to meet indicator(s)	75
Target Proposed for 2010	Total to be served	350	Targeted <u>percent</u> to meet performance indicator(s)	75%	Number to meet indicator(s)	75
OUTCOME OBJECTIVE # 2			Participants will demonstrate increased awareness and understanding of parenting skills			
Performance Indicator(s)			70% of parents that participate in monthly workshops will report an increased knowledge and understanding of parenting skills			
Explain the measurement tools or methods.			Post workshop assessment data and attendance at Asian Outreach program sponsored community workshops on parenting.			
Target proposed for 2009	Total to be served	40	Targeted <u>percent</u> to meet performance indicator(s)	70%	Number to meet indicator(s)	28
Target proposed for 2010	Total to be served	40	Targeted <u>percent</u> to meet performance indicator(s)	70%	Number to meet indicator(s)	28

PROGRAM: Asian Outreach Program
(Submit only to relevant revenue sources.)

PROGRAM LETTER: E

- E. PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

The Asian Outreach Program is staffed by a program coordinator and provides 20 hours per week of staff time to support community members needs. The program provides translation, interpretation, and referral services for community members to help them access community services. Staff provides these services for parent –teacher conferences, medical appointments, property management meetings, access to food pantries, assistance with job applications and many other life activities. The program staff also serves as a resource to all center staff. Asian Outreach staff provides translation for community center literature, letters to parents, program handbooks, and other communication. The Asian Outreach staff provides interpretation services during parent meetings, community events, and for outside service providers as needed. The coordinator helps support enrolled participants in community center programs. The Asian Outreach program staff is multi-lingual and is a native Hmong speaker who is also proficient in Laotian and English. The Asian Outreach staff is available to community members for three hours each day by appointment or on a drop in basis.

Outcome #2

Each month the Asian Outreach Program sponsors at least one community workshop. As needed the Asian Outreach program staff coordinates with outside agencies and other community organizations to provide the necessary expertise for the workshops. Past workshop topics have included parenting skills, getting to know your child's school, community safety forums, financial planning, first time home buyers fair, cooking and nutrition and encouraging literacy at home. The Asian Outreach staff also provides outreach for area organizations and schools and as needed provides transportation to events and interpretation during their events. Each month 10 – 15 community members attend the community workshop. Each year 40 – 50 different individuals attend at least one. Childcare is always provided and childcare attendance frequently surpasses adult workshop attendance by two-fold.

PROGRAM: Asian Outreach Program
(Submit only to relevant revenue sources.)

PROGRAM LETTER: E

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	5,925	5,925	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	4,998	4,998	0	0	0
MADISON CDBG	0	0	0	0	0
UNITED WAY ALLOC	10,000	6,570	3,430	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUND RAISING	2,478	0	2,478	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL	\$23,401	\$17,493	\$5,908	0	0

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	5,925	5,925	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	5,198	5,198	0	0	0
MADISON CDBG	0	0	0	0	0
UNITED WAY ALLOC	7,800	7,800	0	0	0
UNITED WAY DESIG	500	0	500	0	0
OTHER GOVT	0	0	0	0	0
FUND RAISING	6,224	1,292	4,932	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL	\$25,647	\$20,215	\$5,432	0	0

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

PROGRAM: Asian Outreach Program
(Submit only to relevant revenue sources.)

PROGRAM LETTER: E

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	21,496	311	\$69	1662	\$13
2008 BUDGETED	23,401	350	\$67	1500	\$16
2009 PROPOSED	25,647	350	\$73	1500	\$17

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

One unit equals one in person staff contact with a client. Contacts last anywhere from 5 minutes to 4 hours.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is any individual that receives direct support from Asian Outreach staff and / or attends an Asian Outreach sponsored workshop.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

*** APPLICATION SUMMARY** Submit common description to each revenue source.

ORGANIZATION NAME	Lutheran Social Services of WI and Upper Michigan, Inc		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	5 Odana Court, Madison, WI 53719-1120		
TELEPHONE	608-270-6610	LEGAL STATUS <input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>390816846</u> State CN: _____	
FAX NUMBER	608-270-6651		
NAME CHIEF ADMIN/ CONTACT	Meg Groves		
INTERNET WEBSITE (if applicable)	www.lsswis.org		
E-MAIL ADDRESS	mgroves@lsswis.org		

*** PROGRAM LISTING** Please list all programs your organization provides (including those which are not funded through this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: Off The Square Club	Karma Wangchuck	608-220-8001	Kwangchuck81@lsswis.org
B:			
C:			
D:			
E:			
F:			
G:			
H:			
I:			
J:			
K:			

For larger organizations use letters A-K for programs which seek funding through this common application process and attach a list or summary in row K for other programs your organization offers.

REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS	28990	29490	29990	29990			
DANE CO CDBG							
MADISON- COMM SVCS	39955	40914	41323	41323			
MADISON- CDBG							
UNITED WAY ALLOC	46273	46050	46050	46050			
UNITED WAY DESIG							
OTHER GOVT							
FUND RAISING DONATIONS	9023	8720	^{GW} 15,000 10000	^{GW} 15,000 10000			
USER FEES							
OTHER							
TOTAL REVENUE	124241	124454	^{GW} 132,363 127363	^{GW} 132,363 127363			

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS							
DANE CO CDBG							
MADISON- COMM SVCS							
MADISON- CDBG							
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT							
FUND RAISING DONATIONS							
USER FEES							
OTHER							
TOTAL REVENUE							

Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at www.cityofmadison.com/dcr/aaForms.cfm

Non-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4) MGO."

Signed: Ronald A. Shum

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Lutheran Social Services of Wisconsin and Upper Michigan, Inc.

PROGRAM: Off The Square Club

(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

Off the Square Club is a member-run social club for individuals with Serious and Persistent Mental Illness. The purpose is to provide a day program to persons who in particular are not receiving other CORE mental health services in Madison. The Club is a necessary component of a comprehensive community support system that provides programming for individuals needing treatment, as well as encourages members to become active participants in their services. Members receive assistance to better integrate into more quality living arrangements, prevocational and employment services, social services, nutrition through daily meals, clothing, and a safe shelter during daytime hours.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY RACE		100%
MALE	34	18	WHITE	159	84
FEMALE	156	82	BLACK	29	15
AGE		100%	NATIVE AMERICAN	2	1
< 2			ASIAN/PACIFIC ISLANDER		
2 - 5			MULTI-RACIAL		
6 - 12			ETHNICITY		100%
13 - 17			HISPANIC	2	1
18 - 29	17	9	NON-HISPANIC	188	99
30 - 59	148	78	HANDICAPPED (persons with disabilities)	190	100
60 - 74	22	12	RESIDENCY		100%
75 & UP	3	1	CITY OF MADISON	190	100
			DANE COUNTY (NOT IN CITY)		
			OUTSIDE DANE COUNTY		

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

(Submit only to relevant revenue sources.)

Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

Members of Off the Square Club, (OTSC) must be 18 years of age with a documented diagnosis of serious and persistent mental illness. Members should not have a primary alcohol/other drug problem, personality disorder, serious problem with violence to persons or property, or otherwise have behaviors which would put vulnerable club members, employees of Lutheran Social Services or the Club facility at risk. Generally, participants are within the lowest-income level in Madison including some members who are homeless and utilize the Club for their daily meals

D. PROGRAM OUTCOMES

190 Number of unduplicated individual participants served during 2007.

_____ Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1			Increase mental health well-being in areas of housing, food, employment, and social relationships based on self-assessment of members.			
Performance Indicator(s)			90 unduplicated members will be surveyed upon entering the club in March, July, October on how they are feeling on a scale of 1 to 5, 1 not feeling well and 5 feeling great.			
Explain the measurement tools or methods.			Survey members 3 times a year, and if any member indicates their feelings of a 1, or a 2 on their self-assessment, staff will intervene and offer resources, interventions, and assist to identify what is bothering them at that time. After support is provided, staff will then ask again how they are feeling on a scale of 1 to 5.			
Target Proposed for 2009	Total to be served	20	Targeted <u>percent</u> to meet performance indicator(s)	90%	Number to meet indicator(s)	18
Target Proposed for 2010	Total to be served	20	Targeted <u>percent</u> to meet performance indicator(s)	90%	Number to meet indicator(s)	18
OUTCOME OBJECTIVE # 2			Members will spend 4 or more hours at Off The Square Club during operational hours.			
Performance Indicator(s)			35 to 40 members on average come to the club daily.			
Explain the measurement tools or methods.			Hourly attendance documented by LSS member employee.			
Target proposed for 2009	Total to be served	35	Targeted <u>percent</u> to meet performance indicator(s)	57%	Number to meet indicator(s)	20
Target proposed for 2010	Total to be served	35	Targeted <u>percent</u> to meet performance indicator(s)	71%	Number to meet indicator(s)	25

(Submit only to relevant revenue sources.)

PROGRAM ACTIVITIES In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

After completion of self-assessment of survey when entering the club, staff will step in and meet with the member who is having immediate problems in their life that day. Staff will address the member's concern and identify ways that members could resolve those issues. Staff referrals can be made to outside organizations such as Case Managers, CSP workers, Doctor/Dentist appointment, housing concerns, social relationship problems, and lastly give the option to develop a Crisis Stabilization Plan for the member. After the time spent with staff in assisting the member to resolve their issue, Staff will survey again and ask if the time spent was helpful to them. Off The Square Club has achieved over the last eighteen years is to provide a safe place for members to come and be able to talk to staff who can assist them in improving the quality of their life. Of 90 members surveyed, 20 will have issues relating to their mental health well being where staff will intervene. The Staff at the club will continue to address member needs and improve their quality of life.

Outcome #2

At least three times a week Off the Square Club offers a variety of structured activities. These include recreational/leisure, educational, cultural diversity celebrations, trivia history fun day. A newsletter is completed monthly with most of the input from members. Eight members are paid employees at the club, their hours ranging from 2 to 25 hours a week. There has been a lot of turnover in those positions but no stigma attached to taking a break from work. Off the Square Club wishes to provide opportunities to employment hoping they gain confidence and skills to go into community employment. Overall members find the responsibility fulfilling and enjoy the income from a job well done. The various activities are developed by the members with student interns facilitating activities. Activities are decided on in a number of ways weekly; student interns, employees, and members meet weekly to develop activities. Feedback is sought immediately and acted on if an activity is worth repeating or if not to be repeated. Members also have a suggestion box to put ideas into when developing the various activities.

PROGRAM: Off The Square Club

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	29,490	20752	5446	3292	0
DANE CO CDBG					
MADISON COMM SERV	40914	28790	7555	4569	0
MADISON CDBG					
UNITED WAY ALLOC	46050	32405	8504	5141	0
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER/DONATIONS	15646	10952	2816	1878	0
TOTAL	132100	92899	24321	14880	0

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	29990	20993	5398	3599	
DANE CO CDBG					
MADISON COMM SERV	41323	28926	7438	4959	
MADISON CDBG					
UNITED WAY ALLOC	46050	32235	8289	5526	
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER/DONATIONS	15000	10500	2700	1800	
TOTAL	132363	92654	23825	15884	

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

PROGRAM: Off The Square Club

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

PARTICIPANT COST This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	131761	190	693	11256	11.71
2008 BUDGETED	132100	220	600	11256	11.74
2009 PROPOSED	132363	220	602	11256	11.76

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

The total number of times members participants come into the club throughout the entire year to either eat breakfast and or lunch, perform job duties, participate in scheduled activities or come and socialize in a safe environment. The program also keeps track of advocacy referrals throughout the day and reports them to the City of Madison Community Services.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

Off The Square Club tracks unduplicated participants attendance in the club daily as well as the current membership list of people who are in good standing with their membership at the club. Membership to the club includes documented mental health diagnosis, over 18 years of age, and resident of Dane County.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- X If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.
- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION Lutheran Social Services of Wisconsin and Upper Michigan, Inc.
(Submit to all revenue sources.)

AGENCY INFORMATION

1. **MISSION STATEMENT** Describe your agency's mission in the space provided.

Motivated by the compassion of Christ we help people improve the quality of their lives.

What this means to Lutheran Social Services in the service industry is we help people improve their quality of life. The emphasis is on enabling the person to receive assistance and support to improve their own quality of life. We are not in the business of telling people how we think their lives should be changed, but rather we provide opportunities for persons to change their own lives. Off The Square Club members understand very clearly what the LSS role is for them, during the day at the club. LSS offers support, breakfast and hot lunch, various activities, employment opportunities, advocacy resources, a safe environment that keeps them from being victimized by others, and a place to develop friendships.

2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.

Lutheran Social Services has been meeting with St. John's Lutheran Church in Madison to secure space for Off The Square Club to move from its current location on Gorham Street. This truly an exciting time for the Club. St John's has been in conversation with LSS for over three years to discuss how St John's and LSS could benefit each other in relation to space issues. St. John's has a need to give back to the community with their social ministry philosophy, and Off The Square Club needs a bigger and a more functional space. This move could be a win-win opportunity for both entities. In 2007 the club was preparing to be accredited by COA, (Council on Accreditation) but it was put on hold until 2008.

3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.

Lutheran Social Services took over operations in 1990, meaning for 18 years, we have filled the role as a provider agency. The program philosophy has continued over the last 25 plus years as a "member-run organization", allowing people to control their lives while LSS offers activities to members and provides a safe place to spend time and leave with a healthy breakfast and lunch. The day-to-day operations include a Masters level Manager with over 10 years experience in the field of mental health. The club also has 3 part-time employees who assist with operations and activities throughout the week. A number of years ago, LSS hired members of the club as LSS employees to learn job skills and new responsibilities to add to their experience for future community employment. Currently, there are 8 member employees. This has been extremely positive and has increased their self-esteem. Student Interns from MATC and UW come annually to the club for internship experiences.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 4

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From __ To __	Please Note Extra Sheets for Lutheran Social Services Board Members.	Board Vice-President's Name Home Address Occupation Representing Term of Office: From __ To __	
Board Secretary's Name Home Address Occupation Representing Term of Office: From __ To __		Board Treasurer's Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	



Lutheran Social Services
of Wisconsin and Upper Michigan, Inc.
2008 Board of Directors Roster

Name	Address	Phone/fax/email	Synod	Term expires
Bruce Burnside	2909 Landmark Pl. #202 Madison, WI 53713	O: 608-270-0201 H: 608-223-0065 F: 608-270-0202 E: bruceb@scsw-elca.org E: marilonk@scsw-elca.org	South Central Bishop	
Rick Hoyme	Central Lutheran Church 28 East Columbia Street Chippewa Falls, WI 54729	O: 715-723-9336 H: 715-720-1577 F: 715-723-9330 E: hoymer@sbcglobal.net	Northwest	12-31-11
Mark Jolivette	612 Division St. La Crosse, WI 54601	O: 608-782-3468 H: 608-781-6045 E: pstrmark@centurytel.net	La Crosse	12-31-11
James Justman	16 Tri-Park Way Appleton, WI 54914	O: 920-734-5381 H: 920-233-0505 F: 920-734-5074 E: jim.justman@ecsw.org	East Central Bishop	
April Larson	3462 Losey Blvd. S. La Crosse, WI 54601	O: 608-788-5000 H: 608-787-0175 F: 608-788-4916 E: bishop@lacrosseareasyndod.org	La Crosse Bishop	
Duane Pederson	12 W. Marshall Street P.O. Box 730 Rice Lake, WI 54868-0730	O: 715-234-3373 H: 715-831-6453 F: 715-234-4183 E: bishop@nwsynod-wisconsin.org	Northwest Bishop	
George Roth Secretary/ Past Chair	Whyte, Hirschboeck, Dudek 555 E. Wells St. #1900 Milwaukee, WI 53202	O: 414-978-5509 H: 414-224-8957 E: groth@whdlaw.com	At-large	12-31-08

Name	Address	Phone/fax/email	Synod	Term expires
John Schaller	House of Harley-Davidson 6221 West Layton Avenue Milwaukee, WI 53220-4696	O: 414-282-2211 H: 414-774-0127 F: 414-282-3652 E: john@houseofharley.com	Greater Milw.	12-31-11
Tom Scrivner Chair	4626 N. Cramer Whitefish Bay, WI 53211	O: 414-225-4965 H: 414-332-1377 E: twscrivner@michaelbest.com	At-large	12-31-08
Robin Sheridan 2 nd Vice Chair	N61 W28887 Parkside Pl. Hartland, WI 53029	O: 414-721-0469 H: 262-369-1802 F: 414-721-0491 E: rsheridan@hallrender.com	At-large	12-31-08
Tom Skrenes	1029 N. 3 rd Street Marquette, MI 49855	O: 906-228-2300 H: 906-485-5121 F: 906-228-2527 E: tskrenes@nglsynod.org	Northern Great Lakes Bishop	
Paul Stumme-Diers 1 st Vice Chair	1212 S. Layton Milwaukee, WI 53215	O: 414-671-1212 F: 414-671-1756 E: paul@milwaukee-synod.org E: mary@milwaukee-synod.org	Greater Milw. Bishop	12-31-08
Steve Umland Treasurer	Ministry Health Care, Inc 11925 W. Lake Park Drive Milwaukee, WI 53224	O: 414-359-3126 H: 414-963-9497 E: umlands@ministryhealth.org	At-large	12-31-10
Gretchen Vickney	4950 Morning Glory Dr. West Bend, WI 53095	O: 262-673-6322 H: 262-677-4202 E: gvickney@sbcglobal.net	Greater Milw.	12-31-09

Updated 1/29/08

STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** For your agency's 2007 staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	11	100%	16	100%	6	100%
GENDER						
MALE	8	73	13	81	4	67
FEMALE	3	27	3	19	2	33
AGE						
LESS THAN 18 YRS						
18 – 59 YRS	11	100	11	69	4	67
60 AND OLDER			5	316	2	33
RACE						
WHITE	9	82	16	100	6	100
BLACK	1	4				
NATIVE AMERICAN						
ASIAN/PACIFIC ISLE						
MULTI-RACIAL	1	4				
ETHNICITY						
HISPANIC						
NON-HISPANIC	11	100	16	100	6	100
HANDICAPPED* (Persons with Disabilities)						

* Refer to definitions on page 3 of the instructions.

BUDGET TOTAL OPERATING EXPENSES

6. **AGENCY EXPENSE BUDGET** This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL	2008 BUDGET	2009 PROPOSED
A. PERSONNEL			
Salary	76709	72584	72795
Taxes	5525	6814	6832
Benefits	9745	11853	11887
SUBTOTAL A:	91979	91251	91514
B. OPERATING			
All "Operating" Costs	24750	26863	26863
SUBTOTAL B	24750	26863	26863
C. SPACE			
Rent/Utilities/Maintenance	9474	9534	9534
Mortgage (P&I)/Depreciation/Taxes	5383	4452	4452
SUBTOTAL C	14857	13986	13986
D. SPECIAL COSTS			
Assistance to Individuals	0	0	0
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
SUBTOTAL D	0	0	0
TOTAL OPERATING EXPENSES A-D	131586	132100	132363
E. TOTAL CAPITAL EXPENDITURES	0	00	0

7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
HUMAN SERVICES PROFESSIONAL	1.22	26,554	1.18	26315	1.18				
MANAGER	.5	15000	.5	15450	.5				
FOOD SERVICE/ADMIN RECEPT/DISHWAS HER/CUSTODIAN	1.51	24202	1.51	24202	1.51				
DIRECTOR	.02	1216	.02	1216	.02				
ADMINISTRATION	.1	5612	.1	5612	.1				
TOTAL	3.35	72584	3.31	72795	3.31				

7b. **PERSONNEL SCHEDULE** (continued)[illegible]

8. **LIST PERCENT OF STAFF TURNOVER** 30% Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

The Program Manager position is the only position that turned over at the end of 2007. Replaced Program Manager before 2007 ended.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Nehemiah Community Development Services

PROGRAM: FACTS (Reentry Services)
(Submit only to relevant revenue sources.)

PROGRAM LETTER: C
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

Reentry Services is designed to work with Nehemiah Business Services (our Call Center), which employs inmates on work release from State Correctional Institutions. Nehemiah's Community Support Specialist (CSS) program provides both problem solving and basic need assistance (and other support services) to families of color (African Americans, Latinos, Native Americans, and Southeast Asians) and other economically disadvantaged residents, particularly those living at or below the national poverty level. Our reentry services program employs two part time CSS employees who are dedicated to working with our new call center employees who have transitioned into the Madison community. The CSS will assist participants with making linkages to community resources to provide goal oriented, culturally competent community based services in collaboration with other community providers, and coordinate our Family Empowerment Seminars, and Community Familiarization and Appreciation Program (a comprehensive "orientation" of Madison's services and programs) in order to serve participants and their families.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL	30	100%	TOTAL PARTICIPANTS BY RACE	30	100%
MALE	27	90	WHITE	3	10
FEMALE	3	10	BLACK	27	90
AGE	30	100%	NATIVE AMERICAN		
< 2			ASIAN/PACIFIC ISLANDER		
2 - 5			MULTI-RACIAL		
6 - 12			ETHNICITY	30	100%
13 - 17			HISPANIC	0	
18 - 29	15		NON-HISPANIC	30	100
30 - 59	15		HANDICAPPED (persons with disabilities)		
60 - 74			RESIDENCY	30	100%
75 & UP			CITY OF MADISON	10	100
			DANE COUNTY (NOT IN CITY)		
			OUTSIDE DANE COUNTY		

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: FACTS (Reentry Services)
(Submit only to relevant revenue sources.)

