

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

1. **Project Name/Title:** Coordinated Intake
2. **Agency Name:** Community Action Coalition for South Central WI, Inc. (CAC)
3. **Requested Amount:** 2013: \$45,419
2014: \$45,419 (Prior Year Level \$0)
4. **Project Type:** New Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**
J. Access to Community Resources - Homeless

6. Product/Service Description:

A new .75 FTE will provide individual assessment, information and referrals for homeless and near-homeless individuals in the Madison area to link households to the services that will best meet their needs. The case worker will take a comprehensive view of each household and assist them with housing and other supportive services such as food, medical assistance, substance abuse, mental health issues, etc. The case worker will follow up with households to ensure they are successfully connected to the services they need. CAC will get input from the Homeless Services Consortium (HSC) committee when developing the assessment tool. Services will be primarily accessed via phone answered at the main administrative office on N. Stoughton Road.

7. Anticipated Accomplishments (Numbers/Type/Outcome):

1,000 households will contact the CAC Coordinated Assessment case worker regarding a housing crisis
90% will receive a full assessment and information and referral services to connect them to housing and services
75% of those receiving an assessment will successfully access housing and/or benefits

8. Staff Review:

HUD has been in the process of codifying a number of current practices into new programs. For example, the old Emergency Shelter Program has become the Emergency Solutions Program with different eligibility rules. So far HUD has published a final rule on the Homeless and At-Risk of Homelessness definitions and an interim rule on Emergency Solution Grant (ESG) program. As a requirement for receiving HUD funding in the new ESG program, HUD indicates that each continuum of care will be required to have a coordinated/centralized intake and assessment process that will provide a crisis response to persons who are homeless or at-risk of being homeless. HUD has indicated that further direction will be given when the COC rules are published (anticipated before the end of the year). HUD has indicated that this coordinated/centralized system should be locally designed.

As a result an ad hoc group made up of Homeless Services Consortium agency and funder staff are meeting to discuss how a Dane County coordinated assessment system might operate. While no decisions have been made by this committee or the Homeless Services Consortium on a model for providing this service, the expanded use of 211 and additional case management staff to conduct need assessments, problem-solve, and provide follow-up have been discussed. The group has also agreed that the current process should change so that the question should be "what services will help prevent or end this household's housing crisis" rather than "is this household right for my agency's program".

CAC is currently the largest publically funded agency providing financial assistance to homeless individuals and at-risk households. CAC reports providing information to approximately 10,000 low-income households in need each year. CAC has been the lead agency in collaboration with other HSC agencies for over 14 years in providing eviction prevention and rapid re-housing financial assistance in the form of one-time payments for back rent, security deposits and on-going rent subsidies. The CDD currently has contracts for services with Wisconsin Division of Housing ESG and HPP funds and a contract for housing counseling funding with City General Purpose Revenue. CAC also plays a role in the delivery of case management for households that are homeless or at-risk of being homeless through their neighborhood offices and main administrative office.

ESG funds could be used to fund this activity as it is eligible and CAC has complied in the past with ESG regulations requiring a homeless or former homeless person serving on an agency's policy making body.

TRC has also submitted an application for a Coordinated Intake program.

As the HSC committee has not made a decision on what the local coordinated assessment model will look like, evaluating a pilot such as the ones proposed by CAC (and TRC) may assist in determining what the local model should look like.

Total Cost/Total Beneficiaries Equals:	$\$45,419 / 900 = \50
CD Office Funds/CD-Eligible Beneficiaries Equals:	$\$45,419 / 900 = \50
CD Office Funds as Percentage of Total Budget:	100%

ORGANIZATION:	ORGANIZATION
PROGRAM/LETTER:	B Centralized Intake for Homeless Services
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. **NEED FOR PROGRAM:** Please identify local community need or gap in service that the proposed program will address.

In response to a directive from the U.S. Department of Housing and Urban Development (HUD), communities across the nation are working to develop centralized intake and assessment processes for households in need of homeless services. In the Madison area, a committee of agencies that are members of the Homeless Services Consortium (HSC), has begun plans for meeting this new requirement. The HSC is the main avenue by which homeless service providers coordinate a community-wide response to homelessness. The member agencies of the HSC have recognized the need for a coordinated and centralized intake and assessment process not only to meet HUD's requirements, but also to further the Consortium's goals of reducing duplication of services, ensuring that households that are homeless or at-risk for homelessness are connected to the most appropriate services for their needs, and ultimately, realizing a drastic reduction of homelessness in the Madison community.