PROGRAM LETTER: C

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

Program participants are various ages, race, and ethnicity, who are incarcerated or who are within sixth month of release date from a state correctional institution at the time they apply for the program.

D. PROGRAM OUTCOMES

New program 2008 Number of unduplicated individual participants served during 2007.

N/A Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1			Decrease prison recidivism through strength-based mentoring, case-management and education.			
Performance Indicator(s)			Participants will stay out of prison and/or have reduction in probation/parole violations.			
Explain the measurement tools or methods.			State Department of Corrections incarceration data.			
Target Proposed for 2009	Total to be served	10	Targeted <u>percent</u> to meet performance indicator(s)	50	Number to meet indicators(s)	5
Target Proposed for 2010	Total to be served	10	Targeted <u>percent</u> to meet performance indicator(s)	50	Number to meet indicators(s)	5
OUTCOME OBJECTIVE # 2			Increase access to needed resources for the previously incarcerated.			
Performance Indicator(s)			Participants will stay out of prison and/or have reduction in probation/parole violations.			
Explain the measurement tools or methods.			State Department of Corrections incarceration data.			
Target proposed for 2009	Total to be served	10	Targeted <u>percent</u> to meet performance indicator(s)	50	Number to meet indicator(s)	5
Target proposed for 2010	Total to be served	10	Targeted <u>percent</u> to meet performance indicator(s)	50	Number to meet indicator(s)	5

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

Dane County has the highest incarceration of African American people per capita in the United States. Proportionately, African American youth from our area, largely males, contribute greatly to Wisconsin's crime and incarceration rates. Economic analyses conducted by the Center of Wisconsin Strategy (January 2006) states that although the overall state income disparity between the rich and the poor is one of the smallest in the nation, our Black/White disparities are consistently among the worst in the areas of poverty, unemployment, education, and incarceration. The White male median income in Wisconsin is 46% higher than the median African American male income. Further, while the unemployment rate for Wisconsin in 2004 was 5%, it was 17.8% for African American males—higher than unemployment rates for their counterparts in the poorest southern states (e.g., Arkansas, Mississippi, Louisiana, Texas) (Bureau of Labor Statistics, 2005). Our reentry program includes wrap around services that decrease prison recidivism by training mentors for each participant in order to increase successful reintegration back into the community, encourage positive family support systems by providing educational and social opportunities for those family members, and connecting participants with needed resources via advocacy, and referrals. The program participants will come directly from the Wisconsin State Department of Corrections via work release and/or probation and parole officers. Once enrolled participants complete a screening/needs and strengths-based assessment process with a Nehemiah Community Support Specialist (CSS) and a service plan is developed between the CSS, participant and their Corrections representative. The CSS position works to stabilize the current situation, via case management services, facilitation of appropriate referrals to community agencies, and provision of advocacy services.

Outcome #2

As part of our effort to provide resources to inmates, the CSS position will facilitate educational trainings and an orientation program to help participants connect with their family and their community.

The Family Empowerment Seminar is designed to support family empowerment to the participant and their family. Statistics say that for every person in prison 3-4 children are represented. The Seminar is designed to create an opportunity where these participants can define success toward self-sufficiency from their own terms while providing a forum, which identifies, recognizes and celebrates their strengths. Its goals are: a) the cultural strengths and needs from the world view (cultural markers) of the resident, b) the employment and career needs and goals of the residents, and c) provides a vehicle for community-based education and training sessions in the areas of money management (budgeting), balancing work and children with W-2, increasing family communications skills, stress management, identifying formal education opportunities and options, developing a career track, increasing problem-solving and conflict resolution skills and strategies, identifying alcohol/drug signs and symptoms and resources, transitional issues for successful re-entry into the Madison community from corrections, as well as motivational speakers, increasing networking abilities, and incorporating family fun and recreational trips and activities in order to reduce family stress and increase family cohesion.

The **Community Familiarization and Appreciation Program**, whereby the CSS contacts area agencies, churches, and businesses to find resources for participants to help "orient" them into Madison and the services they may need. The program will focus on connecting the unemployed and underemployed heads of households to gainful employment opportunities with businesses in the Greater Dane County area, development and maintenance of positive relationships within the family, improvement of client health and spiritual well-being, access to adequate, stable, affordable housing, job matching and skills training, and financial stability and empowerment.

PROGRAM: FACTS (Reentry Services)
(Submit only to relevant revenue sources.)

PROGRAM LETTER: C

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	75000	21000	20000	4000	
USER FEES					
OTHER					
TOTAL	75000	51000	20000	4000	

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	30000	30000			
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	75000	24000	45000	6000	
USER FEES					
OTHER					
TOTAL	105000	54000	45000	6000	

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

The increase is for program expansion, allowing us to add one full time case manager.

PROGRAM: FACTS (Reentry Services)
(Submit only to relevant revenue sources.)

PROGRAM LETTER: C

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	New	0			
2008 BUDGETED	75000	30	2500	5100	14.70
2009 PROPOSED	105000	45	2333	5600	18.75

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

A unit of service is defined as staff hours for this program.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

Unduplicated participant in this program is defined as person referred to the program by Dept. of Corrections and enrolled for less than one year.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- x If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.
- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Neighborhood House Community Center Inc.

PROGRAM: Neighborhood House Connection Newsletter
(Submit only to relevant revenue sources.)

PROGRAM LETTER: K
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The Neighborhood House Connection newsletter will be the lifeline amongst those who live in the NH Community Center's immediate area, the residents of the large neighborhood area, nearby organizations, elected officials, and others who share our interests. The community newsletter will inform residents about local issues, build support for NH events and projects, publicize accomplishments, recognize valued community members, report on board meetings, attract volunteers, and increase community pride. The goal is to create a newsletter produced by a committee of volunteers and staff. A survey of our volunteers will tell us what skills and resources people have to offer. Having a committee to make decisions and share the work will add vitality, prevent burnout, and helps that Neighborhood House Connection reflects the mission of the Neighborhood House Community Center.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL (Estimated)	10	100%	TOTAL PARTICIPANTS BY RACE		100%
MALE	4	40%	WHITE	4	40%
FEMALE	6	60%	BLACK	5	50%
AGE		100%	NATIVE AMERICAN		
< 2			ASIAN/PACIFIC ISLANDER		
2 - 5			MULTI-RACIAL	1	10%
6 - 12			ETHNICITY		100%
13 - 17			HISPANIC	1	10%
18 - 29	2	20%	NON-HISPANIC	9	90%
30 - 59	7	70%	HANDICAPPED (persons with disabilities)	1	10%
60 - 74	1	10%	RESIDENCY		100%
75 & UP			CITY OF MADISON	10	100%
			DANE COUNTY (NOT IN CITY)		
			OUTSIDE DANE COUNTY		

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

(Submit only to relevant revenue sources.)

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

The NH Connection Newsletter will be distributed to 100% of residences and businesses in the 4-block radius surrounding the NH Community Center. Approximately 95% of the target population is families of color. More than 70% are single-parent households. 90% are from households with an annual income well below the median income.

D. **PROGRAM OUTCOMES**

_____ Number of unduplicated individual participants served during 2007.

_____ Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than *two outcomes per program* will be reviewed. *Refer to the Instructions for detailed descriptions of what should be included in the table below.*

OUTCOME OBJECTIVE # 1		To represent the interests of all the current programs of the Neighborhood House Community Center and user groups.				
Performance Indicator(s)		80% of newsletter will document NH activities/events and user group reports.				
Explain the measurement tools or methods.		Committee (staff and volunteers) will oversee advertisement levels, articles, reports, etc. to insure they represent the needs and views of the community that NH represents. They will solicit feedback from community re: what do they like/dislike about newsletter; what articles/columns are most helpful; suggestions for change or improvement.				
Target Proposed for 2009	Total to be served	6 issues	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	4.8
Target Proposed for 2010	Total to be served	12	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	9.6
OUTCOME OBJECTIVE # 2		Youth will take active ownership and participate in production, layout, writing and distribution of newsletter				
Performance Indicator(s)		4 youth will attend meetings and contribute at least 1 article per issue.				
Explain the measurement tools or methods.		Attendance records at meetings, byline will indicate author.				
Target proposed for 2009	Total to be served	10	Targeted <u>percent</u> to meet performance indicator(s)	40%	Number to meet indicator(s)	4
Target proposed for 2010	Total to be served	10	Targeted <u>percent</u> to meet performance indicator(s)	40%	Number to meet indicator(s)	4

(Submit only to relevant revenue sources.)

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

Newsletter Committee will represent neighborhood and community surrounding NH Community Center. Before working on first issues, the volunteers and staff will discuss the needs and views of the community to set mission and goals for reports, articles, etc. Articles will be solicited from user groups and community folks. Surveys will indicate responsiveness of newsletter to community/neighborhood needs.

Outcome #2

Youth will be recruited from those who attend NH (to include Horizon High School, which is housed in NH) to be part of the newsletter committee. 1 youth from after-school program will contribute article to newsletter, and can work on the article during after-school time. Staff/volunteers will support youth participation by offering transportation and help with writing, if needed.

PROGRAM: Neighborhood House Connection Newsletter
(Submit only to relevant revenue sources.)

PROGRAM LETTER: K

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL	0	0	0	0	0

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	1,000	366	573	61	
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	4,485	1,642	2,569	274	
USER FEES					
OTHER					
TOTAL	5,485	2,008	3,142	335	

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.)
Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.
This is a new program/service. Costs cover staffing, printing and mailing of newsletter.

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	0	0	0	0	0
2008 BUDGETED	0	0	0	0	0
2009 PROPOSED	5,485	10	549	240	23

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

A unit of service is defined as one hour of organized programming provided by agency staff and/or volunteers.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is someone who has never participated in an activity at or been served by Neighborhood House in the calendar year.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- X If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.
- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

We will increase the number of issues to 12 – 1/month – which will require an increase in printing and mailing. COLA increases for staffing.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

APPLICATION SUMMARY Submit common description to each revenue source.

ORGANIZATION NAME	Omega School Inc.		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	835 West Badger Road, Madison, Wisconsin 53713		
TELEPHONE	608.256.4650	LEGAL STATUS <input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>39-1166888</u> State CN: _____	
FAX NUMBER	608.256.4651		
NAME CHIEF ADMIN/ CONTACT	Oscar Mireles		
INTERNET WEBSITE (if applicable)	www.omegaschool.org		
E-MAIL ADDRESS	omireles@tds.net		

PROGRAM LISTING Please list all programs your organization provides (including those which are not funded though this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: GED Preparation/Basic Skills Instruction	Oscar Mireles	608.256.4650	omireles@tds.net
B: Pre-GED Instruction	Oscar Mireles	608.256.4650	omireles@tds.net
C: Spanish GED Instruction	Oscar Mireles	608.256.4650	omireles@tds.net
D:			
E:			
F:			
G:			
H:			
I:			
J:			
K:			

For larger organizations use letters A-K for programs which seek funding though this common application process and attach a list or summary in row K for other programs your organization offers.

REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS							
DANE CO CDBG							
MADISON- COMM SVCS	86,904	88,990	89,511	89,511			
MADISON- CDBG							
UNITED WAY ALLOC	111,527	108,744	108,744	64,744	34,000	10,000	
UNITED WAY DESIG	6,489	7,338	6,100			6,100	
OTHER GOVT	7,490						
FUND RAISING DONATIONS	28,682	26,895	26,000			26,000	
USER FEES	99,027	77,783	90,446	27,294	36,893	26,259	
OTHER							
TOTAL REVENUE	340,119	309,750	320,081	181,549	70,893	68,359	

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS							
DANE CO CDBG							
MADISON- COMM SVCS							
MADISON- CDBG							
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT							
FUND RAISING DONATIONS							
USER FEES							
OTHER							
TOTAL REVENUE							

Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at www.cityofmadison.com/dcr/aaForms.cfm

Non-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4). MGO."

Signed: Oscar Mireles

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Omega School Inc.

PROGRAM: GED Preparation/Basic Skills Instruction
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The GED Preparation/Basic Skills Instructional program provides individualized instruction to help adult learners achieve a GED/HSED (High School Equivalency Diploma). The GED/HSED Diploma serves as a critical access point for further education and/or employment and personal independence. Generally the program serves students who demonstrate an 8th grade reading level or above and wish to progress towards the achievement of a vocational or career goal. Individualized instruction, attention to learning style differences and a non-competitive environment increases the likelihood that students will master skills, take more responsibility for their own learning progress and earn a GED/HSED.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL	233	100%	TOTAL PARTICIPANTS BY RACE	233	100%
MALE	86	37%	WHITE	91	39%
FEMALE	147	63%	BLACK	99	43%
AGE	233	100%	NATIVE AMERICAN	1	1%
< 2			ASIAN/PACIFIC ISLANDER	9	3%
2 – 5			MULTI-RACIAL	42	18%
6 – 14			ETHNICITY		100%
15 – 19	130	55%	HISPANIC	21	9%
20 – 34	84	36%	NON-HISPANIC	212	91%
35 – 54	18	8%	HANDICAPPED (persons with disabilities)	22	10%
55 – 64	1	1%	RESIDENCY		100%
75 & UP			CITY OF MADISON	198	85%
			DANE COUNTY (NOT IN CITY)	35	5%
			OUTSIDE DANE COUNTY		

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: GED Preparation/Basic Skills Instruction
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

The GED/Basic Skills Program targets those low-income adults who would have difficulty acquiring fundamental academic skills in a traditional school setting. Many students have undiagnosed learning disabilities, including attention deficit hyperactivity disorder (ADHD) and dyslexia. Some students have emotional and mental health issues that affect their learning. Currently, we provide fully accessible services at our new facility on West Badger Road which is located near the Madison Metro Bus South Transfer Point and easily accessible from all neighborhoods in the City of Madison.

D. PROGRAM OUTCOMES

233 Number of unduplicated individual participants served during 2007.

85 Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Provide GED preparation/basic skills instruction for 250 adults leading to a GED/HSED Diploma. By the end of the program year, 35% of all participants will have completed a GED/HSED credential.				
Performance Indicator(s)		Students will only be counted as a program participant after they complete a minimum of 20 hours of instruction (4-5 weeks) which demonstrates their commitment to reaching their educational goals.				
Explain the measurement tools or method		Successful completion of a GED/HSED credential. Official GED/HSED transcript from MATC Assessment and GED Testing Center on Commercial Avenue.				
Target Proposed for 2009	Total to be served	250	Targeted <u>percent</u> to meet performance indicator(s)	35%	Number to meet indicators(s)	87
Target Proposed for 2010	Total to be served	250	Targeted <u>percent</u> to meet performance indicator(s)	35%	Number to meet indicators(s)	87
OUTCOME OBJECTIVE # 2		Provide GED preparation/basic skills instruction to 250 adults to prepare them to pass one of the five GED examinations. By the end of the program year, 35% of all participants will have completed at least one GED/HSED test.				
Performance Indicator(s)		Students will only be counted as a program participant after they complete a minimum of 20 hours of instruction (4-5 weeks) which demonstrates their commitment to reaching their educational goals.				
Explain the measurement tools or methods.		Successful completion of a GED/HSED credential. Official GED/HSED transcript from MATC Assessment and GED Testing Center on Commercial Avenue.				
Target proposed for 2009	Total to be served	250	Targeted <u>percent</u> to meet performance indicator(s)	35%	Number to meet indicator(s)	87
Target proposed for 2010	Total to be served	250	Targeted <u>percent</u> to meet performance indicator(s)	35%	Number to meet indicator(s)	87

(Submit only to relevant revenue sources.)

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

Omega School instructional services are offered to over 250 low-income adults throughout the academic year. Students received individualized instruction from a GED instructor for two hours every other day. Omega School operates on a open entry/open exit basis. Students register once a year and may continue or re-enter as their life circumstances and space permits. New student enrollment sessions occur twice a month and is performed by staff in a manner which is sensitive to the learning needs of the student. Assessment includes measurement of reading ability and math skills, writing assessment, exploration of learning styles needs, and a discussion of learning goals. Omega School staff tracks student participation, frequently calling students to discover causes of absences and assisting students who doubt their ability to continue. Omega School is located at a major bus transfer point, and provides bus tokens for students. Instruction is offered during the day and evenings. GED/HSED Graduation ceremonies (which serve as program endpoints) are held twice a year.

Outcome #2

Omega School students study only one of the five GED subjects (Language Arts-Reading, Science, Social Studies, Language-Arts-Writing and Mathematics) at a time. This allows them to focus their energy and they are able to see themselves progress after a short period of time at Omega School. The GED test preparation materials identifies their specific course content weaknesses and targeted academic areas that need improvement. Students then do individualized coursework to build their academic skills and test-taking abilities.

Once a student successfully completes a GED subject area and demonstrates their proficiency on a GED practice test, they are encouraged to take the official GED tests at the MATC Assessment GED Testing Center. Currently, Omega School students have a 94.7% test passing ratio on all GED test examinations taken at the MATC GED testing Center.

PROGRAM: GED Preparation/Basic Skills Instruction
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	88,990	70,499	6,772	8,611	3,108
MADISON CDBG					
UNITED WAY ALLOC	64,744	48,835	11,839	3,050	1,020
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES	18,239	3,976	9,606	4,285	372
OTHER					
TOTAL	171,973	123,310	28,217	15,496	4,500

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	89,511	71,020	6,772	8,611	3,108
MADISON CDBG					
UNITED WAY ALLOC	64,744	48,835	11,839	3,050	1,020
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	27,294	11,794	6,489	6,389	2,622
USER FEES					
OTHER					
TOTAL	181,549	131,649	25,100	18,050	6,750

G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

PROGRAM: GED Preparation/Basic Skills Instruction

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	170,163	233	\$730.31	3400	\$50.04
2008 BUDGETED	171,973	250	\$687.89	3400	\$50.58
2009 PROPOSED	181,549	250	\$726.19	3400	\$53.39

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

In the GED Preparation/Basic Skills Instruction Program "A", a unit is a one hour instructional session with one teacher without regard to the number of students attending.

Units relate only to direct services to students.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

Every Omega School adult student enrolled in the GED Preparation/Basic Skills Instruction program "A" is counted only once for each service they receive during the calendar year.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION Omega School Inc.
(Submit to all revenue sources.)

AGENCY INFORMATION

1. **MISSION STATEMENT** Describe your agency's mission in the space provided.

The mission of Omega School is "To give people opportunities to enhance their lives through adult basic education."

Omega School achieves its mission by providing individualized basic skills instruction in a supportive and informal atmosphere. The content and skills taught are guided by the individual learner's goals. These goals may include:

- improving reading ability and basic skills
- preparing for the GED (General Educational Development) examinations
- preparing for post-high school opportunities
- gaining independent learning skills
- enhancing self-esteem

2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.

Omega School purchased a new facility on West Badger Road in January, 2006.

The building tripled the size of our previous rented office and the facility has given us the opportunity to do small group instruction, have greater use of technology, and serve students who might have childcare or transportation concerns.

We complete a survey of GED/HSED test scores from 2002-2006 and had over 1055 students complete at least one GED examination (94.7 passing rate) and had over 50% of the students who took a GED test, complete their GED/HSED credential.

3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.

Oscar Mireles, has been the Executive Director for the past fourteen years at Omega School.

Omega School Inc. has provided basic skills instruction and GED preparation for the past 35 years. In the past decade over 2,000 students have graduated with a GED/HSED Diploma. In 2005, we commissioned a GED/HSED follow-up study that indicated that our GED/HSED students benefited by not only earning a GED/HSED Diploma, but received long-term benefits like being in a position to go to technical college, earning an apprenticeship and buying a home. Students commented that our "individualized instruction" helped them reach their personal goals.

Omega School moved into fully accessible space at 835 W. Badger Road in December 2005. The current site is also accessible by bus, and on-site parking is available.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 12

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From ___ To ___	Bill Theilmann 530 Orchard Drive Madison, WI 53711 Insurance Term ends 2011	Board Vice-President's Name Home Address Occupation Representing Term of Office: From ___ To ___	John Filsinger 925 Hillside Way Verona WI 53593 Plant Manager Term ends 2010
Board Secretary's Name Home Address Occupation Representing Term of Office: From ___ To ___	Lisa Andreas 138 West Wilson #108 Madison WI 53703 Sentencing consultant Term ends 2009	Board Treasurer's Name Home Address Occupation Representing Term of Office: From ___ To ___	Tim Daley 4126 Meyer Avenue Madison, WI 53711 Accountant Term ends 2011
Name Home Address Occupation Representing Term of Office: From ___ To ___	Anthony Cooper 1510 S. Park Street Madison, WI 53713 Employment and Training Terms ends 2008	Name Home Address Occupation Representing Term of Office: From ___ To ___	Louise Bakke 112 Rothie Road Deerfield, WI 53531 Retired State official Terms ends 2008
Name Home Address Occupation Representing Term of Office: From ___ To ___	Sonia Baku 1219 Rutledge #3 Madison, WI 53703 Management Consultant Term ends 2009	Name Home Address Occupation Representing Term of Office: From ___ To ___	Charlotte Burns W10726 Highway V Lodi, WI 53555 Attorney Term ends 2008
Name Home Address Occupation Representing Term of Office: From ___ To ___	Yolanda Lehner 18 N. Kenosha Road Madison, WI 53705 Attorney Term ends 2010	Name Home Address Occupation Representing Term of Office: From ___ To ___	
Name Home Address Occupation Representing Term of Office: From ___ To ___		Name Home Address Occupation Representing Term of Office: From ___ To ___	

STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** For your agency's **2007** staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	6	100%	9	100%	23	100%
GENDER						
MALE	4	66.7%	4	44.5%	8	34.8%
FEMALE	2	33.3%	5	55.5%	15	65.2%
AGE						
LESS THAN 18 YRS						
18 – 59 YRS	6	100%	8	88.8%	20	87%
60 AND OLDER			1	11.2%	1	4.3%
RACE						
WHITE	4	66.7%	8	88.8%	19	82.6%
BLACK	2	33.3%	1	11.2%	2	8.7%
NATIVE AMERICAN						
ASIAN/PACIFIC ISLE						
MULTI-RACIAL						
ETHNICITY						
HISPANIC	2	33.4%				
NON-HISPANIC	4	66.7%			23	100%
HANDICAPPED* (Persons with Disabilities)					1	4.3%

* Refer to definitions on page 3 of the instructions.

BUDGET TOTAL OPERATING EXPENSES

6. **AGENCY EXPENSE BUDGET** This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL	2008 BUDGET	2009 PROPOSED
A. PERSONNEL			
Salary	182,589	159,001	162,931
Taxes	13,849	12,162	13,094
Benefits	35,932	42,962	49,226
SUBTOTAL A:	232,370	214,125	225,251
B. OPERATING			
All "Operating" Costs	51,098	54,263	51,450
SUBTOTAL B	51,098	54,263	51,450
C. SPACE			
Rent/Utilities/Maintenance	12,774	13,113	13,100
Mortgage (P&I)/Depreciation/Taxes	21,978	22,428	23,200
SUBTOTAL C	34,752	35,541	36,300
D. SPECIAL COSTS			
Assistance to Individuals	5,547	5,121	7,000
Subcontracts, etc.			
Affiliation Dues	1,284	700	800
SUBTOTAL D	6,831	5,821	7,800
TOTAL OPERATING EXPENSES A-D	325,051	309,750	320,801
E. TOTAL CAPITAL EXPENDITURES			

7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
Executive Director	1.0	57,000	1.0	57,000	.50	.25	.25		
Administrative Assistant	1.0	20,800	1.0	20,800	.50	.25	.25		
GED Coordinator	1.0	28,411	1.0	28,411	1.0				
GED Instructor	.50	13,197	1.0	14,180	.50				
Pre-GED Instructor	.50	13,198	1.0	14,180	.50				
GED Instructor	.50	13,197	1.0	14,180	.50				
Spanish GED Instructor	.50	13,198	1.0	14,180	.50				
TOTAL	5.0	\$159,001	5.00	162,931	3.0	1.0	1.0		

7b. **PERSONNEL SCHEDULE** (continued)

[illegible]

8. **LIST PERCENT OF STAFF TURNOVER** 16% Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

APPLICATION SUMMARY Submit common description to each revenue source.

ORGANIZATION NAME	OutReach		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	600 Williamson St., Suite P-1, Madison, WI 53703		
TELEPHONE	608-255-8582	LEGAL STATUS <input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>39-1336583</u> State CN: <u>62022</u>	
FAX NUMBER	608-255-0018		
NAME CHIEF ADMIN/ CONTACT	Harry Straetz, Program Director		
INTERNET WEBSITE (if applicable)	www.outreachinc.com		
E-MAIL ADDRESS	harrys@outreachinc.com		

PROGRAM LISTING Please list all programs your organization provides (including those which are not funded through this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: Counseling/Education/Advocacy (City Service B)	Harry Straetz	608-255-8582	harrys@outreachinc.com
B: Outreach/Advocacy (County Program # 1609)	Harry Straetz	608-255-8582	harrys@outreachinc.com
C: Information/Referral (County Program # 1608)	Harry Straetz	608-255-8582	harrys@outreachinc.com
D:			
E:			
F:			
G:			
H:			
I:			
J:			
K:			

For larger organizations use letters A-K for programs which seek funding through this common application process and attach a list or summary in row K for other programs your organization offers.

REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS	16,060.00	16,060.00	16,060		11,360	4,700	
DANE CO CDBG	0	0	0				
MADISON- COMM SVCS	23,579.00	24,145.00	24,869	24,869			
MADISON- CDBG	0	0	0				
UNITED WAY ALLOC	0	0	0				
UNITED WAY DESIG	228	300	500	500			
OTHER GOVT	14,116.00	56,116.00	57,000				57000
FUND RAISING DONATIONS	189,384	163,634	175,700	70,280	35140		15813
USER FEES	350	350	500		500		
OTHER	381	440	500				500
TOTAL REVENUE	265,598	261,045	275,129	95,649	47,000	4,700	73,313

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS							
DANE CO CDBG							
MADISON- COMM SVCS							
MADISON- CDBG							
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT							
FUND RAISING DONATIONS	54467						
USER FEES							
OTHER							
TOTAL REVENUE							

Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at www.cityofmadison.com/dcr/aaForms.cfm

Non-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4). MGO."

Signed: 

Application Summary - B

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: OutReach

PROGRAM: Counseling/Education/Advocacy (City Service B)

(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

(from App Summary Page A)

A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit 150 words) Counseling includes peer individual & support group settings. A variety of topics depending on individual need are covered, including sexuality, relationship, family, discrimination, and mental, health/dependency issues. Education services include our public speaker's bureau, agency in-services & workshops on LGBTQ concerns. We also educate through our 6000 volume lending library

and regular information booths at various community, neighborhood & ethnic festivals. In addition, we advocate on behalf of individual clients and on issues of public policy related to LGBTQ well-being.

B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL	1892	100%	TOTAL PARTICIPANTS BY RACE	1892	100%
MALE	984	52%	WHITE	1419	75%
FEMALE	908	48%	BLACK	189	10%
AGE		100%	NATIVE AMERICAN	5	<1%
< 2			ASIAN/PACIFIC ISLANDER	24	1.3%
2 - 6			MULTI-RACIAL	255	13.4%
6 - 12			ETHNICITY		100%
13 - 17	17	<1%	HISPANIC	55	3.0%
18 - 29	443	23.4%	NON-HISPANIC	1837	97%
30 - 59	1268	67%	HANDICAPPED (persons with disabilities)	40	2.0%
60 - 74	161	10%	RESIDENCY		100%
75 & UP	3	<1%	CITY OF MADISON	1533	81%
			DANE COUNTY (NOT IN CITY)	303	16%
			OUTSIDE DANE COUNTY	56	3.0%

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Counseling/Education/Advocacy (City Service B)
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

The participants in terms of direct individual services will come from all demographic types in terms of income, age, language skills, and regional areas. The majority of our clients/visitors to the agency are of modest means (thus there need for basic services & information), from the greater Dane County area, and Caucasian. Because a substantial portion of our work here is done over the phone lines, we are not always able to determine demographic characteristics. Our education & advocacy functions take us to a large cross-section of the community in terms of exposure. Services will be at OutReach.

D. PROGRAM OUTCOMES

1892 (based on Dane County funding formula %) Number of unduplicated individual participants served during 2007.

n/a Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Increase client self-esteem & social skills by providing individuals with peer counseling & targeted support/social groups.				
Performance Indicator(s)		80% of individuals & group members will experience increased self-esteem/social skill development.				
Explain the measurement tools or methods.		Measurement tools are the # of peer counseling sessions & # of participants in support/social groups. Records of all contacts are kept in database. As each client drops-in or calls, agency staff/volunteers note how we served them & demographic info. Support/social groups on-going attendance #'s are also tracked in the database. Effectiveness is measured by use of participant surveys in group settings.				
Target Proposed for 2009	Total to be served	450	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicators(s)	360
Target Proposed for 2010	Total to be served	500	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicators(s)	400
OUTCOME OBJECTIVE # 2		Decrease homophobia by providing advocacy & educational services to agency clients, media contacts, academic institutions, and community groups.				
Performance Indicator(s)		80% of contacts will be sensitized to LGBTQ people through our outreach, education, and advocacy efforts.				
Explain the measurement tools or methods.		Service data on OutReach & educational services. Number of groups networked with and number of media contacts made—all kept in the database. Speakers bureau audience and organizer evaluations.				
Target proposed for 2009	Total to be served	1900	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	1520
Target proposed for 2010	Total to be served	2000	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	1600

PROGRAM: Counseling/Educational/OutReach (City Service B)
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

- *Peer counseling for individual & support group
- *On-going social/support groups to build social skills and a sense of community.
- *Targeted in-services to build knowledge of resources available to those in the LGBT communities.

Outcome #2

- *Public speakers bureau to educate, engage, and advocate the broader culture on issues of concern to LGBT people all over south-central Wisconsin.
- *Informational tables at community and ethnic festivals to educate, engage, and advocate with targeted audiences & make our agency resources available to them. Solicit their input and participation in the agency to better serve communities of color and build coalitions for social improvement.
- *Continue building and upgrading our 6,000 volume lending library as an educational resource.
- *Continue as an effective agent of social change in the public policy arena and as a resource for media.

PROGRAM: Counseling/Education/OutReach (City Service B)**PROGRAM LETTER: A**

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	16,060	13,900	1,546	614	
DANE CO CDBG					
MADISON COMM SERV	24,145	19,142	5,003		
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG	300	300			
OTHER GOVT	56,116	39,627	9,227	2,461	4,800
FUND RAISING	163,634	68,612	39,387	39,272	16,363
USER FEES	350		350		
OTHER	440			440	
TOTAL	261,045	141,582	55,513	42,787	21,163

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	16,060	13,900	1,546	614	
DANE CO CDBG	0				
MADISON COMM SERV	24,869	19,868	5,003		
MADISON CDBG	0				
UNITED WAY ALLOC	0				
UNITED WAY DESIG	500	500			
OTHER GOVT	57,000	39,848	9,448	2,682	5,021
FUND RAISING	175,700	71,534	42,435	42,320	19,411
USER FEES	500		500		
OTHER	500			500	
TOTAL	275,129	145,650	58,932	46,116	24,431

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

PROGRAM: N/A

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	\$117,502	1892	\$62.10	1248	\$94.15
2008 BUDGETED	\$106,575	1987	\$53.64	1248	\$85.40
2009 PROPOSED	\$95,649	2082	\$45.94	1248	\$76.64

- I. **SERVICE UNITS** - Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

Unit = staff service hour

- J. **UNDUPLICATED PARTICIPANT** - How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is determined by using Dane County's unduplicated participant formula and multiplying it by our duplicated client service numbers. Often our clients use more than one of our services.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

- L. **2010 PROPOSED BUDGET**

2010 PROPOSED BUDGET

ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

- M. **2010 COST EXPLANATION** - Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION: OutReach

(Submit to all revenue sources.)

AGENCY INFORMATION

1. **MISSION STATEMENT** - Describe your agency's mission in the space provided.

OutReach's mission is: to promote equality and quality of life for LGBT people. Our vision is to create a community where the presence and contributions of Lesbian, Gay, Bisexual, & Transgender people are welcomed and celebrated; where intolerance is challenged and defeated; where justice prevails; and where civil rights of all people are valued and respected.

2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.

OutReach has spent the past two years building its infrastructure and administrative capacity in order to have a better administrative platform to build programs on. We have upgraded our bookkeeping and financial tracking, improved our donor database, and our general record keeping functions. We are also working on a new website which will be much more interactive, and have added new health and tobacco cessation programs with grants from the WI DHFS and WI Partnership Foundation, subcontracted through the Milwaukee organization Diverse and Resilient.

3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.

OutReach's history is rooted in the pasts of several different community organizations beginning with Crossroads of Madison, Inc. which was incorporated in 1969, followed by Renaissance of Madison, Inc. and the Madison Gay Center, which offered information by phone, drop-in peer counseling, reading materials, and a joint lesbian and gay speakers bureau. After the Lesbian Switchboard closed, the Gay Center was renamed the Madison Gay and Lesbian Resource Center (MGLRC). It moved to several locations over the years, but its services were never interrupted. OutReach and its predecessors have offered the community continuous service for 34 years. The United was formed in 1978 as a political action organization to defend the city of Madison's non-discrimination ordinance. After that threat passed, The United identified new advocacy issues. After working collaboratively for nearly 15 years, MGLRC & The United merged into OutReach in July of 1998.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 12

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From __ To __	Judith Trampf 2802 Oakridge Ave. Madison UW Madison 06/06 to 06/08	Board Vice-President's Name Home Address Occupation Representing Term of Office: From __ To __	
Board Secretary's Name Home Address Occupation Representing Term of Office: From __ To __	Scott Mickelson 2817 Fish Hatchery, Madison Attorney 06/07 to 06/09	Board Treasurer's Name Home Address Occupation Representing Term of Office: From __ To __	Kathleen Nichols 722 Bruce Ct. Madison WI DOT supervisor 06/07 to 06/09
Name Home Address Occupation Representing Term of Office: From __ To __	Don Lamb 1505 Sunset Ct. Middleton retired library services 06/07 to 06/09	Name Home Address Occupation Representing Term of Office: From __ To __	Arlene Halsey 1602 Kings Mill Way #302 Madison Financial consultant 06/06 to 06/08
Name Home Address Occupation Representing Term of Office: From __ To __	Josh Bartz 908 Blaine St., Edgerton MSSW 06/07 to 06/08	Name Home Address Occupation Representing Term of Office: From __ To __	Traci Johnson 927 Harrington Drive, Madison Bookkeeper 06/07 to 06/08
Name Home Address Occupation Representing Term of Office: From __ To __	Michelle Eldridge PO Box 528, McFarland Retired electrician 05/08 to 06/09	Name Home Address Occupation Representing Term of Office: From __ To __	Nilhan Gunasekera 6323 Roselawn Ave, Monona Professor, UW system 05/08 to 06/09
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	

STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** - For your agency's **2007** staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	3	100%	9	100%	65	100%
GENDER						
MALE	2	66%	4	44	35	54%
FEMALE	1	33%	5	56	25	46%
AGE						
LESS THAN 18 YRS			0	0	0	0
18 – 59 YRS	3	100	8	89	50	77%
60 AND OLDER			1	11	15	23%
RACE						
WHITE	3	100	7	78	52	80%
BLACK			1	0	5	7.7%
NATIVE AMERICAN			0	11	1	1.5%
ASIAN/PACIFIC ISLE			0	0	2	3.1%
MULTI-RACIAL			1	11	5	7.7%
ETHNICITY						
HISPANIC	0	0	0	0	5	8%
NON-HISPANIC	3	100	9	100	60	92%
HANDICAPPED* (Persons with Disabilities)	1	33	2	22	5	8%

* Refer to definitions on page 3 of the instructions.

BUDGET TOTAL OPERATING EXPENSES

6. **AGENCY EXPENSE BUDGET** - This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL	2008 BUDGET	2009 PROPOSED
A. PERSONNEL			
Salary	96,654	101,000	105,705
Taxes	8,389	8,654	9,066
Benefits (plus admin fee, worker's comp, paid leave accrual)	24,087	24,346	24,589
SUBTOTAL A:	129,130	134,000	139,360
B. OPERATING			
All "Operating" Costs			
SUBTOTAL B	102,314	90,300	94,815
C. SPACE			
Rent/Utilities/Maintenance	34,220	35,000	36,400
Mortgage (P&I)/Depreciation/Taxes			
SUBTOTAL C	34,220	35,000	36,400
D. SPECIAL COSTS			
Assistance to Individuals			
Subcontracts, etc.			
Affiliation Dues			
SUBTOTAL D	0	0	
TOTAL OPERATING EXPENSES A-D	265,664	259,300	270,575
E. TOTAL CAPITAL EXPENDITURES			

7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
Program Director	1.0	29,380	1.0	30,211	.4	0	.2		
Executive Director	1.0	40,794	1.0	42,018	.2				
Development Director	1.0	26,762	1.0	27,564					
TOTAL	3.0	96,936	3.0	99,793	0.40	0	0.20	0	0

7b. **PERSONNEL SCHEDULE** (continued)[illegible]

8. **LIST PERCENT OF STAFF TURNOVER** Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

APPLICATION SUMMARY Submit common description to each revenue source.

ORGANIZATION NAME	Porchlight, Inc.		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	306 North Brooks St., Madison WI 53715		
TELEPHONE	608-257-2534	LEGAL STATUS <input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>39-1579521</u> State CN: <u>2565-800</u>	
FAX NUMBER	608-257-2507		
NAME CHIEF ADMIN/ CONTACT	Steven J. Schooler		
INTERNET WEBSITE (if applicable)	www.porchlightinc.org		
E-MAIL ADDRESS	schooler@tds.net		

PROGRAM LISTING Please list all programs your organization provides (including those which are not funded through this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: Housing Operations	Karla Jameson	257-2534	kjameson@porchlightinc.org
B: Hospitality House	Hasan Mohr	255-4401	hmohr@porchlightinc.org
C: Transit for Jobs	Gareth Hall	257-2534	ghall@porchlightinc.org
D: SRO Housing	Gareth Hall	257-2534	ghall@porchlightinc.org
E: SRO Support Services	Gareth Hall	257-2534	ghall@porchlightinc.org
K: Remainder of Porchlight	Steven Schooler	257-2534	schooler@tds.net

For larger organizations use letters A-K for programs which seek funding through this common application process and attach a list or summary in row K for other programs your organization offers.

REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
JE CO HUMAN /CS	228,611	287,911	227,911	56,900	7,274		
DANE CO CDBG							
MADISON- COMM SVCS	50,000	40,960	40,960			40,960	
MADISON- CDBG	159,159	182,347	157,425	66,994	44,534		34,697
UNITED WAY ALLOC	249,513	268,111	246,416	49,299	124,017		
UNITED WAY DESIG	26,256	40,479	40,479	20,239			
OTHER GOVT	800,964	859,777	842,600	212,302	98,396		
FUND RAISING DONATIONS	833,096	662,981	723,867	260,171	92,584		
USER FEES	587,025	588,548	674,468	623,468	11,000		
OTHER							
TOTAL REVENUE	2,934,623	2,931,114	2,954,126	1,289,373	377,805	40,960	34,697

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	K					
JE CO HUMAN /CS	25,550	138,187					
JE CO CDBG							
MADISON- COMM SVCS							
MADISON- CDBG	11,200						
UNITED WAY ALLOC	22,000	51,100					
UNITED WAY DESIG		20,240					
OTHER GOVT		531,902					
FUND RAISING DONATIONS	81,492	289,620					
USER FEES		40,000					
OTHER							
TOTAL REVENUE	140,242	1,071,049					

Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at www.cityofmadison.com/dcr/aaForms.cfm

Non-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4), MGO."

Signed: 

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Porchlight, Inc.

PROGRAM: Transit for Jobs
(Submit only to relevant revenue sources.)

PROGRAM LETTER: C
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The Transit for Jobs program began this year with funding from the City of Madison OCS to provide transportation assistance to homeless and low-income adults who are dependant upon the Metro system to search for or maintain income security. Porchlight works with six other Madison non-profit organizations to provide transportation assistance. Each organization is responsible for providing bus tickets, 10-ride cards, and monthly passes for the purpose of assisting individuals obtain income, public benefits, Social Security or SSI, or to maintain existing income. The goal of the program is to assist at least 1,800 individuals with transportation assistance, with 500 of those individuals obtaining an income as a result of the assistance. At least 75 persons will be assisted with monthly passes to get to newly obtained jobs. The result of assisting individuals with transportation that leads to income will ultimately assist these individuals to maintain their housing or help them obtain housing if they are homeless.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL	835	100%	TOTAL PARTICIPANTS BY RACE	835	100%
MALE	530	63%	WHITE	249	30%
FEMALE	305	37%	BLACK	527	63%
AGE	835	100%	NATIVE AMERICAN	4	0.5%
< 2	5	1%	ASIAN/PACIFIC ISLANDER	2	0.5%
2 - 5	16	2%	MULTI-RACIAL	53	6%
6 - 12	17	2%	ETHNICITY	835	100%
13 - 17	9	1%	HISPANIC	43	5%
18 - 29	144	17%	NON-HISPANIC	792	95%
30 - 59	610	72%	HANDICAPPED (persons with disabilities)	427	51%
60 - 74	21	3%	RESIDENCY	835	100%
75 & UP	13	2%	CITY OF MADISON	835	100%
			DANE COUNTY (NOT IN CITY)	0	0%
			OUTSIDE DANE COUNTY	0	0%

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Transit for Jobs**PROGRAM LETTER: C**

(Submit only to relevant revenue sources.)