2. **SERVICE DESCRIPTION -** Describe the service(s) provided including your expectations of the impact of your activities.

CAC will implement a pilot project in which a Centralized Intake Caseworker will provide individual assessments and information and referral services for homeless and near-homeless households throughout the community in order to link these households to the services that will best meet their needs. It is anticipated that the majority of those served will be referred to Centralized Intake by CAC's partner agencies from the Homeless Services Consortium (HSC). Using an assessment tool developed with input from the HSC, the Caseworker will assess each household's immediate needs and barriers to obtaining and maintaining stable housing and will link them to needed services and community resources. The Caseworker will take a comprehensive view of each household and will assist them with service needs beyond housing as well (i.e., food and medical assistance, substance abuse and/or mental health services, child and family services, legal assistance, etc.) The Caseworker will follow up with households in order to ensure they are successfully connected to the services they need. Tenant Resource Center (TRC), which is a partner in this effort, plans to provide similar centralized intake services. TRC is applying for their own .75 FTE employee to work on this program; both agencies will collaborate to ensure optimal outcomes. CAC anticipates that this collaboration will allow the HSC Centralized Intake Committee to evaluate both CAC and TRC's approaches/locations/styles in delivering centralized intake services in order to determine the best approach for the community.

3. **PROPOSED PROGRAM CONTRACT GOALS:** Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

The Centralized Intake Caseworker will provide assessments to an unduplicated number of 1,000 households, serving an average of 19 households per week. CAC will also continue working with United Way of Dane County 2-1-1 and other HSC partners to finalize a common assessment tool and centralized intake and referral processes for homeless services. The project will be staffed by the Intake Caseworker at .75 FTE, providing 1,560 service hours, and 1 Family Development Manager at .12 FTE (250 hours).

4. **SERVICE HOURS:** Frequency, duration of service and hours and days of service availability.

The CAC office is open 8:00 am to 4:30 pm, Monday to Friday, which is when the majority of services are provided. However, service hours may occasionally vary according to the needs of participants and the hours of availability of referral agencies with whom CAC will be working on the participants' behalf.

ORGANIZATION:

ORGANIZATION

PROGRAM/LETTER:

B Centralized Intake for Homeless Services

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

The program will serve those meeting the U.S. Dept. of Housing & Urban Development (HUD) definition of homeless, youth and domestic violence victims who qualify for HUD homeless services, and those at-risk of becoming homeless (i.e., having an eviction notice). Both families with children and adults without children will be served. It is anticipated that at least 90% of those served will have incomes at or below 30% of the Dane County Median, and that many will have barriers such as substance abuse, mental and/or physical health issues, and other challenges associated with long-term poverty.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

Services will be delivered at CAC's office, 1717 N. Stoughton Road, Madison, at Joining Force for Families sites in Madison's neighborhoods, and at other homeless service providers' offices as needed.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

CAC will conduct outreach to ensure that other service providers and the target population are aware of the Centralized Intake program. This will primarily be accomplished through the HSC, with information sharing and networking through emails and meetings, including Dane County Dept. of Human Services and the Job Center for state programs. The Centralized Intake Caseworker will spend time at the Dane County Department of Human Services' Joining Forces for Families locations where CAC Caseworkers currently provide some services. CAC will be as accessible as possible to households in need throughout the greater Madison area and specific neighborhood communities.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

Each partner agency in the HSC will have a short assessment tool that can be used to determine if a household has unmet needs, and will refer those households that would benefit from an in-depth assessment and information and referral services to Centralized Intake. CAC staff will regularly meet with and contact the key homeless services providers in the community and keep up-to-date information on each of the agency's programs and availability (i.e, open beds or available affordable housing units). CAC and the United Way of Dane County's 2-1-1 information service have begun plans for coordinating this information in a way that will be most useful for the Centralized Intake system.

9. VOLUNTEERS: How are volunteers utilized in this program?

N/A. This program will not utilize volunteers.

10. Number of volunteers utilized in 2011?

0

Number of volunteer hours utilized in this program in 2011?

0

ORGANIZATION:

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PROGRAM/LETTER:

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11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

Homelessness is a complex problem that is often associated with multiple barriers such as domestic violence, mental illness (both chronic and acute), substance abuse, unemployment and disabilities. It is anticipated that at least 90% of those served will have incomes at or below 30% of the Dane County Median Income and therefore have few prospects for obtaining and maintain stable housing without assistance. Some participants will have limited English proficiency and require translation services to complete the assessment process and connect to needed services. CAC will provide interpreters on an as-needed basis. Due to the myriad of issues that program participants are likely to be experiencing, the Centralized Intake Caseworker will be prepared to connect households to a wide range of services including healthcare, mental health services, substance abuse treatment, food pantries, emergency clothing assistance, services for victims of domestic violence, financial literacy services, employment and training programs, mainstream benefits and community resources for financial assistance.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

CAC is in a strong position to provide centralized intake for homeless services. CAC is an active member of the Homeless Services Consortium (HSC), an organization of approximately 40 non-profit and public agencies committed to the prevention of homeless in Dane County, and has been a leader in the HSC's centralized intake planning process. CAC is the lead agency in the City ESG Rentable Program, a consortium of 9 agencies providing households with financial assistance for eviction prevention and entry costs (security deposits) for those moving out of homelessness. CAC is also well-versed in using Wisconsin Service Point (WISP) and tracks participant data and runs reports for all of its services for housing and homelessness prevention with WISP. There are two staff members that act as WISP administrators for the agency who are highly experienced with the system. This is an essential qualification as WISP will be instrumental to the success of the centralized intake process. CAC is also highly experienced in providing case management and information and referrals for the homeless and those at-risk of homelessness. The agency's Intake Office provides information and referral, primarily for housing-related services, to over 10,000 low-income households per year. CAC has been providing housing case management and landlord/tenant mediation since 1968 and the agency's team of Caseworkers assist households throughout the greater Madison area to obtain and/or maintain stable housing.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

N/A

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Centralized Intake Caseworker	0.75	Knowledge and experience with community resources for the homeless; proven ability to provide effective assessment and short-term case management services
Mgr. of Family Development	0.06	Knowledge of community-wide priorities in homeless services; current co-chair of the HSC; ability to provide effective project oversight, tracking and reporting
Coord. of Case Management	0.12	Knowledge & experience w/ community resources & case mgt. for the homeless Proven ability to provide effective supervision for Caseworkers

ORGANIZATION:
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15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	100
Less than 30% of county median income	900
Total households to be served	1000

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Not applicable. CAC uses a direct cost allocation plan based on either staffing (total FTE) or space (square footage) utilized by each program.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
A common Assessment Tool will be developed with input from the HSC Centralized Intake Committee	December, 2012
CAC and other members of the HSC Centralized Intake Committee will continue to work with the United of Dane County to improve 2-1-1's information and referral systems for homeless services	December, 2012
The Centralized Intake Caseworker will provide assessments, information and referrals to an average of 19 households per week.	Jan. - Dec., 2013
Ongoing collaboration with Tenant Resource Center to implement a coordinated Centralized Intake process; maintaining ongoing communication with the HSC to evaluate the project's success	Jan. - Dec., 2013

ORGANIZATION:	ORGANIZATION
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DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	1000	100%	3	100%	RESIDENCY				
MALE	400	40%	1	33%	CITY OF MADISON	700	70%		
FEMALE	600	60%	1	33%	DANE COUNTY (NOT IN CITY)	300	30%		
UNKNOWN/OTHER	0	0%	1	33%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	1000	100%		
					AGE				
					<2	30	3%		
					2 - 5	100	10%		
					6 - 12	150	15%		
					13 - 17	150	15%		
					18 - 29	100	10%		
					30 - 59	400	40%		
					60 - 74	60	6%		
					75 & UP	10	1%		
					TOTAL AGE	1000	100%		
					RACE				
					WHITE/CAUCASIAN	250	25%	2	67%
					BLACK/AFRICAN AMERICAN	600	60%	0	0%
					ASIAN	50	5%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	100	10%	0	0%
					Black/AA & White/Caucasian	50	50%	0	0%
					Asian & White/Caucasian	25	25%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	25	25%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	0	0%	1	50%
					TOTAL RACE	1000	100%	3	100%
					ETHNICITY				
					HISPANIC OR LATINO	100	10%	0	0%
					NOT HISPANIC OR LATINO	900	90%	3	100%
					TOTAL ETHNICITY	1000	100%	3	100%
					PERSONS WITH DISABILITIES	250	25%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

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PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	1000
Total to be served in 2013.	1,000

Complete the following for each project outcome. No more than two outcomes per project will be reviewed.