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

The persons that are served by the Transit for Jobs program are homeless and low-income adults that are dependent upon the Metro system for transportation around the City of Madison. 75% of participants to in 2007 are homeless, and 32% of them are chronically homeless. 51% of participants are disabled. Persons in need of assistance from Transit for Jobs can request assistance at Porchlight's Hospitality House, or through case managers at Porchlight, CAC, Salvation Army, IHN, YWCA, or St. Vincent de Paul.

D. PROGRAM OUTCOMES

835 Number of unduplicated individual participants served during 2007.

835 Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than *two outcomes per program* will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Assist persons with transportation assistance in order to obtain an income. The number of persons served in 2007 was 835. First quarter data for 2008 suggests an increase of 22% for 2008; 1,020 persons will receive transit passes in 2008. Numbers of clients is expected to increase as tracking of tickets across six agencies is improving. Initial goal of 1,800 persons served too high due to the increased numbers of tickets needed by each client to find income producing activity.				
Performance Indicator(s)		Number of participants who use Transit for Jobs tickets to obtain/maintain income verses participants without income.				
Explain the measurement tools or methods.		The Transit for Jobs program uses Wisconsin Service Point to track client activities and to generate monthly reports. Service Point is a management information system database that is accessible by all Transit for Jobs partners and provides an unduplicated count of persons served.				
Target Proposed for 2009	Total to be served	1,200	Targeted percent to meet performance indicator(s)	28%	Number to meet indicators(s)	336
Target Proposed for 2010	Total to be served	1,200	Targeted percent to meet performance indicator(s)	28%	Number to meet indicators(s)	336
OUTCOME OBJECTIVE # 2		Assist persons in maintaining income from employment through the use of monthly bus passes				
Performance Indicator(s)		Number of participants using Transit for Jobs to maintain employment verses participants not employed.				
Explain the measurement tools or methods.		The Transit for Jobs program uses Wisconsin Service Point to track client activities and to generate monthly reports. Service Point is a management information system database accessible by all Transit for Jobs partners and provides an unduplicated count of persons served.				
Target proposed for 2009	Total to be served	1,200	Targeted percent to meet performance indicator(s)	6%	Number to meet indicator(s)	72
Target proposed for 2010	Total to be served	1,200	Targeted percent to meet performance indicator(s)	6%	Number to meet indicator(s)	72

PROGRAM: Transit for Jobs
(Submit only to relevant revenue sources.)

PROGRAM LETTER: C

PROGRAM ACTIVITIES In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

Each person requesting assistance from Transit for Jobs completes an intake form. Most persons requesting assistance do so through Hospitality House, Porchlight's daytime resource center for homeless and low-income persons. Other persons with case managers from other Porchlight programs and other agencies can also receive assistance directly from their case manager. The person is then screened by Porchlight staff (or staff from one of the partner agencies) to determine the purpose or reason for the assistance. If the person is eligible for Transit for Jobs assistance, staff then determines the amount of assistance to provide. Staff follow-up with recipients to determine the success of the assistance. Documentation of all assistance and its result is entered into Service Point.

Outcome #2

Similar to Outcome #1, Each person requesting assistance from Transit for Jobs completes an intake form. The person is then screened by Porchlight staff (or staff from one of the partner agencies) to determine the purpose or reason for the assistance. If the person is eligible for Transit for Jobs assistance, staff then determines the amount of assistance to provide. In this case the assistance with a monthly bus pass will be provided to individuals who have obtained employment and need a monthly pass in order to get to the job and maintain it. Staff follow-up with recipients to determine the success of the assistance. Documentation of all assistance and its result is entered into Service Point.

PROGRAM: Transit for Jobs

PROGRAM LETTER: C

Submit only to relevant revenue sources.)

PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	40,960	6,960	0	0	34,000
MADISON CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUND RAISING	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL	40,960	6,960	0	0	34,000

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	40,960	6,960	0	0	34,000
MADISON CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUND RAISING	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL	40,960	6,960	0	0	34,000

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

PROGRAM: Transit for Jobs

PROGRAM LETTER: C

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	50,000	835	60	3395	14.73
2008 BUDGETED	40,960	1800	23	4500	9.10
2009 PROPOSED	40,960	1200	34	4800	8.53

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

A unit of service is defined as transportation assistance provided to an unduplicated homeless or low-income person (which may include more than one unit of service to a participant).

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is defined as an transit-dependent person that requests assistance with transportation at least once during a calendar year.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

L. **2010 PROPOSED BUDGET**

2010 PROPOSED BUDGET					
ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

M. **2010 COST EXPLANATION** Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION Porchlight, Inc.
(Submit to all revenue sources.)

AGENCY INFORMATION

1. **MISSION STATEMENT** Describe your agency's mission in the space provided.

Porchlight strives to decrease the Dane County homeless population by providing shelter, housing, supportive services, and a sense of community in ways that empower residents and program participants to positively shape their lives.

As the largest non-profit provider of housing, shelter, and services to the homeless in Dane County, Porchlight strives to end homelessness and foster independence for persons suffering the indignities of homelessness. To do this, Porchlight employs a dedicated and well-trained staff and works with a large group of concerned citizens and organizations that provide more than 1,700 volunteers and tens of thousands of volunteer hours.

2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.

In 2005, Porchlight developed a strategic plan for all agency programs that set forth goals and activities deemed necessary to improve the ability of the organization to operate efficiently and to end homelessness. Upon completing more than 75% of the outcome objectives of that plan, Porchlight is in the process of developing an entirely new strategic plan. A major new area is to develop an increased number of housing units suitable for Housing First programs that seek to avoid the need for shelter or alternatively address the needs of the chronically homeless by providing a combination of housing and intensive case management combined with mental health and substance abuse treatment services. Porchlight's current outreach program has been successful but it is very limited in terms of case management and housing resources available. Porchlight is also seeking to better measure long-term success of its programs, particularly in the family housing area by tracking families after they leave Porchlight housing.

3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.

Porchlight, Inc. is a non-profit, volunteer-intensive housing provider that has provided services to the homeless community since 1985. In 2007, Porchlight programs provided services to over 13,000 people and more than 149,000 nights of shelter. Services for emergency shelter, transitional housing, eviction prevention, and permanent housing are offered through four primary housing programs: Drop-In Shelter, Scattered Site Permanent and Transitional Housing Programs, Hospitality House, and Safe Haven. Porchlight provides homeless and low-income individuals and families a continuum of services to help foster independence and self-sufficiency. While on the streets or in shelter, clients receive assistance with food and meals, emergency loans, computer training, transportation, medical clinics, referrals to community resources, Alcohol and Other Drug Abuse (AODA) counseling, and housing and employment counseling. With over 230 units of low-cost transitional and permanent housing of different types at various locations, Porchlight can provide housing and supportive services to every homeless subpopulation.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 6

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From __ To __	Chris Laurent 200 N. Main St. Oregon, WI Real Estate Developer Gorman & Company 01/08 – 12/10	Board Vice-President's Name Home Address Occupation Representing Term of Office: From __ To __	Peter Mortenson One South Pinkney Street Madison, WI 53703 Bank Officer US Bank 01/07 – 12/09
Board Secretary's Name Home Address Occupation Representing Term of Office: From __ To __	Stephen A. Myrah 3306 Valley Creek Circle Middleton, WI 53562 UW Madison Retired 01/07 – 12/09	Board Treasurer's Name Home Address Occupation Representing Term of Office: From __ To __	Kelly Eakin 4610 University Ave. Ste. 700 Madison, WI 53705-2164 Economist, Vice President Christensen Associates 01/08 – 12/10
Name Home Address Occupation Representing Term of Office: From __ To __	David Ginger 2587 Norwich St., Fitchburg Financial analyst WHEDA 03/06 – 12/10	Name Home Address Occupation Representing Term of Office: From __ To __	Kevin Huff 22 East Mifflin, Madison, WI Bank Officer CHASE 01/08 – 12/10
Name Home Address Occupation Representing Term of Office: From __ To __	Jeffrey Femrite One East Main St., Madison Attorney Godfrey & Kahn 9/07 – 12/10	Name Home Address Occupation Representing Term of Office: From __ To __	Barbara Karlen 717 Morningstar Lane Madison, WI 53704 Child Care Specialist Wisconsin Child Care Improvement Project 01/08 – 12/10
Name Home Address Occupation Representing Term of Office: From __ To __	Beth Lavender 2718 Pheasant Ridge Trail, Fitchburg Resident Representative 06/07-12/10	Name Home Address Occupation Representing Term of Office: From __ To __	Jeremey Sheherd 4721 South Biltmore Lane, Madison Lobbyist WI Bankers Assoc 03/08 – 12/10

Name Home Address Occupation Representing Term of Office: From __ To __	Deborah Mason 306 North Brooks St. #207 Madison, WI 53715 Resident Representative 01/07 – 12/09	Name Home Address Occupation Representing Term of Office: From __ To __	Steve Saffian 3314 Valley Creek Circle Middleton, WI 53562 UW Madison Retired 01/06 – 12/08
Name Home Address Occupation Representing Term of Office: From __ To __	Mike Nelson 802 W. Main Street Waunakee, WI 53597 Real Estate Appraiser, Oaktree Appraisal 01/06 – 12/07	Name Home Address Occupation Representing Term of Office: From __ To __	Jeffrey A. Simmons P.O. Box 1497 Madison, WI 53701-1497 Attorney Foley & Lardner 01/07 – 12/09
Name Home Address Occupation Representing Term of Office: From __ To __	Paul Sergenian 2805 West Beltline Hwy. Madison, WI 53713 Floor Covering Business Sergenian's Floor Coverings	Name Home Address Occupation Representing Term of Office: From __ To __	Bobbie Toney 1101 Sequoia Trail Madison, WI 53713. Educator Madison Metropolitan School 01/06 – 12/08
Name Home Address Occupation Representing Term of Office: From __ To __	Kate Speer Ely 8001 Excelsior Dr. Madison, WI 53717 Real Estate Agent Keller Williams 01/06 – 12/08	Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __	Sal Troia 2968 Woods Edge Way Madison, WI 53711 Bank Officer Retired 01/06 – 12/07	Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	

STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** For your agency's 2007 staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	63	100%	18	100%	1900	100%
GENDER						
MALE	38	60%	13	72%	1000	53%
FEMALE	25	40%	5	28%	900	47%
AGE						
LESS THAN 18 YRS	0	0			50	3%
18 – 59 YRS	60	95%	12	67%	1300	68%
60 AND OLDER	3	5%	6	33%	550	29%
RACE						
WHITE	47	75%	16	89%		
BLACK	14	22%	2	11%		
NATIVE AMERICAN	2	3%				
ASIAN/PACIFIC ISLE	0					
MULTI-RACIAL	0					
ETHNICITY						
HISPANIC	1	2%				
NON-HISPANIC	62	98%				
HANDICAPPED* (Persons with Disabilities)	23	36%	2	11%		

* Refer to definitions on page 3 of the instructions.

7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
Executive Director	1.00	61,397	1.00	63,239	0.37	0.11			0.16
Director of Housing	1.00	41,700	1.00	42,934	0.86	0.10			
Director of Services	0.70	30,521	0.70	31,433	0.68	0.02			
Dir Business Mgmt	0.60	23,100	0.60	23,793	0.39	0.15			0.18
Director of Development	0.80	28,038	0.80	28,887	0.41	0.12			0.18
Grant Writer	0.50	17,846	0.50	18,377	0.40	0.14			0.18
Accountant	0.35	10,724	0.35	10,498	0.37	0.17			0.18
Property Maintenance	3.15	105,479	3.35	107,909	1.00				
Hsg Counselor / Mental Health	1.00	30,888	1.00	31,824	0.48				
Social Worker (PRT)	1.00	25,709	1.00	26,478					
Social Worker (AODA)	1.00	33,213	1.00	34,216	1.00				
Case Worker (DIS intakes)	0.61	16,137	0.69	13,167					
Night Manager	5.69	141,228	5.70	148,391					
Janitor - Shelter	1.00	19,200	0.98	20,926					
DIGS Coordinator	1.00	37,084	1.00	38,197		1.00			
DIGS Housing Counselor	0.43	11,837	0.38	10,756		1.00			
Transit-for-Jobs Assistant	0.38	8,416	0.30	6,933			1.00		
Hosp. House Resource Specialist	3.20	78,695	2.38	60,395		1.00			
Janitor - Hosp House	0.25	5,200	0.25	5,356		1.00			
PATH Case Manager	1.00	25,709	1.00	26,478		1.00			
Resident Mgrs / Program Aide	2.93	59,387	3.15	62,035	1.00				
Job Coach (HUD)	1.00	29,120	1.00	29,994					

Social Worker (Stable)	0.80	22,456	0.80	23,146					
Receptionist / Data Entry	1.78	39,473	1.78	40,774	0.56				0.34
Administrative Assistant	1.00	26,769							
Counselor - Safe Haven Outreach	1.00	26,146	1.00	26,790					
Safe Haven Social Worker	2.80	77,275	3.80	93,625					
Safe Haven Program Aide	2.80	56,278	2.20	45,431					
Safe Haven Nite Mgr	1.40	29,799	1.88	39,234					
Safe Haven Janitor	0.50	10,347	0.38	7,995					
Safe Haven Cook	0.83	11,325	0.83	11,583					
Dir Property Develop	0.77	31,602	0.77	32,550	0.47				0.35
Asst Dir of Housing	0.18	6,553	0.18	6,556					
Accounting Assistant	0.60	7,391	0.60	11,429	0.40	0.14			0.18
Kitchen Coordinator	1.00	31,075	1.00	32,011					
Kitchen Assistant	0.75	12,854	0.73	12,803					
Food Cart	0.63	4,518	0.28	3,975					
Vending	0.68	10,877	0.58	9,570					
PTO Case Mgr	2.00	64,106	2.00	66,019					
SRO Services Coordinator	1.00	29,120	1.00	29,994				1.00	
SRO Nite Staff	1.06	23,985	1.05	24,570					1.00
Brooks St Maintenance	0.18	4,118	0.18	4,242					
Brooks St. Custodian	0.18	6,974	0.18	5,346					
Porchlight Products	1.25	24,102	1.23	17,933					
Totals	52.75	1,397,771	51.52	1,387,792	8.38	5.93	1.00	1.00	2.74

7b. **PERSONNEL SCHEDULE** (continued)

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	K	G	H	I	J
Executive Director	1.00	61,397	1.00	63,239	0.36				
Director of Housing	1.00	41,700	1.00	42,934	0.04				
Director of Services	0.70	30,521	0.70	31,433	0.30				
Dir Business Mgmt	0.60	23,100	0.60	23,793	0.29				
Director of Development	0.80	28,038	0.80	28,887	0.29				
Grant Writer	0.50	17,846	0.50	18,377	0.29				
Accountant	0.35	10,724	0.35	10,498	0.29				
Property Maintenance	3.15	105,479	3.35	107,909	0.00				
Hsg Counselor / Mental Health	1.00	30,888	1.00	31,824	0.52				
Social Worker (PRT)	1.00	25,709	1.00	26,478	0.00				
Social Worker (AODA)	1.00	33,213	1.00	34,216	0.00				
Case Worker (DIS intakes)	0.61	16,137	0.69	13,167	1.00				
Night Manager	5.69	141,228	5.70	148,391	1.00				
Janitor - Shelter	1.00	19,200	0.98	20,926	1.00				
DIGS Coordinator	1.00	37,084	1.00	38,197	0.00				
DIGS Housing Counselor	0.43	11,837	0.38	10,756	0.00				
Transit-for-Jobs Assistant	0.38	8,416	0.30	6,933	0.00				
Hosp. House Resource Specialist	3.20	78,695	2.38	60,395	0.00				
Janitor - Hosp House	0.25	5,200	0.25	5,356	0.00				
PATH Case Manager	1.00	25,709	1.00	26,478	0.00				
Resident Mgrs / Program Aide	2.93	59,387	3.15	62,035	0.00				
Job Coach (HUD)	1.00	29,120	1.00	29,994	0.00				
Social Worker (Stable)	0.80	22,456	0.80	23,146	0.00				
Receptionist / Data Entry	1.78	39,473	1.78	40,774	0.10				
Administrative Assistant	1.00	26,769	0.00	0	0.00				
Counselor - Safe Haven Outreach	1.00	26,146	1.00	26,790	1.00				
Safe Haven Social Worker	2.80	77,275	3.80	93,625	1.00				

Safe Haven Program Aide	2.80	56,278	2.20	45,431	1.00				
Safe Haven Nite Mgr	1.40	29,799	1.88	39,234	1.00				
Safe Haven Janitor	0.50	10,347	0.38	7,995	1.00				
Safe Haven Cook	0.83	11,325	0.83	11,583	1.00				
Dir Property Develop	0.77	31,602	0.77	32,550	0.18				
Asst Dir of Housing	0.18	6,553	0.18	6,556	1.00				
Accounting Assistant	0.60	7,391	0.60	11,429	0.29				
Kitchen Coordinator	1.00	31,075	1.00	32,011	1.00				
Kitchen Assistant	0.75	12,854	0.73	12,803	1.00				
Food Cart	0.63	4,518	0.28	3,975	1.00				
Vending	0.68	10,877	0.58	9,570	1.00				
PTO Case Mgr	2.00	64,106	2.00	66,019	1.00				
SRO Serfvices Coordinator	1.00	29,120	1.00	29,994	0.00				
SRO Nite Staff	1.06	23,985	1.05	24,570	0.00				
Brooks St Maintenance	0.18	4,118	0.18	4,242	1.00				
Brooks St. Custodian	0.18	6,974	0.18	5,346	1.00				
Porchlight Products	1.25	24,102	1.23	17,933	1.00				
Totals	52.75	1,397,771	51.52	1,387,792	20.95				

8. **LIST PERCENT OF STAFF TURNOVER** 29% Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

Four positions included in the turnover were promotions. Several positions related to the fact that we cannot compete on a salary basis with State / County / City positions. Several others were students that worked part time and left.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

APPLICATION SUMMARY Submit common description to each revenue source.

ORGANIZATION NAME	Tenant Resource Center, Inc.		
MAILING ADDRESS <small>If P.O. Box, include Street Address on second line</small>	1202 Williamson Street, Suite A, Madison, WI 53703		
TELEPHONE	608-257-0143	LEGAL STATUS	
FAX NUMBER	608-286-0804	<input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor	
NAME CHIEF ADMIN/CONTACT	Chief Admin: Brenda K. Konkell, Exec. Dir. Chief Contact: Megin McDonell, Prog. Dir.		Federal EIN: <u>39-1360105</u> State CN: _____
INTERNET WEBSITE (if applicable)	<u>www.tenantresourcecenter.org</u>		
E-MAIL ADDRESS	mmcdonell@tenantresourcecenter.org		

PROGRAM LISTING Please list all programs your organization provides (including those which are not funded through this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: Housing Counseling, Outreach, Education	Megin McDonell	608-257-0143	mmcdonell@tenantresourcecenter.org
B: Housing Help Desk	Brenda K. Konkell	608-257-0143	bkonkel@tenantresourcecenter.org
C: Housing Mediation Service	Megin McDonell	608-257-0143	mmcdonell@tenantresourcecenter.org
D: Statewide Services (Other Program)	Brenda K. Konkell	608-257-0143	bkonkel@tenantresourcecenter.org
E:			
F:			

For larger organizations use letters A-K for programs which seek funding through this common application process and attach a list or summary in row K for other programs your organization offers.

REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS	101,623	106,623	108,000	12,843	90,157	5,000	
DANE CO CDBG							
MADISON - COMM SVCS	43,550	44,595	53,500	53,500			
MADISON - CDBG	19,968	19,786	23,700			23,700	
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT	59,029	22,000	12,000				12,000
FUND RAISING DONATIONS	60,143	45,500	72,858	53,100		9,758	10,000
USER FEES	26,785	38,925	42,800	37,800			5,000
OTHER							
TOTAL REVENUE	311,098	277,429	312,858	157,243	90,157	38,458	27,000

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS							
DANE CO CDBG							
MADISON- COMM SVCS							
MADISON- CDBG							
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT							
FUND RAISING DONATIONS							
USER FEES							
OTHER							
TOTAL REVENUE							

Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at www.cityofmadison.com/dcr/aaForms.cfm

Non-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4), MGO."

Signed: Brenda K. Kurland

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Tenant Resource Center

PROGRAM: Housing Counseling, Outreach and Education
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The goal of this program is to educate tenants and landlords about their rights and responsibilities and to assist them in resolving rental problems. Volunteer housing counselors focus on prevention of rental problems and emphasize resolving rental issues outside of small claims court. Resolution can occur through negotiation, mediation, writing letters and making reports to government agencies. This program is designed to help make tenants, in particular low-income and minority consumers, self-sufficient and improve their access to resources, to empower them to advocate for themselves and to teach them skills to resolve disputes. In addition to information, referral, and counseling provided at our office, our community outreach efforts increase broad knowledge about rental rights, responsibilities and prevention of housing disputes, focusing on those most in need of our services and often the least likely to be able to access services because of communication, transportation, child-care, physical mobility or other limitations.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL ¹	5,335	100%	TOTAL PARTICIPANTS BY RACE ³	4,711	100%
MALE	1,497	28%	WHITE	3,837	81%
FEMALE	3,838	72%	BLACK	693	15%
AGE ²	5,335	100%	NATIVE AMERICAN	38	1%
Under 18	5	0%	ASIAN/PACIFIC ISLANDER	66	1%
18 – 21	334	6%	MULTI-RACIAL	77	2%
22 – 29	1,801	34%	ETHNICITY ³	4,711	100%
30 – 55	2,334	44%	HISPANIC	146	3%
Over 55	458	9%	NON-HISPANIC	4,565	97%
Unreported	403	7%	HANDICAPPED (persons with disabilities)	678	13%
Notes: (1) These demographic numbers do not include workshop participants, for whom demographic information is not collected, all of whom are within Dane County. (2) Age is for adult clients only. There were an additional 6,859 children of clients who benefited from the assistance their parents received. (3) 624 people did not answer the race and ethnicity questions.			RESIDENCY	5,335	100%
			CITY OF MADISON	3,055	57%
			DANE COUNTY (NOT IN CITY)	408	8%
			OUTSIDE DANE COUNTY	1,847	35%

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Housing Counseling, Outreach and Education
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

There is a large rental population in the City of Madison (about half rental). Of those that may require our services, we focus on serving adult (over 18) renters below the median income (92% of our clients) and increasing the number of underrepresented populations we serve. We focus education and outreach efforts in neighborhoods with high percentages of renters or low-income individuals, in high schools and other audiences of first-time renters, and on other special populations (e.g. people with disabilities, seniors, homeless, probation/parole). We also strive to have staff and volunteers fluent in Spanish.

D. PROGRAM OUTCOMES

5,335 received housing counseling plus 360 workshop participants Number of unduplicated individual participants served during 2007.

N/A Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Low-income clients will have information they need to become self-sufficient and make informed decisions about issues faced in obtaining and maintaining safe, quality and affordable housing. Both tenants and property owners/managers will increase their knowledge of rights and responsibilities and increase their ability to problem-solve and seek resolution to rental housing issues.				
Performance Indicator(s)		75% of those surveyed will report that they were able to make a more informed decision and/or had a better outcome (resolution of the rental housing dispute) than if they had not contacted TRC.				
Explain the measurement tools or methods.		Client statistics are collected that show the number of persons who contact us and receive information and referrals, basic demographic information about those persons, how those persons learned of the TRC, and where they were referred. Periodic sampling of tenants and property owners/managers will be used to measure performance indicators.				
Target Proposed for 2009	Total to be served	6,000	Targeted <u>percent</u> to meet performance indicator(s)	75%	Number to meet indicators(s)	4,500
Target Proposed for 2010	Total to be served	6,000	Targeted <u>percent</u> to meet performance indicator(s)	75%	Number to meet indicators(s)	4,500
OUTCOME OBJECTIVE # 2		Increase broad knowledge about rental rights and responsibilities through outreach efforts, and reach persons who may not otherwise access the agency's services.				
Performance Indicator(s)		75% of the evaluation forms received from workshops will indicate that the participants believe the information they received will help them prevent, avoid, or better resolve, rental housing disputes in the future.				
Explain the measurement tools or methods.		Measurements for this outcome will be based on attendance of 360 individuals at a total of 24 workshops or presentations. The agency will also provide evaluation forms at workshops and seminars to evaluate the usefulness of the materials and information presented. Additional outreach efforts include: maintenance of our website, publicity via electronic listserves, distribution of PSA's and media presentations and tabling at resource fairs, community events and festivals.				
Target proposed for 2009	Total to be served	360	Targeted <u>percent</u> to meet performance indicator(s)	75%	Number to meet indicator(s)	270
Target proposed for 2010	Total to be served	360	Targeted <u>percent</u> to meet performance indicator(s)	75%	Number to meet indicator(s)	270

PROGRAM: Housing Counseling, Outreach and Education

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

PROGRAM ACTIVITIES In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

Housing counselors provide information about tenant and landlord rights and responsibilities; make referrals to appropriate agencies (ex. Building Inspection, Department of Agriculture, Trade and Consumer Protection and the Police); provide written copies of state laws & regulations, local ordinances, check-in/out sheets, sublet forms, etc.; discuss options to resolve client rental problems; and review landlord and tenant correspondence and leases. Due to recent staff changes, at the moment, we have no fluent Spanish speakers on staff. However, we have a few volunteers with intermediate Spanish skills and we strive to hire fluent Spanish speakers when we have openings.

Outcome #2

TRC provides education and outreach on rental rights and responsibilities in the following ways:

Presentations - We provide workshops on "smart renting" (e.g. for first-time renters), screening tenants/landlords, security deposits, repairs, evictions and other requested topics. Presentations are attended by tenants, property owners/managers and social service providers. They are focused in low-income neighborhoods, in neighborhoods with high percentages of renters, in high schools, and on special population groups (e.g. people with disabilities, seniors, homeless, probation/parole). **Written Materials** - We provide brochures and flyers to neighborhoods and agencies regarding current issues. Our brochure series has been translated into Spanish. Copies of laws and regulations and fact sheets are available at our office, on our website and by request. **Media/PSAs** - We provide public service announcements and press releases to radio, TV stations, print and electronic media. We are available for informational interviews to the media. **Internet** - We maintain a heavily used informational website, and are available to answer questions via e-mail. We also use electronic list-serves as a source of publicity and outreach.

PROGRAM: Housing Counseling, Outreach and Education
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	TOTAL
DANE CO HUMAN SERV	33,312	19,321	11,326	2,665	33,312
DANE CO CDBG	-	-	-	-	-
MADISON COMM SERV	44,595	29,515	12,138	2,942	44,595
MADISON CDBG	-	-	-	-	-
UNITED WAY ALLOC	-	-	-	-	-
UNITED WAY DESIG	-	-	-	-	-
OTHER GOVT	-	-	-	-	-
FUND RAISING	35,575	35,575	0	0	35,575
USER FEES	20,000	11,600	6,800	1,600	20,000
OTHER	-	-	-	-	-
TOTAL	133,482	96,011	30,264	7,207	133,482

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	TOTAL
DANE CO HUMAN SERV	12,843	8,220	3,853	771	12,843
DANE CO CDBG	-	-	-	-	-
MADISON COMM SERV	53,500	34,240	16,050	3,210	53,500
MADISON CDBG	-	-	-	-	-
UNITED WAY ALLOC	-	-	-	-	-
UNITED WAY DESIG	-	-	-	-	-
OTHER GOVT	-	-	-	-	-
FUND RAISING	53,100	33,984	15,930	3,186	53,100
USER FEES	37,800	24,192	11,340	2,268	37,800
OTHER	-	-	-	-	-
TOTAL	157,243	100,636	47,173	9,435	157,243

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

Due to the funding losses mentioned in the Organizational Profile, Question #2, we are requesting funding at a level that is needed to maintain our current level of services without further reductions, and that more accurately reflects the cost of the program. We have also greatly increased fundraising and donations.

PROGRAM: Housing Counseling, Outreach and Education
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

PARTICIPANT COST This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	\$119,344	5,695	\$20.96	n/a	n/a
2008 BUDGETED	\$133,482	6,860	\$19.46	n/a	n/a
2009 PROPOSED	\$157,243	6,360	\$24.72	n/a	n/a

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

Not applicable.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is a person who receives housing counseling or participates in a workshop or presentation. Occasionally people do use our services more than once per year, however, if they return it is generally for a new problem or situation to be resolved. Multiple visits for the same problem are rare.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

L. **2010 PROPOSED BUDGET**

2010 PROPOSED BUDGET					
ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

M. **2010 COST EXPLANATION** Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION Tenant Resource Center

(Submit to all revenue sources.)

AGENCY INFORMATION

1. **MISSION STATEMENT** Describe your agency's mission in the space provided.

The Tenant Resource Center is a non-profit, membership organization dedicated to promoting positive relations between rental housing consumers and providers throughout Wisconsin. By providing information and referrals, education about rental rights and responsibilities, and access to conflict resolution, we empower the community to obtain and maintain quality affordable housing.

2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.

Unlike previous years, this past year there have been few service improvements. In fact, there have been temporary service reductions, as we struggle to maintain quality services with a much smaller staff as the result of two major funding losses in the past year. First, the UW-Madison Student Services Finance Committee (SSFC) changed their eligibility criteria and the Tenant Resource Center lost \$55,000 due to the loss of eligibility. Second, we were not funded by U.S. Dept. of Housing and Urban Development (HUD) to continue our toll-free hotline—we lost \$41,000.

These two losses have presented big challenges for the organization. We have had to nearly double our fundraising capacity and increase our grant writing at a time when we've had to cut back on program staff. We are working hard to make sustainable changes so that we can continue to provide these services and decrease the effort it will take to do more fundraising over time. While we have temporarily reduced office hours in the past, we anticipate that we can maintain regular office hours at current staff levels as long as we have no long-term illnesses or absences among the staff.

Our Board of Directors has a renewed commitment, with the help of a community advisory board, to find new, sustainable funding sources and new ways of doing business. We hope that in 2009 and 2010 we can make some innovative changes, once we stabilize the organization. One area that looks promising is strengthening our capacity to serve people through our website and other technology advances.

3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.

TRC has provided housing counseling, information and referrals to WI residents since 1980. Of the 13,034 clients served in 2007, 5,335 were counseled at our main office on Williamson St., with the remainder served through the Housing Help Desk in the Dane Co. Job Center, our statewide toll-free hotline (discontinued as a separate program as of October 1, 2007), and at community workshops and presentations. TRC's Housing Mediation Service began in 1995 as a joint project of TRC and the Apt. Assoc. of South Central WI to offer alternative dispute resolution for rental-housing related conflicts between tenants, landlords, roommates and neighbors. In 1997, services expanded to include a focus on eviction prevention by providing mediation services prior to, and at, eviction hearings. HMS provided assistance in 638 eviction cases during 2007. This constitutes 21% of residential evictions filed in 2007, up from 19% in 2005, 15% in 2003 and 10% in 2001.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 12

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08	Jennie Mauer 1333 Mound St, Madison (53715) Policy and Program Analyst N/A	Board Vice-President's Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08	Rudy Moore 1327 E Dayton #1, Madison (53703) Law student, Landlord N/A
Board Secretary's Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08	Kari Ehrhardt 2120 University Ave #414, Madison (53726) Legislative Aide N/A	Board Treasurer's Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08	Tim Castillo 1713 Droster Road, Madison (53716) Veterans Affairs, Property Manager N/A
Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08	Clare Campbell 905 Columbia Road, Madison (53705) Primary caregiver for children, Landlord N/A	Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08	Chris Laurent 5819 Gemini Drive, Madison (53718) Real Estate Developer N/A
Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08	Ron Luskin 615 W Main St, Madison (53703) Architecture / Consulting N/A	Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08	Robert Artis 2424 Chalet Gardens Ct #2, Fitchburg (53711) Outreach Coordinator N/A
Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08	Ryan Estrella 5183 Nine Bark Dr, Fitchburg (53711) DCHS-JFF Social Worker N/A	Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08	
Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08		Name Home Address Occupation Representing Term of Office: From 6/07 To 5/08	

STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** For your agency's 2007 staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	5	100%	9	100%	20	100%
GENDER						
MALE	1	20%	6	67%	4	20%
FEMALE	4	80%	3	33%	16	80%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	0	0%
18 – 59 YRS	5	100%	9	100%	15	75%
60 AND OLDER	0	0%	0	0%	5	25%
RACE						
WHITE	5	100%	7	78%	16	80%
BLACK	0	0%	1	11%	1	5%
NATIVE AMERICAN	0	0%	0	0%	0	0%
ASIAN/PACIFIC ISLE	0	0%	1	11%	1	5%
MULTI-RACIAL	0	0%	0	0%	2	10%
ETHNICITY						
HISPANIC	0	0%	0	0%	0	0%
NON-HISPANIC	5	100%	9	100%	20	100%
HANDICAPPED* (Persons with Disabilities)	1	20%	0	0%	1	5%

* Refer to definitions on page 3 of the instructions.

BUDGET TOTAL OPERATING EXPENSES

6. **AGENCY EXPENSE BUDGET** This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL	2008 BUDGET	2009 PROPOSED
A. PERSONNEL			
Salary	181,591	145,237	162,285
Taxes	14,681	11,831	13,794
Benefits	22,352	21,395	24,150
SUBTOTAL A:	218,624	178,463	200,229
B. OPERATING			
All "Operating" Costs	83,695	88,400	94,629
SUBTOTAL B	83,695	88,400	94,629
C. SPACE			
Rent/Utilities/Maintenance	16,537	17,940	18,000
Mortgage (P&I)/Depreciation/Taxes	0	0	0
SUBTOTAL C	16,537	17,940	18,000
D. SPECIAL COSTS			
Assistance to Individuals	-	-	-
Subcontracts, etc.	-	-	-
Affiliation Dues	-	-	-
SUBTOTAL D	-	-	-
TOTAL OPERATING EXPENSES A-D	318,856	284,803	312,858
E. TOTAL CAPITAL EXPENDITURES	-	-	-

7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
Executive Director	1	\$41,200	1	\$43,260	.50	.25	.10	.15	-
Program Director	1	\$36,100	1	\$37,905	.75	0	.15	.10	-
Housing Counselors	2	\$50,540	2	\$55,120	.70	1.00	.30	0	-
Office Manager	1	\$17,397	1	\$26,000	.63	.18	.11	.08	-
TOTAL	5	\$145,237	5	\$162,285	2.58	1.43	.66	.33	-

8.

LIST PERCENT OF STAFF TURNOVER

33%

Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

ACTUAL "TURNOVERS": During 2007, of six full-time positions, there were two resignations. These staff people were replaced. $[2/6 = 33\%]$ This is a typical rate of turnover for the Housing Resource Specialist position for a number of reasons: high rate of burnout among frontline workers, relatively low pay, many often go on to graduate school or other positions.

POSITIONS ELIMINATED: As of June 30, 2007, two .3 FTE Campus Coordinator positions were eliminated due to the loss of UW-SSFC funding mentioned in the Organizational Profile Question #2. On September 30, 2007, one full-time Housing Resource Specialist position was eliminated as a result of the loss of HUD funding.

**CITY-COUNTY CONSOLIDATED APPLICATION
FOR 2009 & 2010 FUNDS**

**LATE
Received:**

APPLICATION SUMMARY Submit common description to each revenue source.

ORGANIZATION NAME	T.J.'S SUPPORT BROKERAGE FIRM, INC.	
MAILING ADDRESS If P.O. Box, include Street Address on second line	1329 GLACIER HILL DR, #3 MADISON, WI 53704	
TELEPHONE	608-241-0915	LEGAL STATUS <input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: <u>39-2016458</u> State CN: <u>045532</u>
FAX NUMBER	608--241-0915	
NAME CHIEF ADMIN/ CONTACT	DIANA SHINALL	
INTERNET WEBSITE (if applicable)	www.tjbrokerage.org	
E-MAIL ADDRESS	dianatjinc@charter.net	

PROGRAM LISTING Please list all programs your organization provides (including those which are not funded though this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: Madison Apprenticeship Program	Diana Shinall	608-274-9410	dianatjinc@charter.net
B: MAP- Satellite Location	Diana Shinall	608-274-9410	dianatjinc@charter.net
C: VITA Site	Diana Shinall	608-274-9410	dianatjinc@charter.net
D: Urban Home Agricultural Initiative	Diana Shinall	608-274-9410	dianatjinc@charter.net
E:			
F:			
G:			
H:			
I:			
J:			

For larger organizations use letters A-K for programs which seek funding though this common application process and attach a list or summary in row K for other programs your organization offers.

REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS	259942	259753	259753				
DANE CO CDBG							
MADISON- COMM SVCS	43067	46503	98363	48363	40000	10000	
MADISON- CDBG			10000				10000
UNITED WAY ALLOC	2000	10000	50000	10000	40000		
UNITED WAY DESIG							
OTHER GOVT	15200	16200	23500	23500			
FUND RAISING DONATIONS	10679	9503	45000	15000	30000		
USER FEES							
OTHER	16233	46000	35000	35000			
TOTAL REVENUE	347121	387959	521616	131863	110000	10000	10000

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS							
DANE CO CDBG							
MADISON- COMM SVCS							
MADISON- CDBG							
UNITED WAY ALLOC							
UNITED WAY DESIG							
OTHER GOVT							
FUND RAISING DONATIONS							
USER FEES							
OTHER							
TOTAL REVENUE							

Affirmative Action: If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at www.cityofmadison.com/dcr/aaForms.cfm

Non-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination Based on Disability in City-Assisted Programs and Activities. Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4), MGO."

Signed: _____

Application Summary - B

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: T.J.'S SUPPORT BROKERAGE FIRM, INC

PROGRAM: MADISON APPRENTICESHIP PROGRAM
(Submit only to relevant revenue sources.)

PROGRAM LETTER: A
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

MAP is a 12-week Life-Skills training program for low-income or disadvantaged adults. The mission of MAP is to provide a high quality, ongoing program that helps people realize their potential while investing themselves. The need is based on the fact that in poverty there are certain basic commonalities and characteristics that exist. These can and will drag down or hold back human growth and development. Many of these traits lead to depression, drug/ alcohol abuse and/or incarceration. The programs' goals are to provide comprehensive skill development and socialization elements. These elements direct and guide the adult learner toward self-worth, continuing education and financial independence

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY RACE		100%
MALE	16	41%	WHITE	1	3%
FEMALE	23	59%	BLACK	37	94%
AGE		100%	NATIVE AMERICAN		
< 2			ASIAN/PACIFIC ISLANDER		
2 - 5			MULTI-RACIAL	1	3%
6 - 12			ETHNICITY		100%
13 - 17	1	3%	HISPANIC		
18 - 29	14	36%	NON-HISPANIC	39	100%
30 - 59	24	61%	HANDICAPPED (persons with disabilities)		
60 - 74			RESIDENCY		100%
75 & UP			CITY OF MADISON	39	100%
			DANE COUNTY (NOT IN CITY)		
			OUTSIDE DANE COUNTY	0	

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: MADISON APPRENTICESHIP PROGRAM

(Submit only to relevant revenue sources.)

PROGRAM LETTER: A

Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

The MAP program is located in the Allied Drive Area. The program is for any individual, who is low-income or disadvantaged and would like to better themselves. The class is held in the evenings and provides an evening meal and daycare for children. We have bilingual personnel for both the daycare and our services that are provided.

D. PROGRAM OUTCOMES

66 Number of unduplicated individual participants served during 2007.

39 Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Students will gain the knowledge and self-esteem to continue with the betterment and positive contribution to their neighborhoods and families.				
Performance Indicator(s)		Obtaining employment and leadership roles within work and community.				
Explain the measurement tools or methods.		Continuous correlation with the neighborhood association and our partnership with ULGM which monitors the progress of the participants post-map via job-assistance services.				
Target Proposed for 2009	Total to be served	50	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicators(s)	50
Target Proposed for 2010	Total to be served	60	Targeted <u>percent</u> to meet performance indicator(s)	85%	Number to meet indicators(s)	60
OUTCOME OBJECTIVE # 2		Participants will be become more involved community and family projects that will benefit the individuals direct well being and continue the persons ability to abstain from negativities.				
Performance Indicator(s)		Attending neighborhood events and meeting; setting a strong positive role model for the community and family.				
Explain the measurement tools or methods.		Partnership with the neighborhood association and Voices allow us the ability to examine the progress of individuals and continue assisting there progress.				
Target proposed for 2009	Total to be served	70	Targeted <u>percent</u> to meet performance indicator(s)	30%	Number to meet indicator(s)	25
Target proposed for 2010	Total to be served	74	Targeted <u>percent</u> to meet performance indicator(s)	35%	Number to meet indicator(s)	30

PROGRAM: MAP

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

The 12-week course provides an ongoing esteem-boosting revelation to the participants. With an introspective personality test delivered within the first quarter that allows individuals to better target their strengths and positive abilities, so that they are more aware of how they can better deliver themselves in work; life; and with their families. The program then allows participants one-on-one opportunities to visit professional persons who have both experienced poverty and now offer opportunities for the individuals in the same circumstances; visit higher education facilities where they can sit in on classes. While the individuals are learning new skills that help them better maintain their jobs and help them advance in the workplace. We have an on-site computer lab that allows individuals the exposure to become comfortable with the systems so that they can better their chances of obtaining advanced employment.

Outcome #2

With our partnership with the neighborhood associations we are able to assist the students in getting more involved in the community and help them voice what they would like to see happen in their neighborhoods. The participants help form committees for clean-up and assist with other events that are occurring in the neighborhood/ city.