Refer to the instructions for detailed descriptions of what should be included in the table below.

Outcome Objective # 1:

Develop and provide a centralized, coordinated intake system for the Homeless Services Consortium.

Performance Indicator(s):

900 households will receive a full assessment and information and referral services to connect them to appropriate resources such as mainstream benefits and housing.

Proposed for 2013:

Total to be considered in	1,000	Targeted % to meet perf. measures	90%
perf. measurement		Targeted # to meet perf. measure	900

Proposed for 2014:

Total to be considered in	1,000	Targeted % to meet perf. measures	90%
perf. measurement		Targeted # to meet perf. measure	900

Explain the measurement tools or methods:

Participants' information and demographic data will be tracked and appropriate information will be recorded into Wisconsin ServicePoint (WISP) Homeless Management Information System and CAC's centralized database.

Outcome Objective # 2:

After receiving intake and referrals services, participants are able to access and maintain benefits and services from resources within the community.

Performance Indicator(s):

Indicators of success will include: completion of applications for supportive/affordable housing programs; receipt of FoodShare benefits; enrollment in AODA or mental health services; etc.

Proposed for 2013:

Total to be considered in	900	Targeted % to meet perf. measures	75%
perf. measurement		Targeted # to meet perf. measure	675

Proposed for 2014:

Total to be considered in	900	Targeted % to meet perf. measures	75%
perf. measurement		Targeted # to meet perf. measure	675

Explain the measurement tools or methods:

Follow up calls will be made to participants and agencies one month after the intake and assessment meeting to determine how many are successfully accessing benefits and services from the community resources to which they were referred.

ORGANIZATION:	Community Action Coalition for South Central Wisconsin, Inc.
PROGRAM/LETTER:	B Centralized Intake for Homeless Services

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	45,419	40,389	3,000	2,030	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	45,419	40,389	3,000	2,030	0

*OTHER GOVT 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Community Action Coalition for South Central Wisconsin, Inc.
PROGRAM/LETTER:	B Centralized Intake for Homeless Services

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (w ith spaces) (2 lines max.)

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	45,419	40,389	3,000	2,030	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	45,419	40,389	3,000	2,030	0

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

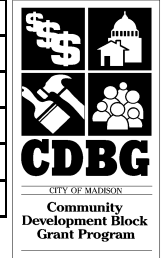
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	Community Action Coalition for South Central Wisconsin, Inc.	
Mailing Address	1717 N. Stoughton Rd., Madison, WI 53704-2605	
Telephone	608-246-4730	
FAX	608-246-4760	
Admin Contact	Greta Hansen, Executive Director	
Financial Contact	Elizabeth Rowe, Associate Director	
Website	www.cacscw.org	
Email Address	ghansen@cacscw.org	
Legal Status	Private: Non-Profit	
Federal EIN:	39-1053827	
State CN:		
DUNS #	07-893-5681	



2. SIGNATURE PAGE

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.

LIVING WAGE ORDINANCE

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. The Madison Living Wage for 2013 will be \$12.19 (hourly). This reflects a 3% increase over Madison Living Wage for 2012, and is consistent with prior annual increases.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

3. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above

DATE

AGENCY CONTACT INFORMATION

ORGANIZATION **Community Action Coalition for South Central Wisconsin, Inc.**

1. AGENCY CONTACT INFORMATION

A	Housing Consultation / Financial Services	CDBG: X. Access to Community Resources - Informational Services										
	Contact: Kristina Dux	New Prg?	No	Phone:	608-246-4730 Ext. 213	Email:	kristinad@cacscw.org					
B	Centralized Intake for Homeless Services	CDBG: J. Access to Community Resources - Homeless										
	Contact: Kristina Dux	New Prg?	Yes	Phone:	608-246-4730 Ext. 213	Email:	kristinad@cacscw.org					
C	Program C	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
D	Program D	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
E	Program E	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
F	Program F	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
G	Program G	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
H	Program H	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS								Non-City	
				A	B	C	D	E	F	G	H		
DANE CO HUMAN SVCS	184,240	148,726	148,726	0	0	0	0	0	0	0	0	0	148,726
DANE CO CDBG	0	24,737	30,000	0	0	0	0	0	0	0	0	0	30,000
MADISON-COMM SVCS	0	0	0	0	0	0	0	0	0	0	0	0	0
MADISON-CDBG	80,405	24,077	75,419	30,000	45,419	0	0	0	0	0	0	0	0
UNITED WAY ALLOC	197,292	165,887	165,887	0	0	0	0	0	0	0	0	0	165,887
UNITED WAY DESIG	12,336	6,603	11,000	0	0	0	0	0	0	0	0	0	11,000
OTHER GOVT	3,190,114	3,045,773	3,065,636	327,700	0	0	0	0	0	0	0	0	2,737,936
FUNDRAISING DONATIONS	330,772	396,638	284,416	0	0	0	0	0	0	0	0	0	284,416
USER FEES	58,049	66,202	283,184	0	0	0	0	0	0	0	0	0	283,184
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	4,053,208	3,878,643	4,064,268	357,700	45,419	0	0	0	0	0	0	0	3,661,149

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

CAC's mission is "to develop the economic and social capacities of individuals, families and communities to reduce poverty in Dane, Jefferson, and Waukesha Counties". CAC fulfills this mission by helping low-income residents meet their basic needs for housing, food and clothing and develop skills necessary to improve their economic and social circumstances; and by helping communities to develop respectful and effective approaches to addressing poverty.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

Community Action Coalition for South Central Wisconsin, Inc. (CAC) is a non-profit organization founded in 1966, as one of 16 designated community action agencies in Wisconsin and one of more than 1,000 nationwide that were established under the Economic Opportunity Act of 1964, as part of President Johnson's "War on Poverty." CAC is a multi-purpose agency committed to a variety of anti-poverty programs and services. The agency serves three contiguous counties in south central Wisconsin: Dane; Jefferson and Waukesha. For 46 years, CAC has provided essential services to assist low-income individuals to achieve greater self-sufficiency and promote their access to community resources. Programs are focused in the following areas: housing case management and landlord/tenant mediation; transitional and permanent supportive housing for formerly homeless households; financial assistance for homelessness prevention; food procurement and distribution to food pantries and meal sites; coordination of community and food pantry gardens; and a free clothing center and annual Coats for Kids winter coat distributions. Every three years, CAC conducts a community needs assessment focused on defining areas of unmet need for people in the region who are affected by poverty; the next one is scheduled for 2013. Topics covered in the needs assessments are: housing; homelessness; employment, education and financial issues; health and wellness; food and nutrition; emergency food assistance; transportation; needs of seniors; needs of children/youth; quality of life; and accessibility. Using the results of this assessment, CAC works with an extensive network of community partners, including United Way agencies in Dane, Jefferson, and Waukesha Counties, to develop and/or support needed programs, taking care not to duplicate what is already being offered. CAC has provided housing services to low-income individuals and families since 1967. Specific housing and homeless services CAC operates in Dane County include:

- Home for Good, a permanent supportive housing program for 14 formerly chronically homeless individuals with disabilities;
- Eviction Prevention assistance aimed at helping low-income households maintain stable housing;
- Rapid Re-Housing (entry cost) assistance for households moving from homelessness into housing;
- Intake, information and referral for individuals and families who are seeking assistance with housing and other family needs. CAC received over 10,487 information and referral calls in 2011.
- Landlord/Tenant Mediation and Housing Case Management, both of which have been operated by CAC since 1968. In 2011, CAC provided Landlord/Tenant Mediation to 204 households and Housing Case Management to 206 households throughout Dane County. Seventy-one households receiving Housing Case Management were homeless, and 60 of them (87%) were successful in obtaining housing.

The agency has developed a diverse, well-rounded approach to the problem of homelessness in Dane County. CAC has received funding from the City Emergency Solutions Grant/Transitional Housing Program/Homelessness Prevention Program (ETH) grant for many years, and serves as the lead agency in the Rentable Consortium, a community-wide collaboration with 9 other organizations that provides financial assistance to those at-risk of homelessness. CAC also served as the lead agency for City of Madison and Dane County Homeless Prevention and Rapid Re-Housing Grants from 2009-2011. CAC is an active member of local coalitions focused on reducing homelessness in the greater Madison area: the Homeless Services Consortium (HSC) and the Dane County Continuum of Care (CoC). The Manager of CAC's Family Development Division is currently the co-chair of the HSC and will be the chair in 2013, as well as serving on the HSC Legislative Committee.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?	8
How many Board meetings has your governing body or Board of Directors scheduled for 2012?	8
How many Board seats are indicated in your agency by-laws?	18

Please list your current Board of Directors or your agency's governing body.