PROGRAM: MADISON APPRENTICESHIP PROGRAM**PROGRAM LETTER: A**

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	46503	39303.48		7200	
MADISON CDBG					
UNITED WAY ALLOC	10000		5000		5000
UNITED WAY DESIG					
OTHER GOVT	16200		7700		8500
FUND RAISING	9503	4609.24	5196.76		
USER FEES					
OTHER	46000	34803.24	5196.76		
TOTAL	128206	78715.96	23093.52	7200	13500

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	48363	41163.48		7200	
MADISON CDBG					
UNITED WAY ALLOC	10000	5000	5000		
UNITED WAY DESIG					
OTHER GOVT	23500	6850	8150		8500
FUND RAISING	15000		10000		5000
USER FEES					
OTHER	35000	25000	10000		
TOTAL	131863	78013.48	33150	7200	13500

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

PROGRAM: Madison Apprenticeship Program

PROGRAM LETTER: A

(Submit only to relevant revenue sources.)

PARTICIPANT COST This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	120537	39	3300	5616	22.19
2008 BUDGETED	128206	50	3300	7480	22.19
2009 PROPOSED	131863	60	3300	8640	22.19

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

One unit is classified as one hour of training for the participant. With expansion and assistance we are hoping to be more cost efficient in the future.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

A participant who has not previous completed the program or attended a different session of the class.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: T.J.'S SUPPORT BROKERAGE FIRM, INC

PROGRAM: MADISON APPRENTICESHIP PROGRAM- Satellite
(Submit only to relevant revenue sources.)

PROGRAM LETTER: B
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

MAP is a 12-week Life-Skills training program for low-income or disadvantaged adults. The mission of MAP is to provide a high quality, ongoing program that helps people realize their potential while investing themselves. The need is based on the fact that in poverty there are certain basic commonalities and characteristics that exist. These can and will drag down or hold back human growth and development. Many of these traits lead to depression, drug/ alcohol abuse and/or incarceration. The programs' goals are to provide comprehensive skill development and socialization elements. These elements direct and guide the adult learner toward self-worth, continuing education and financial independence. This will be for the Satellite Site

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY RACE		100%
MALE	15	50%	WHITE	25	75%
FEMALE	15	50%	BLACK	5	25%
AGE		100%	NATIVE AMERICAN		
< 2			ASIAN/PACIFIC ISLANDER		
2 - 5			MULTI-RACIAL		
6 - 12			ETHNICITY		100%
13 - 17			HISPANIC		
18 - 29	15	5%	NON-HISPANIC	30	100%
30 - 59	15	50%	HANDICAPPED (persons with disabilities)		
60 - 74			RESIDENCY		100%
75 & UP			CITY OF MADISON	30	100%
			DANE COUNTY (NOT IN CITY)		
			OUTSIDE DANE COUNTY	0	

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: MADISON APPRENTICESHIP PROGRAM- Satellite
(Submit only to relevant revenue sources.)

PROGRAM LETTER: B

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

The MAP-satellite will be located in the Mt. Zion Baptist Church on the South Side of Madison. The program is for any individual, who is low-income or disadvantaged and would like to better themselves. The class is held in the evenings and provides an evening meal and daycare for children. We have bilingual personnel for both the daycare and our services that are provided.

D. PROGRAM OUTCOMES

0 Number of unduplicated individual participants served during 2007.

0 Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1			Students will gain the knowledge and self-esteem to continue with the betterment and positive contribution to their neighborhoods and families.			
Performance Indicator(s)			Obtaining employment and leadership roles within work and community.			
Explain the measurement tools or methods.			Continuous correlation with the neighborhood association and our partnership with ULGM which monitors the progress of the participants post-map via job-assistance services.			
Target Proposed for 2009	Total to be served	60	Targeted <u>percent</u> to meet performance indicator(s)	30%	Number to meet indicators(s)	15
Target Proposed for 2010	Total to be served	60	Targeted <u>percent</u> to meet performance indicator(s)	35%	Number to meet indicators(s)	20
OUTCOME OBJECTIVE # 2			Participants will be become more involved community and family projects that will benefit the individuals direct well being and continue the persons ability to abstain from negativities.			
Performance Indicator(s)			Attending neighborhood events and meeting; setting a strong positive role model for the community and family.			
Explain the measurement tools or methods.			Partnership with the neighborhood association and Voices allow us the ability to examine the progress of individuals and continue assisting there progress.			
Target proposed for 2009	Total to be served	60	Targeted <u>percent</u> to meet performance indicator(s)	30%	Number to meet indicator(s)	15
Target proposed for 2010	Total to be served	60	Targeted <u>percent</u> to meet performance indicator(s)	35%	Number to meet indicator(s)	20

PROGRAM: MAP- Satellite Location
(Submit only to relevant revenue sources.)

PROGRAM LETTER: B

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

The 12-week course provides an ongoing esteem-boosting revelation to the participants. With an introspective personality test delivered within the first quarter that allows individuals to better target their strengths and positive abilities, so that they are more aware of how they can better deliver themselves in work; life; and with their families. The program then allows participants one-on-one opportunities to visit professional persons who have both experienced poverty and now offer opportunities for the individuals in the same circumstances; visit higher education facilities where they can sit in on classes. While the individuals are learning new skills that help them better maintain their jobs and help them advance in the workplace. We have an on-site computer lab that allows individuals the exposure to become comfortable with the systems so that they can better their chances of obtaining advanced employment.

Outcome #2

With our partnership with the neighborhood associations we are able to assist the students in getting more involved in the community and help them voice what they would like to see happen in their neighborhoods. The participants help form committees for clean-up and assist with other events that are occurring in the neighborhood/ city.

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	40,000	40,000			
MADISON CDBG	40000	40000			
UNITED WAY ALLOC	40000	23086	16914		
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	30000		15000		15000
USER FEES					
OTHER					
TOTAL	110000	63086	31914	0	15000

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

The demand for more accessible locations has motivated the MAP office to add a site to the south side. The location is being offered by the Mt. Zion Baptist Church at no cost, with the only funding necessary for employees and student assistance.

PROGRAM: Madison Apprenticeship Program-Satellite

PROGRAM

LETTER: B

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL					
2008 BUDGETED					
2009 PROPOSED	110000	60	3300	8640	22.19

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

One unit is classified as one hour of training for the participant. With expansion and assistance we are hoping to be more cost efficient in the future.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

A participant who has not previous completed the program or attended a different session of the class.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

The new site is an expansion is for the MAP location on the south side.

CITY-COUNTY CONSOLIDATED APPLICATION

FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: T.J.'S SUPPORT BROKERAGE FIRM, INC

PROGRAM: MAP VITA-Tax Site

(Submit only to relevant revenue sources.)

PROGRAM LETTER: C

(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The VITA site has been a successful addition to the Allied Drive Neighborhood. It offers convenient service to otherwise expensive investment. The VITA site prepares individuals income tax; homestead credits; and other tax forms for free for low-income or SSI individuals.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY RACE		100%
MALE	30	50%	WHITE	30	50%
FEMALE	30	50%	BLACK	30	50%
AGE		100%	NATIVE AMERICAN		
< 2			ASIAN/PACIFIC ISLANDER		
2 - 5			MULTI-RACIAL		
6 - 12			ETHNICITY		100%
13 - 17			HISPANIC		
18 - 29	30	50%	NON-HISPANIC	60	100%
30 - 59	30	50%	HANDICAPPED (persons with disabilities)		
60 - 74			RESIDENCY		100%
75 & UP			CITY OF MADISON	60	100%
			DANE COUNTY (NOT IN CITY)		
			OUTSIDE DANE COUNTY	0	

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: MAP- VITA Tax Site

(Submit only to relevant revenue sources.)

PROGRAM LETTER: C

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

This tax site will be to provide tax services to low-income and un-employed individuals from January 15, 2009 until April 15, 2009. The service will assist persons in tax filings; including; homestead, economic stimulus, and normal taxes.

D. PROGRAM OUTCOMES

0 Number of unduplicated individual participants served during 2007.

0 Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1			Participants will have their taxes successfully completed by April 15 th .			
Performance Indicator(s)			Return filers for 2010 tax season.			
Explain the measurement tools or methods.			The VITA site will maintain continuous sign in sheets and data to keep the consumers information from year to year.			
Target Proposed for 2009	Total to be served	60	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicators(s)	45
Target Proposed for 2010	Total to be served	80	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicators(s)	65
OUTCOME OBJECTIVE # 2			To have a 50% return of previous years filers.			
Performance Indicator(s)			The filers will file with our VITA site during the 2010 year.			
Explain the measurement tools or methods.						
Target proposed for 2009	Total to be served	60	Targeted <u>percent</u> to meet performance indicator(s)	80%	Number to meet indicator(s)	45
get proposed for 2010	Total to be served	60	Targeted <u>percent</u> to meet performance indicator(s)	15%	Number to meet indicators(s)	20

PROGRAM: MAP- VITA Tax Site

(Submit only to relevant revenue sources.)

PROGRAM LETTER: C

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

Projection of 50% of the individuals who receive services will complete their taxes with the site. 80% of the individuals who complete their taxes with the program will be accepted by the IRS (based on the previous years success).

Outcome #2

With our partnership with the neighborhood associations we are able to be provide a one-stop shop for the participants in the Allied Drive Area an the surrounding communities. The participant s will refer more individuals to all of our programs. MAP is essentially becoming a location where individuals can have access to all of the resources available and allowing the individuals, to better the community.

PROGRAM: MAP- VITA Tax Site
(Submit only to relevant revenue sources.)

PROGRAM LETTER: C

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL	0				

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	VOLUNTEER ASSISTANCE
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	10000	7800	5000	1200	500
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL	1000	7800	500	1200	500

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

The demand for more accessible locations, MAP is becoming a one-stop shop where individuals are able to get assistance for all types of situations. Based on previous years VITA site located at MAP we are expecting at least 100% more than are actually counted.

PROGRAM: MAP- VITA Tax Site

(Submit only to relevant revenue sources.)

PROGRAM LETTER: C

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL					
2008 BUDGETED					
2009 PROPOSED	10000	60	0	60	166.67

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

One unit is classified as one tax return completed and accepted through the tax site.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

A participant whose taxes are completed here at the tax site only.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

The new site is an expansion is for the MAP location on the south side.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION T.J.'s Support Brokerage Firm, Inc
(Submit to all revenue sources.)

AGENCY INFORMATION

1. **MISSION STATEMENT** Describe your agency's mission in the space provided.

To provide high quality ongoing services to both the developmentally disabled population and to low-income individuals. In a holistic approach of encouraging, esteem building, behavior changing, community inclusions, educational goals, and initiating financial independence, we can help make lives better.

2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.

The Madison Apprenticeship Program is offered Monday, Tuesday, and Thursday from 5:00pm-9:00pm. Child drop-off service is provided to the parents with children and nutritious meals are provided each session for the students and their families. With the expansion of the program we've added more community leaders as speakers.

3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.

The agency has had a contract that has increased over past nine years 100% as the needs of the Developmentally disabled consumers are the focus. Under the direction of the Executive Director and it's members of the Board, they continue to focus on the needs of the consumers. MAP has completed six successful 12-week training program sessions with an 83% positive change success rate.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 4

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From __ To __	Pat Wilson Support Broker 2330 Center Avenue Madison, WI 53704 608-244-6783 Til 12/09	Board Vice-President's Name Home Address Occupation Representing Term of Office: From __ To __	Sheila Lampkin Adult Family Home Provider 1723 Ellsworth Street Gary, IN 46404 Til 12/09
Board Secretary's Name Home Address Occupation Representing Term of Office: From __ To __	Holly Hernandez 132 E. Wilson St. Unit 505 Madison, WI 53703 608-446-1404	Board Treasurer's Name Home Address Occupation Representing Term of Office: From __ To __	Hattie Lomax Tax Specialist 1949 W. 10 th Avenue Gary, IN 46404 219-886-3779
Name Home Address Occupation Representing Term of Office: From __ To __	Jean MacCubbin 3530 Heather Crest Madison, WI 53705 608-238-4863 Til 12/09	Name Home Address Occupation Representing Term of Office: From __ To __	Bill Ziche Marketing Business 8576 Nessa Road Belleville, WI 53508 608-527-6600 Home 608-836-7200, Ext. 4314 Til 12/09
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	

STAFF-BOARD-VOLUNTEER DESCRIPTORS

5. **STAFF/BOARD/VOLUNTEERS DESCRIPTORS** For your agency's **2007** staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	6	100%	6	100%	2	100%
GENDER						
MALE	2	29%	1	17%	0	
FEMALE	4	71%	5	83%	2	100%
AGE						
LESS THAN 18 YRS						
18 – 59 YRS	6	100%	6	100%	2	100%
60 AND OLDER						
RACE						
WHITE			1	17%		
BLACK	5	83%	4	66%	2	100%
NATIVE AMERICAN						
ASIAN/PACIFIC ISLE						
MULTI-RACIAL	1	17%	1	17%		
ETHNICITY						
HISPANIC	2	29%				
NON-HISPANIC	4	71%	6	100%	2	100%
HANDICAPPED* (Persons with Disabilities)						

* Refer to definitions on page 3 of the instructions.

BUDGET TOTAL OPERATING EXPENSES

6. **AGENCY EXPENSE BUDGET** This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL	2008 BUDGET	2009 PROPOSED
A. PERSONNEL			
Salary	256970	241630	323660
Taxes	3840	5500	6000
Benefits	8252	6000	5000
SUBTOTAL A:	269062	253130	334660
B. OPERATING			
All "Operating" Costs	60933	85120	170240
SUBTOTAL B	60933	85120	170240
C. SPACE			
Rent/Utilities/Maintenance	6400	16200	16800
Mortgage (P&I)/Depreciation/Taxes			
SUBTOTAL C	6400	16200	16800
D. SPECIAL COSTS			
Assistance to Individuals	3300	3500	4600
Subcontracts, etc.			
Affiliation Dues			
SUBTOTAL D	3300	3500	4600
TOTAL OPERATING EXPENSES A-D	339695	357950	526300
E. TOTAL CAPITAL EXPENDITURES			

Organizational Profile - 4

7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
Executive Director	1	44100	1	44100	.75	.15	.05	.05	
Office Manager	.5	3600	.5	3600	.5	.5			
Security	.5	7115	.5	7264	.5				
Outreach Coordinator	.5	7115	.5	7264	.5				
Childcare Specialist	.5	7115	.5	7264	.5		.5		
Office Maintenance	.5	2700	.5	2700	.5		.5		
Tax Site Manager	1		1	7000			1		
Admin. Asst. Site 2	.5		.5	3600		.5			
Admin. Asst. Tax Site	.5		.5	800			.5		
TOTAL	3.5	71745	5.5	83592	3.5	2	2.55	.05	

0% staff turnover in 2007

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: United Asian Services of WI, Inc.

PROGRAM: Community Assistance
(Submit only to relevant revenue sources.)

PROGRAM LETTER: B
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

For over twenty years, UASW has provided much-needed services to refugees, asylees, former refugees and their descendents in Madison. This year, we propose to continue offering our comprehensive, bilingual services to clients to ensure they become self-sufficient in the Madison community. We address short- and long-term needs, from food pantry donations to basic employment skills to stable housing. Our case management services will help our clients improve access to and utilization of basic services. Our services will help them become independent, participatory members of the Madison community, thereby improving their quality of life, while still maintaining their cultural heritage.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY RACE		100%
MALE	333	45%	WHITE		
FEMALE	405	55%	BLACK	63	9%
AGE		100%	NATIVE AMERICAN		
< 2	52	7%	ASIAN/PACIFIC ISLANDER	675	91%
2 - 5	118	16%	MULTI-RACIAL		
6 - 12	103	14%	ETHNICITY		100%
13 - 17	125	17%	HISPANIC		
18 - 29	89	12%	NON-HISPANIC	738	100%
30 - 59	214	29%	HANDICAPPED (persons with disabilities)		
60 - 74	30	4%	RESIDENCY		100%
75 & UP	7	1%	CITY OF MADISON	731	99%
			DANE COUNTY (NOT IN CITY)	7	1%
			OUTSIDE DANE COUNTY		

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Community Assistance Program - City of Madison**PROGRAM LETTER: B**

(Submit only to relevant revenue sources.)

Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

Our target population consists of low-income refugees, former refugees and asylees living in Madison (primary neighborhoods are Northport, Bayview and Park Street, Kennedy Heights and Allied Drive). The majority of our clients are of Southeast Asian heritage but also include refugees and asylees from Somalia, Ethiopia, Liberia and Sudan. Our clients must confront multiple barriers in Madison, such as limited literacy in both English and their native language, cultural barriers, and lack of familiarity with local services. The majority of services are provided at the UASW offices.

D. PROGRAM OUTCOMES

738 Number of unduplicated individual participants served during 2007.

N/A Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Through UASW's comprehensive case management, our refugee, former refugee and asylee clients will have their own self sufficiency family plan, identifying each members specific needs. We will help them connect to the appropriate programs, and provide follow-up thus improving access to and utilization of needed services.				
Performance Indicator(s)		700 unduplicated refugee, former refugee and asylee individual participants will receive a variety of services from UASW staff improving access to and utilization of needed services.				
Explain the measurement tools or methods.		UASW staff will keep and maintain detailed records of the assorted services we provide. We will also conduct anonymous surveys with those clients who receive our case management services. Our staff will use these to implement changes to better meet the needs of this population.				
Target Proposed for 2009	Total to be served	824	Targeted percent to meet performance indicator(s)	85%	Number to meet indicators(s)	700
Target Proposed for 2010	Total to be served	824	Targeted percent to meet performance indicator(s)	85%	Number to meet indicators(s)	700
OUTCOME OBJECTIVE # 2		Improve the basic skills of our adult clients for successful employment and/or education.				
Performance Indicator(s)		30 unduplicated clients will attend ESL, drivers permit readiness, computer and/or citizenship classes.				
Explain the measurement tools or methods.		Class attendance records.				
Target proposed for 2009	Total to be served	50	Targeted percent to meet performance indicator(s)	60%	Number to meet indicator(s)	30
Target proposed for 2010	Total to be served	50	Targeted percent to meet performance indicator(s)	60%	Number to meet indicator(s)	30

(Submit only to relevant revenue sources.)

- c. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

To facilitate the success of this population, UASW staff members will work to help them obtain the necessary resources to become self-sufficient, participatory members of the Madison community. Our staff will provide 1) bilingual and culturally competent case management to each family member, 2) translation assistance services (for medical/mental health, legal, green card/citizenship applications, and social service applications) 3) transportation services to appointments, and 4) employment counseling. With each family, we will help them create a family self-sustainability plan. This plan will include an intake, assessment, and development process which will entail information on specific referrals to be made, individual advocacy that may be necessary and appropriate follow-up. We will help our clients develop a financial plan and encourage them to establish long-term educational, vocational, and career goals. Essentially, through this plan we will highlight the imperative services each family needs.

Outcome #2

UASW staff will publicize educational opportunities at our offices and around the community for eligible clients. UASW staff will provide outreach to those refugee, former refugee and asylee clients that would benefit the greatest from any such classes in hopes of recruiting them to attend. Knowing that clients also work, we aim to have at least 30 clients attending these beneficial classes.

PROGRAM: Community Assistance Program - City of Madison**PROGRAM LETTER: B**

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	-				
DANE CO CDBG	-				
MADISON COMM SERV	29858	21257	6101	2500	0
MADISON CDBG	-				
UNITED WAY ALLOC	-				
UNITED WAY DESIG	3409	2579	538	292	0
OTHER GOVT	12701	10938	668	1095	0
FUND RAISING	3100	2345	490	265	0
USER FEES	-				
OTHER	-				
TOTAL	49068	37119	7797	4152	0

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	-				
DANE CO CDBG	-				
MADISON COMM SERV	31351	24436	3586	3329	0
MADISON CDBG	-				
UNITED WAY ALLOC	-				
UNITED WAY DESIG	5000	3897	572	531	0
OTHER GOVT	12701	9900	1452	1349	0
FUND RAISING	3100	2416	355	329	0
USER FEES					
OTHER					
TOTAL	52152	40649	5965	5538	0

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

PROGRAM: Community Assistance Program - City of Madison
(Submit only to relevant revenue sources.)

PROGRAM LETTER: B

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	49489.29	738	66.92	5643	8.75
2008 BUDGETED	49068	1160	42.30	6275	7.82
2009 PROPOSED	52150	730	71.44	5823	8.95

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

A service unit is a client contact, either in person or by phone or email, or contact with other agencies, service providers and/or businesses in person or by phone or email on behalf of a client.

UNDUPLICATED PARTICIPANT How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is a client who receives case management services from our agency.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

2010 PROPOSED BUDGET

2010 PROPOSED BUDGET					
ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

- M. **2010 COST EXPLANATION** Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Vera Court Neighborhood Center

PROGRAM: Latino Family Resource Center
(Submit only to relevant revenue sources.)

PROGRAM LETTER: J
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The Latino Family Resource Center (LFRC) provides bilingual/biculturally sensitive services to Latino families in the Vera Court and other north side areas. The LFRC draws on the Latino community's strengths and strives to identify and address issues of need. LFRC staff create bonds of mutual respect by engaging Latino families in community programming designed to promote socioeconomic empowerment. The LFRC's classes in areas including English language, computer literacy, consumer protection, and occupational trainings provide Latino families with valuable skills that directly impact their quality of life. Additionally, the LFRC advocates for Madison's Latino community in a wide variety of circumstances, from providing mediation/translation in tenancy disputes to connecting Latino families with appropriate social service providers. By embedding itself within the fabric of Madison's Latino community the LFRC is able to expand upon existing programs by constantly assessing the needs and interests of the rapidly growing Latino population.

3. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY RACE		100%
MALE	92	38%	WHITE	240	100%
FEMALE	148	62%	BLACK		
AGE		100%	NATIVE AMERICAN		
< 2			ASIAN/PACIFIC ISLANDER		
2 - 5			MULTI-RACIAL		
6 - 12			ETHNICITY		100%
13 - 17			HISPANIC	240	100%
18 - 29	42	18%	NON-HISPANIC		
30 - 59	163	68%	HANDICAPPED (persons with disabilities)	2	1%
60 - 74	35	14%	RESIDENCY		100%
75 & UP			CITY OF MADISON	240	100%
			DANE COUNTY (NOT IN CITY)		
			OUTSIDE DANE COUNTY		

PROGRAM: Latino Family Resource Center
(Submit only to relevant revenue sources.)

PROGRAM LETTER: J

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

The majority of participants in the Latino Family Resource Center are monolingual Spanish-speakers from Latin America. Client families are often composed of non-citizen adults and U.S. citizen children. The families are generally low-income and reside primarily in the Vera Court service area or in surrounding north side neighborhoods. Additionally LFRC programming draws a limited number of participants living in Madison's outlying areas.

D. PROGRAM OUTCOMES

240 Number of unduplicated individual participants served during 2007.

_____ Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		The number of Latino community members of the Vera Court and other north side Madison neighborhoods participating in center programming and services will increase 20% annually.				
Performance Indicator(s)		Tracking of enrollment in LFRC programming, participation in youth programming, and documentation of daily unduplicated contacts with area Latinos.				
Explain the measurement tools or methods.		The Latino Family Resource Coordinator logs daily Latino contacts and is responsible for reporting for center participation in youth/adult programming on a quarterly basis.				
Target Proposed for 2009	Total to be served	1200	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	1200
Target Proposed for 2010	Total to be served	1440	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	1440
OUTCOME OBJECTIVE # 2		Vera Court Neighborhood Center will create a network of adult learning through a collection of programs that bring north side residents together (parent leadership programs, family-school meetings, computer classes, ESL classes, etc.).				
Performance Indicator(s)		Assessment surveys, classes offered at VCNC, and participation in classes				
Explain the measurement tools or methods.		The Latino Family Resource Coordinator will assess needs of neighborhood, plan and assist with classes, and track participation. Residents who participate in an adult education course will complete an assessment survey.				
Target proposed for 2009	Total to be served	30	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	30
Target proposed for 2010	Total to be served	30	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	30

(Submit only to relevant revenue sources.)

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

The LFRC Coordinator strives to create trusting relationships with the Latino families in the VCNC service area and north side of Madison. The LFRC Coordinator routinely makes house calls and face-to-face contacts with Latino community members. By continually building a network of interpersonal relationships the LFRC coordinator is able to introduce center programming to a wider Latino constituency. Additionally, the LFRC coordinator is responsible for coordinating and participating in community programming which allows the Latino community to gather together; Latino Family Night at East High School and participation in Latino Support (LaSup) are good examples of such meetings. The LFRC Coordinator is also involved in outreach efforts with families at Lindbergh Elementary School, which serves the majority of Spanish speaking youth on the north side. The coordination of events and active participation in civic activities give the LFRC coordinator direct access to members of the Latino community. This direct interaction with the service population allows the LFRC Coordinator to tailor community programming which is representative of the Latino community's strengths and challenges.

Outcome #2

Vera Court Neighborhood Center (VCNC) encourages Latino families to engage in center programs and services. The VCNC coordinates a wide array of Latino-oriented programming designed to build socio-economic capital and provide immigrant families with skills to better acclimate to life in Madison. English classes offered by the VCNC are in high demand and are offered in both classroom and one-on-one settings. These ESL courses are taught by community professionals and provide adult students with the language competency they need to obtain employment and US citizenship. Similarly, basic computer skills courses are offered in Spanish to introduce adult students to word processing, internet queries, typing proficiency, and other rudimentary computer skills. Occupational trainings are also offered in Spanish to help provide immigrant families with marketable job skills. The VCNC's intensive forklift diver certification program has been well received by the Latino community and provides adult participants direct employment skills. Additionally, the LFRC organizes specialized workshops which reflect interests in the community, some of these classes include: nutritional planning, physical fitness, parenting skills, consumer protection, and tenants' rights. Strong institutional relationships built between the LFRC and groups like MMSD, the Northside Planning Council, Planned Parenthood, and the Dane County Time Bank allow the LFRC to organize programming which addresses the needs and desires of the Latino community. The LFRC is also as an advocate for Latino families in Madison and provides open office hours for families seeking assistance with translation/interpretation, job searches, tenancy disputes, and financial planning. The LFRC's office hours also includes assistance in connecting Spanish speaking families to social service providers including food pantries, housing specialists, social workers etc.

PROGRAM: Latino Family Resource Center

PROGRAM LETTER: J

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	4,938	2,938	2,000		
DANE CO CDBG					
MADISON COMM SERV	4,133	4,133			
MADISON CDBG					
UNITED WAY ALLOC	5,000	2,000	3,000		
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL	14,071	9,071	5,000		

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	4,938	4,938			
DANE CO CDBG					
MADISON COMM SERV	4,298	4,298			
MADISON CDBG					
UNITED WAY ALLOC	15,277	12,717	2,560		
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	6,000	2,000	4,000		
USER FEES					
OTHER					
TOTAL	30,513	23,949	6,560		

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue. The proposed funding increase of \$10,277 accounts for an expansion of LFRC staff hours by an additional 10 hours/week at \$13/hr and tax which totals \$7,277. The remaining \$3,000 will be allocated to operation and programming expenses.

PROGRAM: Latino Family Resource Center

PROGRAM LETTER: J

(Submit only to relevant revenue sources.)

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	10,841	240	45	839	13
2008 BUDGETED	14,071	275	51	900	16
2009 PROPOSED	30,513	300	102	1000	31

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

One service unit equals one hour of programming. The Latino Family Resource Center offered 839 hours of service provision in 2007 to 240 unduplicated individuals.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An individual who has not previously received services or participated in an LFRC coordinated program.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Wexford Ridge Neighborhood Center (to be the Lussier Community Education Center)

PROGRAM: Support Outreach and Leadership
(Submit only to relevant revenue sources.)

PROGRAM LETTER: E
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

Support, Outreach and Leadership is the center's entry point for identifying, recruiting and developing new grassroots leaders. People contact the center through receiving services or participating in activities. Center staff and existing leaders get to know them, learn about their interests and engage them in volunteer work such as school supplies drives or holiday programs. Results have included the recruitment of new WRNC board members to a new resident taking over coordination of the Food From Friends Program. Equally important, studies have shown that organizing improves the functioning of neighborhoods and reduces crime (see study cited under D below). It is part of a real long term solution and a smart investment in our people.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
ALL	900	100%	TOTAL PARTICIPANTS BY RACE	900	100%
MALE	283	31%	WHITE	209	23%
FEMALE	617	69%	BLACK	477	53%
AGE		100%	NATIVE AMERICAN	0	0%
< 18	252	28%	ASIAN/PACIFIC ISLANDER	62	7%
18-55	559	62%	MULTI-RACIAL	151	17%
>55	89	10%	ETHNICITY		100%
			HISPANIC	124	14%
			NON-HISPANIC	776	86%
			HANDICAPPED (persons with disabilities)	186	21%
			RESIDENCY		100%
			CITY OF MADISON	900	1
			DANE COUNTY (NOT IN CITY)	0	0
			OUTSIDE DANE COUNTY	0	0

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Support Outreach and Leadership
(Submit only to relevant revenue sources.)

PROGRAM LETTER: E

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

Participants in the Support Outreach and Leadership program come from around the west side of Madison. They are overwhelmingly low to very low income.

D. PROGRAM OUTCOMES

49/ 900* Number of unduplicated individual participants served during 2007.

N/a Number of unduplicated participants who completed the program during 2007 (if applicable).

*** 49 SOL participants organized services for 900 community members**

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed.

Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Increase the number of trained and active community leaders, who are from traditionally underrepresented populations, engaged in resident-directed initiatives at the Lussier Community Education Center and in its surrounding neighborhoods.				
Performance Indicator(s)		SOL documents the number of residents who participate in formal leadership training or gain experience through taking on roles of responsibility in community events, programs and campaigns. (as seen in the number 49 above)				
Explain the measurement tools or methods.		SOL measures the number of community-run events, programs and campaigns and also tracks the individual community leaders planning, coordinating, and recruiting others to those events.				
Target Proposed for 2009	Total to be served	40	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicators(s)	40
Target Proposed for 2010	Total to be served	40	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicators(s)	40
OUTCOME OBJECTIVE # 2		Community members have access to the information and support resources and community building opportunities to feel safe, welcome and connected in their community.				
Performance Indicator(s)		The number of people participating in the efforts of neighborhood leaders working for the common good.				
Explain the measurement tools or methods.		SOL measures the number of individuals who participated in programs planned, coordinated or staffed by low-income leaders at WRNC. (as seen by the number 900 above)				
Target proposed for 2009	Total to be served	700	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	700
Target proposed for 2010	Total to be served	700	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	700

- III. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

The process of engaging potential leaders, especially those from traditionally underrepresented populations, is a relational one. First we must subvert the expectations people have of a place that they come for services. The staff and leaders here have to treat them as people with something to offer, not clients defined entirely by needs. That is often enough to get their attention. Then we have conversations. We aren't shy about asking for people's help.

As much as possible, we develop opportunities around what people already know at the center or their reasons for coming. Someone who comes to the Food From Friends program every week might be willing to help out there. A woman who comes for information on restraining orders might be interested in Women Rise Up! When there is no such obvious area for engagement, we simply experiment. Would someone like to help with the school supplies drive? ...volunteer in the pantry? ...participate in a women's retreat?

The key to it all is the relationship. In some cases we have built relationships with folks who were clearly talented, interesting people but with whom we never seemed to "get any traction." Then two or three years later, something clicks, and suddenly they engage, take leadership roles, organize events. And we are there to support them.

Outcome #2

The Support, Outreach and Leadership Program truly underlies all of what makes WRNC (and what will make the LCEC) a welcoming gateway to a life of community. The more formal methods of outreach such as the monthly calendar and the new Westside Connection newsletter (which reaches over 5000 west side households) play an important role. Traditional activities such as School Supplies Drives and Holiday Giving Tree programs provide similar opportunities. Least formally of all, the number of creative conversations that come out of the front room of the center while someone comes for bus tickets, to use the phone, look for a job on the computer, send a fax or make a copy is impossible to measure, but the anecdotal successes are easy to share, as in the case of Women Rise Up.

For the past 4 years SOL has incubated Women Rise Up (a program which has grown to a point where, this year, we will be applying as a separate program request for the Peer Family Advocate program). The leaders in Women Rise Up have provided a great deal of inspiration, support, and leadership to other members of the community. Members traveled to the US Social Forum's annual Community Building Conference where they were trained in the Slam Bio art form from a nationally recognized group of female poets. Slam Bios are a powerful tool to use poetry to communicate the trials and victories of being a low-income woman. After the conference, Women Rise Up members returned to our community and shared Slam Bios with other women in the community. Women Rise Up is an excellent example of the kinds of "ground up" programs that SOL incubates.

In addition to incubating programs, SOL is a vehicle for leaders to emerge in our community. For example, out of SOL (specifically from Women Rise Up) one community member became an apprentice organizer and is now educating others in the community on voter rights and IEPs (Individual Education Plans). SOL provides critical vision and opportunity to members of the community.

PROGRAM: Support Outreach and Leadership
(Submit only to relevant revenue sources.)

PROGRAM LETTER: E

F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY					
Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO GUMAN SERV	\$ -				
DANE CO CDBG	\$ -				
MADISON COMM SERV	\$ 11,182	\$ 7,951	\$ 2,092	\$ 1,139	
MADISON CDBG	\$ -				
UNITED WAY ALLOC	\$ 12,000	\$ 8,533	\$ 2,246	\$ 1,221	
UNITED WAY DESIG	\$ -				
OTGER GOVT	\$ 49,999	\$ 42,174	\$ 7,825		
FUND RAISING	\$ 24,702	\$ 13,475	\$ 6,259	\$ 4,968	
USER FEES	\$ -				
OTHER					
TOTAL	\$ 97,882	\$ 72,133	\$ 18,422	\$ 7,328	\$ -

ACCOUNT CATEGORY					
Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO GUMAN SERV	\$ -				
DANE CO CDBG	\$ -				
MADISON COMM SERV	\$ 16,265	\$ 11,255	\$ 3,508	\$ 1,503	
MADISON CDBG	\$ -	\$ -	\$ -	\$ -	
UNITED WAY ALLOC	\$ 12,000	\$ 8,303	\$ 2,588	\$ 1,109	
UNITED WAY DESIG	\$ -				
OTGER GOVT	\$ -				
FUND RAISING	\$ 27,134	\$ 18,775	\$ 5,852	\$ 2,507	
USER FEES	\$ -				
OTHER					
TOTAL	\$ 55,399	\$ 38,333	\$ 11,947	\$ 5,119	\$ -

G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

As we know from the research, a strong connected community (or "community efficacy" as the social scientists call it) is the most closely correlated variable with safer communities. Places where people engage and move from simply being residents to taking care of one another as community members and then acting on each others' behalf as citizens, are places people feel welcome and safe. With all of the societal and cultural forces pushing people away from engagement and each other, we need both spaces for people to gather and organizers with the skills to nurture them as leaders. We are requesting funding equal to two thirds of the salary and benefits for the .50 FTE portion of our Community Organizer's time dedicated to the Support Outreach & Leadership program.

PROGRAM: Support Outreach and Leadership

PROGRAM LETTER: E

(Submit only to relevant revenue sources.)

4. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	\$ 34,982	900	\$ 39		
2008 BUDGETED	\$ 97,882	700	\$ 140		
2009 PROPOSED	\$ 55,399	700	\$ 79		

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

We did not include service units in the above table for lack of a clear way to define them. They could include hours of services provided through Food From Friends, the Food Pantry and other services in which low-income folks serve. It could include numbers of bags of school supplies or food baskets distributed by resident volunteers. It could be hours of mentoring and training provided to resident leaders. We will continue to explore possible service unit definitions that would provide real information, and include them in future applications if they can be developed.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

Unduplicated participants are individuals who participated in programs planned, coordinated or staffed by low-income leaders at WRNC.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Wexford Ridge Neighborhood Center (to be the Lussier Community Education Center)

PROGRAM: Women Rise Up
(Submit only to relevant revenue sources.)

PROGRAM LETTER: F
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

There are many women in need of assistance though prevention and case management to achieve a healthy family life and contribute their skills and talents to our community. Women Rise Up! engages African American women in low/no-income communities in self-development, wellness, community service and organizing to improve their communities. WRU responds to the short term traumatizing effects of domestic violence and guides participants towards individual and group support. Many have complex needs including shelter, economic aid, drug and alcohol support, and/or mental health services. Women also need support in overcoming cultural norms of social isolation and frequent exposure to family/community violence. WRU provides a place for women to take care of themselves, take care of each other, develop skills and make an impact. Their projects impact the community while their collective work provides each with a social network to deal with issues such as domestic violence, poverty and health problems.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL	90	100%	TOTAL PARTICIPANTS BY RACE	90	100%
MALE	0	0%	WHITE	2	2%
FEMALE	90	100%	BLACK	77	85%
AGE		100%	NATIVE AMERICAN	0	0%
< 2			ASIAN/PACIFIC ISLANDER	3	3%
2 - 5			MULTI-RACIAL	9	10%
6 - 12			ETHNICITY		100%
13 - 17	2	2%	HISPANIC	5	5%
18 - 29	72	80%	NON-HISPANIC	86	95%
30 - 59	14	15%	HANDICAPPED (persons with disabilities)	36	40%
60 - 74	3	3%	RESIDENCY		100%
75 & UP			CITY OF MADISON	90	100%
			DANE COUNTY (NOT IN CITY)	0	0
			OUTSIDE DANE COUNTY	0	0

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

(Submit only to relevant revenue sources.)

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

Women Rise Up! primarily serves and engages African American women living in low-income/no-income communities around Madison who are victims and/or survivors of domestic and community violence. Many women have limited education, are single parents with multiple children, and have little to no support network. Many WRU participants have been turned away from mainstream sources for circumstances out of their control. Ages of participants range from early 20's through senior citizens and most live on Madison's west side. Several women suffer from depression, post-traumatic stress, alcohol and drug addictions, and other mental health issues as a result of family/partner/community violence.

D. **PROGRAM OUTCOMES**

N/A Number of unduplicated individual participants served during 2007.

N/A Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1			Increase access to domestic violence support for African American women living low-income/no-income communities			
Performance Indicator(s)			<ul style="list-style-type: none"> At least 30 African American women will receive culturally appropriate and unbiased, non-judgmental, short term services At least 10 African American women will receive individual case management, domestic violence case support, legal, economic, housing, safety planning services from WRU At least 4 mainstream service providers will receive training on domestic violence in the African American community 			
Explain the measurement tools or methods.			Each participant is interviewed throughout the project. WRU project coordinator will conduct an oral interview and or follow up interview. All progress will be tracked by the project coordinator. Final assessment is done when women is no longer in need of services.			
Target Proposed for 2009	Total to be served	40	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicators(s)	40
Target Proposed for 2010	Total to be served	40	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicators(s)	40
OUTCOME OBJECTIVE # 2			African American women from low-income/no-income communities to improve their quality of life through activities, trainings and resources that <ul style="list-style-type: none"> support their own social, civic, physical, economic and cultural well-being and are organized in culturally appropriate ways by their peers 			
Performance Indicator(s)			At least 50 African American women from low-income/no-income neighborhoods will participate in activities, trainings, and events organized by WRU members			
Explain the measurement tools or methods.			WRU documents the number of women who participate in educational, health/wellness, cultural and self-development activities planned by Women Rise Up! members.			
Target proposed for 2009	Total to be served	50	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	50
Target proposed for 2010	Total to be served	50	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	50

- E. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

Many African American women in low-no income communities women struggle with unhealthy relationships with friends, family, or partners, but are desperately seeking to overcome the physical, emotional, economic and spiritual barriers that keep them in violence. Many of these same women have talents and skills that are left untapped, underutilized and unrecognized. Women seek the support of a community that is accountable to the people that live in it, where women are supported in the creation of new options to overcome the barriers to self-sufficiency and success.

As women from a diversity of cultural and economic backgrounds come together and build an intergenerational network of support, we work towards ending the cycle of violence, where women have access to resources and can support themselves and their families while strengthening the family and community for future generations of women. WRU will train and develop a community team of peer advocates that have overcome these barriers. These same women will provide individual peer case support, domestic violence case management, legal, economic, housing, safety planning services and family advocacy to the larger community with a culturally appropriate, unbiased, non-judgmental approach. The WRU peer advocacy project will assure increased and immediate access to direct supportive services to victims of domestic violence in African American communities. WRU will also assist African American women and families in crisis, in achieving a healthy family life, and offer vulnerable families the support they need to respond to substantial life transitions.

Outcome #2

WRU offers a group of women who have not traditionally been encouraged to establish healthy relationships with each other a safe space to get to know each other and to build connections that traditional cultures have not supported. Due to the frequent displacement of the participants with whom we work, many women have not been able to live in any one place for long enough to make friendships and build support networks. A support group is essential to helping them to self-sustain and most importantly, to build healthier relationships as a means to end domestic and community violence in African American communities.

The process WRU uses is deceptively simple. Leaders within Women Rise Up! identify issues affecting their lives and the lives of people important to them. They discuss issues, research what resources exist and plan events and educational programs to address such issues. Over the past two years **healthy relationships & domestic violence, physical & emotional health and wellness** are regularly recurring themes. In response women have organized yoga classes and retreats with workshops on domestic violence and depression. They used the occasion of meals during the retreats to prepare healthy food together. The WRNC Community Organizer mentors leaders, connects them to training opportunities, assists them in finding resources and facilitates the organizational development and growth of WRU.

PROGRAM: Women Rise Up

(Submit only to relevant revenue sources.)

PROGRAM LETTER: F

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY					
Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	\$ -				
DANE CO CDBG	\$ -				
MADISON COMM SERV	\$ -				
MADISON CDBG	\$ -				
UNITED WAY ALLOC	\$ -				
UNITED WAY DESIG	\$ -				
OTHER GOVT	\$ -				
FUND RAISING	\$ 43,234	\$ 32,419	\$ 7,618	\$ 3,197	
USER FEES	\$ -				
OTHER					
TOTAL	\$ 43,234	\$ 32,419	\$ 7,618	\$ 3,197	\$ -

ACCOUNT CATEGORY					
Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	\$ -				
DANE CO CDBG	\$ -				
MADISON COMM SERV	\$ 20,427	\$ 14,625	\$ 3,597	\$ 2,205	
MADISON CDBG	\$ -	\$ -	\$ -	\$ -	
UNITED WAY ALLOC	\$ -	\$ -	\$ -	\$ -	
UNITED WAY DESIG	\$ -				
OTHER GOVT	\$ -				
FUND RAISING	\$ 48,017	\$ 34,379	\$ 8,456	\$ 5,182	
USER FEES	\$ -				
OTHER					
TOTAL	\$ 68,444	\$ 49,004	\$ 12,053	\$ 7,387	\$ -

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

After four years of operating in a grassroots manner without stable funding or staff support, Women Rise Up! has demonstrated that it has staying power. The group has worked on the ground and gotten a first hand look at the needs of women in their community. As we move into the Lussier Community Education Center, Women Rise Up! is determined to increase its capacity to meet the needs they have identified. In order to do this, they are requesting staff support (.50 FTE of the Community Organizers time) and stipends for Peer Family Advocates, who are themselves low-no income women struggling to support their families.

PROGRAM: Women Rise Up

(Submit only to relevant revenue sources.)

PROGRAM LETTER: F

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL					
2008 BUDGETED					
2009 PROPOSED	\$ 68,444	90	\$ 760	200	\$ 342

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

Hours training, workshops and peer advocacy

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

Unduplicated Participants are individuals who participate in WRU activities and services.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.
- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Wexford Ridge Neighborhood Center (to be the Lussier Community Education Center)

PROGRAM: BEATS – Building Education and Technology Skills
(Submit only to relevant revenue sources.)

PROGRAM LETTER: J
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The BEATS program provides individuals access to technology and the assistance they need to successfully utilize it. Many individuals come to the Wexford Ridge Neighborhood Center to receive help writing a resume, applying for a job online, setting up an email account, or writing a letter in Microsoft Word. Some individuals who come are very savvy, and simply utilize our computer lab, because they do not have access to technology in their own homes. Others come who have never used a computer or the internet and having someone to guide them through the unfamiliar terrain is critical. In the Lussier Community Education Center, we will have a computer learning lab, wireless capabilities throughout the building (which will allow us to host workshops in spaces other than the learning lab), and a recording studio with audio and video capabilities.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL	100	100%	TOTAL PARTICIPANTS BY RACE	100	100%
MALE	31	31%	WHITE	23	23%
FEMALE	69	69%	BLACK	53	53%
AGE		100%	NATIVE AMERICAN	0	0%
< 18	28	28%	ASIAN/PACIFIC ISLANDER	7	7%
18-55	62	62%	MULTI-RACIAL	17	17%
>55	10	10%	ETHNICITY		100%
			HISPANIC	14	14%
			NON-HISPANIC	86	86%
			HANDICAPPED (persons with disabilities)	21	21%
			RESIDENCY		100%
			CITY OF MADISON	100	100%
			DANE COUNTY (NOT IN CITY)	0	0%
			OUTSIDE DANE COUNTY	0	0%

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

(Submit only to relevant revenue sources.)

- C. Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

BEATS will serve predominantly low to moderate income level families who live in the service area of Memorial High School.

D. **PROGRAM OUTCOMES**

35 Number of unduplicated individual participants served during 2007.

n/a Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than **two outcomes per program** will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1			Low to moderate low-income individuals utilize technology and training to develop the basic skills needed to improve their quality of lives.			
Performance Indicator(s)			The LCEC is a learning hub of technology offering learning lab, recording studio, and technology assistance hours.			
Explain the measurement tools or methods.			We will use attendance sign in sheets to document the number of individuals who use the computer lab for personal use and who attend technology related training sessions and the number of hours that technology related access and training are available.			
Target Proposed for 2009	Total to be served	100	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicators(s)	100
Target Proposed for 2010	Total to be served	100	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicators(s)	100
OUTCOME OBJECTIVE # 2						
Performance Indicator(s)						
Explain the measurement tools or methods.						
Target proposed for 2009	Total to be served		Targeted <u>percent</u> to meet performance indicator(s)		Number to meet indicator(s)	
Target proposed for 2010	Total to be served		Targeted <u>percent</u> to meet performance indicator(s)		Number to meet indicator(s)	

(Submit only to relevant revenue sources.)

- III. **PROGRAM ACTIVITIES** In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

The Lussier Community Education Center (LCEC) will establish a first-of-its-kind, innovative model for school-city-community partnership with comprehensive, coordinated programs for people of all ages - a cornerstone for the west side of Madison. Part of the innovation of the new building is the focus on building greater access to technology. With the BEATS program, we will provide individuals access to 14 computers in our new learning lab, and if our capital campaign is successful, a mobile lab of notebook computers (with wireless internet access) which can turn any room into a technology training center.

From our experience, most of the individuals who currently utilize our BEATS program do not have computers in their homes. We believe a learning lab with updated equipment and open lab hours will be an incredible tool for those who do not readily have technology available to them. Additionally, we will have staff who designate specific time every week to assisting with resume writing, learning computer programs and skills, giving tutorials on the internet and email.

We will open the learning lab for both adults and high school age youth who visit the center. Additionally, we will have a recording studio in the Lussier Community Education Center that will teach interested youth about how to record music, create videos and utilize the technology necessary to do so.

Youth who are part of the Neutral Site Program, a program in collaboration with MMSD for youth who are at risk of dropping out of school, will also have access to our learning lab. Working one on one with a school staff person, the Neutral site program gives specialized attention to youth who have had discipline issues in the traditional school setting. At the LCEC, adjacent to the school, they can continue to have access to technology and education as a result of our learning lab. We feel strongly that BEATS is a critical piece of improving the basic skills of adults and youth in our community.

The Lussier Community Education Center will be opening in August of 2008. Staff is working diligently to plan the hours of both our new and existing programs. While the learning lab will occasionally be utilized by children in our after-school program, the majority of the time it will be open to the public for adult and youth use. We anticipate daytime and evening learning lab hours and technology related partnerships with MATC, UW Technology in the Arts, and the Financial Education Center. Additionally, we will have a staff person on site daily who can assist with computer training and assistance. These times will be clearly displayed throughout the center and posted in our center calendar.

Outcome #2

PROGRAM: BEATS – Building Education and Technology Skills

PROGRAM LETTER: I

(Submit only to relevant revenue sources.)

- F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
Source					
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

ACCOUNT CATEGORY	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
Source					
DANE CO HUMAN SERV	\$ -				
DANE CO CDBG	\$ -				
MADISON COMM SERV	\$ 11,455	\$ 8,187	\$ 1,944	\$ 1,324	
MADISON CDBG	\$ -	\$ -	\$ -	\$ -	
UNITED WAY ALLOC	\$ 11,455	\$ 8,187	\$ 1,944	\$ 1,324	
UNITED WAY DESIG	\$ -				
OTHER GOVT	\$ -				
FUND RAISING	\$ 14,509	\$ 10,371	\$ 2,462	\$ 1,676	
USER FEES	\$ -				
OTHER					
TOTAL	\$ 37,418	\$ 26,746	\$ 6,349	\$ 4,324	\$ -

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

The primary costs for the BEATS program are a .25 FTE Program Assistant and 25% of the LCEC Administrative Assistant's time dedicated to organizing technology workshops, helping community members one-on-one or in small groups and supervising computer access hours. We will also be compensating DANenet to maintain the technology in the new center. There are additionally costs pertaining to program supplies and some software. Lastly, a portion of the program will cover indirect, as well as space, costs.

PROGRAM: BEATS – Building Education and Technology Skills

PROGRAM LETTER: I

(Submit only to relevant revenue sources.)

4. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL					
2008 BUDGETED					
2009 PROPOSED	\$ 37,418	100	\$ 374	200	\$ 187

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

The service units above are hours of learning lab and recording studio programming, and specific technology workshops.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is someone who participates in any technology program during the calendar year.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: YWCA of Madison, Inc.

PROGRAM: Driver's License Recovery Program
(Submit only to relevant revenue sources.)

PROGRAM LETTER: L
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

The Driver's License Recovery Program assists individuals in achieving economic prosperity and security by addressing the growing issue of the loss of driver's licenses for the population at or below the poverty level. The program educates participants about the steps towards driver's license recovery, including essential information for maintaining their driving privilege after recovery. The program also connects participants with employment and training programs in the community to ensure continued support and prosperity. This program not only addresses this issue, it speaks to the increasing need for employment and training services to prepare individuals for family-supporting employment. In addition, the Driver's License Recovery Program offers wrap-around services, to ensure participant success.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL		100%	TOTAL PARTICIPANTS BY RACE		100%
MALE	4	100%	WHITE	0	0
FEMALE	0	0	BLACK	4	100%
AGE		100%	NATIVE AMERICAN	0	0
< 2	0	0	ASIAN/PACIFIC ISLANDER	0	0
2 - 5	0	0	MULTI-RACIAL	0	0
6 - 12	0	0	ETHNICITY		100%
13 - 17	0	0	HISPANIC	0	0
18 - 29	2	50%	NON-HISPANIC	4	100%
30 - 59	2	50%	HANDICAPPED (persons with disabilities)	0	100%
60 - 74	0	0	RESIDENCY		100%
75 & UP	0	0	CITY OF MADISON	4	100%
			DANE COUNTY (NOT IN CITY)	0	0
			OUTSIDE DANE COUNTY	0	0

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

PROGRAM: Driver's License Recovery Program
(Submit only to relevant revenue sources.)

PROGRAM LETTER: L

Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

This program targets individuals whose licenses have been suspended due to non-payment of child support and /or failure to pay traffic tickets. Recruitment efforts will focus heavily in the Allied / Dunn's Marsh Neighborhood, and other emerging neighborhoods. For many, losing their license for non-payment of child support becomes a vicious cycle. It is difficult to secure a job with a family-supporting wage with no license, as noted above, which creates more debt for the parent and less resources for the child. By offering a chance to regain a driver's license with wrap-around support included, we have the opportunity to break the cycle that ultimately affects the children of Madison. The Driver's License Recovery Program will serve 35-40 unduplicated individuals within the calendar year.

Individuals that have lost their license due to alcohol or other drug related citations (i.e. driving while intoxicated) are not eligible for services.

D. PROGRAM OUTCOMES

4 Number of unduplicated individual participants served during 2007.

N/A Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than *two outcomes per program* will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Minority and low-income participants will be prepared to maintain their driver's license once reinstated and be employed full time earning a family-sustaining wage.				
Performance Indicator(s)		75% of participants will complete Driver's License Recovery Program.				
Explain the measurement tools or methods.		Database and case management notes.				
Target Proposed for 2009	Total to be served	100	Targeted percent to meet performance indicator(s)	75%	Number to meet indicator(s)	75
Target Proposed for 2010	Total to be served	100	Targeted percent to meet performance indicator(s)	75%	Number to meet indicator(s)	75
OUTCOME OBJECTIVE # 2		Minority and low-income participants will have a valid driver's license.				
Performance Indicator(s)		Reinstatement of driving privileges.				
Explain the measurement tools or methods.		Case management notes and documentation from the DMV (Department of Motor Vehicles).				
Target proposed for 2009	Total to be served	75	Targeted percent to meet performance indicator(s)	80%	Number to meet indicator(s)	60
Target proposed for 2010	Total to be served	75	Targeted percent to meet performance indicator(s)	80%	Number to meet indicator(s)	60

PROGRAM: Driver's License Recovery Program
(Submit only to relevant revenue sources.)

PROGRAM LETTER: L

PROGRAM ACTIVITIES In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1: Minority and low-income participants will be prepared to maintain their driving privileges once reinstated and work full time earning a family-sustaining wage.

Participants will work with case manager to develop employment goals, identify any barriers and develop strategies to overcome those barriers to employment. The participant, with the guidance of the case manager, will then identify an appropriate industry-specific training to help achieve those goals. Included in the training, the participant will develop a resume, prepare cover letters, training on how to approach employers, interviewing skills, etc. Case management and supportive services, such as transportation assistance, will be provided during the training to ensure successful completion. The case manager will work with the participant after training to secure a job with a family-supporting wage equal to or greater than the Dane County living wage. Once employed, the case manager will ensure employment retention by conducting follow up interviews and site visits, maintaining strong communication with the employer and participant.

Outcome #2: Minority and low-income participants will have a valid driver's license.

Upon successful completion of training program requirements, case manager will obtain information from DMV regarding all tickets and other reasons for license suspension. Through established relationships with judges, court commissioners, and child support offices, the case manager will work with the participant and identify the steps that need to be completed to have their driving privileges reinstated. The case manager will advocate for the participant as needed, as well as, monitor the participants' successful completion of requirements set by the court. These may include financial reimbursement, completion of community service hours, or acquiring employment. Once all suspensions and liens are lifted, the program will pay the DMV driver's license reinstatement fees, to ensure no additional barriers will hinder the client further.

PROGRAM: Driver's License Recovery Program
(submit only to relevant revenue sources.)

PROGRAM LETTER: L

F. **PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget** (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY	2008 REVENUE	PERSONNEL	OPERATING	SPACE	SPECIAL
Source	SOURCE TOTAL				COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	12,500	8,286	1,974	1,240	1,000
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	9,329	5,588	1,351	1,640	750
USER FEES					
OTHER					
TOTAL	21,829	13,874	3,325	2,880	1,750

ACCOUNT CATEGORY	2009 REVENUE	PERSONNEL	OPERATING	SPACE	SPECIAL
Source	SOURCE TOTAL				COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	33,000	20,125	6,350	3,900	2,625
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	5,115	3,555	150	1,410	
USER FEES					
OTHER					
TOTAL	38,115	23,680	6,500	5,310	2,625

G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.)
Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.
If funding is approved, we will hire a .5 FTE coordinator dedicated to this program. Additional costs for personnel as well as operating, space costs and DMV fees are anticipated.

PROGRAM: Driver's License Recovery Program
(Submit only to relevant revenue sources.)

RAM LETTER: L

- H. **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATE D PARTICIPANT S	4) COST PER PARTICIPAN T	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	3,560	4	890.00	70	50.86
2008 BUDGETED	21,829	40	545.73	420	51.97
2009 PROPOSED	38,115	100	381.15	940	40.54

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

A service unit is equal to one hour of time spent with the participant or advocating on the participant's behalf.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is identified as an individual that is accepted into the program after meeting screening requirements and completing an intake appointment with case manager.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: YWCA of Madison, Inc.

PROGRAM: YW Transit Day Program
(Submit only to relevant revenue sources.)

PROGRAM LETTER: Z
(from App Summary Page A)

- A. **PROGRAM OVERVIEW** Briefly summarize the program being provided (or proposed), including the need being addressed, the program's goals, and the impact of the program. (Word limit: 150 words)

YW Transit, a community-based alternative transportation service, addresses the needs of vulnerable individuals lacking safe rides in our community. YW Transit Day Program contracts with Dane County to provide transportation to medical appointments for individuals enrolled in the Medical Assistance Program. Medical Assistance reimbursable rides make up 85% of the rides on average. In addition, YW Transit Day Program contracts with community based organizations to provide safe, and punctual rides to program participants. By utilizing our service, community organizations are able to bring groups of individuals together for parenting classes, social / support groups or family events for an affordable price. YW Transit is committed to serving individuals who do not speak English as a first language through bilingual staff and volunteers, and a language line service when needed.

- B. **PARTICIPANT DEMOGRAPHICS** Complete the following chart for unduplicated participants served by this program *in 2007*. Indicate the number and percentage for the following characteristics. If you do not collect information using these age categories, use your own age category descriptors. For new programs, please estimate participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL	1840	100%	TOTAL PARTICIPANTS BY RACE	1840	100%
MALE	368	20%	WHITE	125	7%
FEMALE	1472	80%	BLACK	1509	82%
AGE		100%	NATIVE AMERICAN	0	0
< 2	55	3%	ASIAN/PACIFIC ISLANDER	188	10%
2 - 5	129	7%	MULTI-RACIAL	18	1%
6 - 12	55	3%	ETHNICITY		100%
13 - 17	37	2%	HISPANIC	18	1%
18 - 29	516	28%	NON-HISPANIC	1822	99%
30 - 59	828	45%	HANDICAPPED (persons with disabilities)	220	12%
60 - 74	202	11%	RESIDENCY		100%
75 & UP	18	1%	CITY OF MADISON	1840	100%
			DANE COUNTY (NOT IN CITY)	0	0
			OUTSIDE DANE COUNTY	0	0

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

Describe the participants to be served; e.g. age, income level, limited English proficiency or needing language accommodations, or accessible service locations.

YW Transit Day Program serves individuals receiving Medical Assistance that are in need of transportation to medical related appointments. The day program also serves individuals / groups enrolled in programs within organizations that contract with YW Transit for transportation services. YW Transit is committed to serving individuals who do not speak English as a first language through bilingual staff and volunteers, and a language line service when needed. In addition, YW Transit targets Madison's emerging neighborhoods by distributing flyers and attending community fairs.

D. PROGRAM OUTCOMES

1840 ~~1,480~~ Number of unduplicated individual participants served during 2007.
LV N/A Number of unduplicated participants who completed the program during 2007 (if applicable).

Complete the following for each program outcome. No more than *two outcomes per program* will be reviewed. Refer to the Instructions for detailed descriptions of what should be included in the table below.

OUTCOME OBJECTIVE # 1		Vulnerable individuals lacking viable transportation options will get to their medical related appointments safely and on time.				
Performance Indicator(s)		YW Transit will provide 6,800 daytime rides (approx 131 rides per week) to vulnerable individuals lacking viable transportation options.				
Explain the measurement tools or methods.		Ridership reports and tracking.				
Target Proposed for 2009	Total to be served	6,800	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicators(s)	6800
Target Proposed for 2010	Total to be served	6,800	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicators(s)	6800
OUTCOME OBJECTIVE # 2		Groups of vulnerable individuals lacking viable transportation options will have transportation to attend social / support groups, parenting class, food pantries, and other organized activities safely.				
Performance Indicator(s)		YW Transit will provide 1,200 rides (approx 23 rides per week) to individuals lacking safe transportation to and from work rides to vulnerable individuals lacking viable transportation options.				
Explain the measurement tools or methods.		Ridership reports and tracking.				
Target proposed for 2009	Total to be served	1,200	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	1200
get proposed for 2010	Total to be served	1,200	Targeted <u>percent</u> to meet performance indicator(s)	100%	Number to meet indicator(s)	1200

PROGRAM ACTIVITIES In the space below, describe the strategies and program activities used to achieve each of the program outcomes. (These usually include a description of what services your staff and volunteers deliver to achieve your outcomes.)

Outcome #1

Vulnerable individuals lacking viable transportation options will get to their medical related appointments safely and on time.

Potential riders hear about the program through outreach with community organizations, use of news media, flyer distribution, and word of mouth. Potential riders then call our rideline to schedule a ride. The program coordinator schedules rides for individuals receiving Medical Assistance through Dane County to get to medical appointments or other Medical Assistance reimbursable activities, such as to the pharmacy or an approved treatment appointment.

The Day Program also contracts with community organizations, who are providing group Medical Assistance reimbursable activities, such as alcohol / drug treatment, to provide group transportation to clientele of the agency. The Day Program bills the community organization and the community organization is reimbursed by Dane County.

Outcome #2

Groups of vulnerable individuals lacking viable transportation options will have transportation to attend social / support groups, parenting class, food pantries, and other organized activities safely.

Potential riders hear about the program through outreach with community organizations, use of news media, flyer distribution, and word of mouth. The Day Program contracts with community organizations to provide group transportation to clientele of the agency. The goal of these contracts is to offer affordable group transportation to community organizations. These rides are usually, but not limited to, support / social groups, educational programming and structured family activities. The community organization is responsible for the payment of these rides.

PROGRAM: YW Transit Day Program
(Submit only to relevant revenue sources.)

PROGRAM LETTER: Z

PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	18,723	10,000	7,223	1,500	
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING	20,548	20,548			
USER FEES	105,743	72,670	28,406	4,667	
OTHER					
TOTAL	145,014	103,218	35,629	6,167	

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV	19,472	10,000	7,972	1,500	
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES	121,600	81,617	35,028	4,975	
OTHER					
TOTAL	141,072	91,617	43,000	6,475	

- G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

We are currently reviewing the status of the YW Transit daytime program. We are not certain that daytime MA group rides will generate enough revenue to support the day and night time programs. We want to keep the 2009 deficit i.e. agency fundraising to a minimum and have been cautious in the 2009 projections. We will work with our staff and have discussions with OCS staff to the conclusion of our analysis regarding the viability of this program.

PROGRAM: YW Transit Day Program
(Submit only to relevant revenue sources.)

PROGRAM LETTER: Z

PARTICIPANT COST This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	65,465	1,480 1,840 LN	44.23	1,962	33.37
2008 BUDGETED	145,014	3,000	48.34	6,800	21.32
2009 PROPOSED	141,072	2,750	51.30	6,800	20.75

- I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

A service unit is equal to one ride given to one person.

- J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is identified as one person who uses the ride service.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

- ☒ If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

- K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).