Name	Reg Emshoff			
Home Address	360 W. Washington Ave. #307, Madison, WI 53703			
Occupation	Attorney			
Representing	Low Income Education Rep/Head Start			
Term of Office		From:	01/1981	To: 01/2013
Name	Cynthia Pike			
Home Address	615 W. Moreland Blvd. Waukesha, WI 53180			
Occupation	Public Health Nurse			
Representing	City of Waukesha, Mayoral Appointee			
Term of Office		From:	04/2004	To: 04/2014
Name	V. Richard Wildermuth			
Home Address	755 Braxton Pl. #A606, Madison, WI 53715			
Occupation	Self-Employed			
Representing	Dane Co. Low Income Rep			
Term of Office		From:	01/1999	To: 01/2013
Name	Tom Lopez			
Home Address	Work: 911 Mayer Ave, Madison, WI 53704			
Occupation	Marketing Director Kraft			
Representing	Oscar Mayer/Comm. Org.			
Term of Office		From:	10/2007	To: 10/2013
Name	John Woodbury			
Home Address	523 W. Puerner St., Jefferson, WI 53549			
Occupation	President, Family Promise			
Representing	Community Org. Rep., Jefferson County			
Term of Office		From:	02/2010	To: 02/20013
Name	Joyce Hughes			
Home Address	1505 E. Main St., Watertown, WI 53094			
Occupation	Retired Educator			
Representing	City of Watertown, Mayoral Appointee			
Term of Office		From:	10/2001	To: 10/2013
Name	Robert Salov			
Home Address	2103 Pleasant Dr., Cambridge, WI 53523			
Occupation	Member, Dane County Board of Supervisors			
Representing	Dane County Executive Appointee			
Term of Office		From:	06/2008	To: 06/2012
Name	Bette Barnes			
Home Address	2211 Chadbourne, Madison, WI 53726			
Occupation	Retired Professor			
Representing	Comm. Org. Rep., Madison Area Urban Ministry			
Term of Office		From:	01/1990	To: 01/2013

AGENCY GOVERNING BODY cont.

Name	Walter M. Christensen			
Home Address	W7057 Pond Road, Fort Atkinson, WI 53538			
Occupation	Member, Jefferson County Board of Supervisors			
Representing	Jefferson County Board Chair Appointee			
Term of Office		From:	05/2012	To: 05/2014
Name	Damaris Drohin de Arrieta			
Home Address	5305 Felland Rd., Madison, WI 53718			
Occupation	Bilingual Program Specialist, Madison School & Community Recreation			
Representing	Dane County Low-Income Representative			
Term of Office		From:	12/2011	To: 12/2013
Name	Cathy Ness			
Home Address	Div of University Housing 625 Babcock Dr., Madison, WI 53706			
Occupation	Unit Manager, UW Housing, Dining & Culinary Services			
Representing	Jefferson County Low-Income Representative			
Term of Office		From:	12/2011	To: 12/2013
Name	Satya Rhodes-Conway			
Home Address	2642 Hoard St., Madison, WI 53704			
Occupation	Senior Associate, Center on Wisconsin Strategy			
Representing	Dane County Mayoral Appointee/City of Madison			
Term of Office		From:	10/2011	To: 10/2013
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:		To:
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
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Term of Office		From:	mm/yyyy	To: mm/yyyy
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Home Address				
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Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

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Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

5. STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current staff, board and volunteers.

Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	31	100%	12	100%	1,152	100%
GENDER						
MALE	11	35%	6	50%	473	41%
FEMALE	20	65%	6	50%	679	59%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	31	100%	12	100%	1,152	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	348	30%
18-59 YRS	27	87%	8	67%	636	55%
60 AND OLDER	4	13%	4	33%	168	15%
TOTAL AGE	31	100%	12	100%	1,152	100%
RACE*						0
WHITE/CAUCASIAN	25	81%	10	83%	568	49%
BLACK/AFRICAN AMERICAN	2	6%	0	0%	43	4%
ASIAN	2	6%	1	8%	18	2%
AMERICAN INDIAN/ALASKAN NATIVE	1	3%	0	0%	6	1%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0	0%
MULTI-RACIAL:	0	0%	0	0%	0	0%
Black/AA & White/Caucasian	0	0%	0	0%		0%
Asian & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & Black/AA	0	0%	0	0%	0	0%
BALANCE/OTHER	1	3%	1	8%	517	45%
TOTAL RACE	31	100%	12	100%	1,152	100%
ETHNICITY						
HISPANIC OR LATINO	1	3%	1	8%	23	2%
NOT HISPANIC OR LATINO	30	97%	11	92%	1,129	98%
TOTAL ETHNICITY	31	100%	12	100%	1,152	100%
PERSONS WITH DISABILITIES	4	13%	1	8%	30	3%

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

This chart describes your agency's total expense budget for 3 separate years.

Where possible, use audited figures for 2011 Actual.

The subtotals for the 2012 BUDGET and 2013-14 PROPOSED must equal the amounts entered in the ACCOUNT CATEGORIES on the NonCityBudget and program budget worksheets. The "ERROR" message appears until the sum of the line items equals the amount of the subtotals that have aggregated from your NonCityBudget and program budget worksheets.

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	1,041,685	1,072,866	1,162,172
Taxes	115,313	115,881	123,275
Benefits	238,060	270,651	320,389
SUBTOTAL A.	1,395,058	1,459,398	1,605,836
B. OPERATING			
All "Operating" Costs	173,667	298,740	275,333
SUBTOTAL B.	173,667	298,740	275,333
C. SPACE			
Rent/Utilities/Maintenance	165,666	160,300	167,150
Mortgage (P&I) / Depreciation / Taxes	4,124	4,000	3,850
SUBTOTAL C.	169,790	164,300	171,000
D. SPECIAL COSTS			
Assistance to Individuals	2,261,859	1,956,205	2,012,099
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other: Equipment Depreciation	52,834	0	0
SUBTOTAL D.	2,314,693	1,956,205	2,012,099
SPECIAL COSTS LESS CAPITAL EXPENDITURE	2,314,693	1,956,205	2,012,099
TOTAL OPERATING EXPENSES	4,053,208	3,878,643	4,064,268
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

3.0%

Divide the number of resignations or terminations in calendar year 2011 by 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.

600 characters (with spaces) (6 lines max.)

ORGANIZATION: **Community Action Coalition for South Central Wisconsin, Inc.**

9. NON-CITY PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	148,726	127,792	2,934	0	18,000
DANE CO CDBG	24,737	24,737	0	0	0
UNITED WAY ALLOC	165,887	87,384	26,333	39,570	12,600
UNITED WAY DESIG	6,603	6,603	0	0	0
OTHER GOVT	2,739,481	917,121	177,729	120,410	1,524,221
FUNDRAISING DONATIONS	396,638	169,984	78,630	0	148,024
USER FEES	66,202	0	0	0	66,202
OTHER	0	0	0	0	0
TOTAL REVENUE	3,548,274	1,333,621	285,626	159,980	1,769,047

b. 2013-14 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	148,726	127,792	2,934	0	18,000
DANE CO CDBG	30,000	26,990	3,010	0	0
UNITED WAY ALLOC	165,887	92,384	26,333	39,570	7,600
UNITED WAY DESIG	11,000	11,000	0	0	0
OTHER GOVT*	2,737,936	957,913	166,263	124,450	1,489,310
FUNDRAISING DONATIONS	284,416	117,310	58,056	0	109,050
USER FEES	283,184	101,491	0	0	181,693
OTHER**	0	0	0	0	0
TOTAL REVENUE	3,661,149	1,434,880	256,596	164,020	1,805,653

*OTHER GOVT 2013-14

Source	Amount	Terms
CSBG (Comm Svcs Block Grant)	785,222	
TEFAP Commodities & Admin	781,000	
ESG/THP/HPP (Jefferson Co.)	66,107	
ESG/THP/HPP (Dane Co.)	9,675	
WHEDA	337,495	
TOTAL	ERROR	

**OTHER 2013-14

Source	Amount	Terms
(More Other Govt) EFSP/FEMA	35,000	
(More Other Govt) HUD COC	454,821	
(More Other Govt) DCHA	38,572	
(More Other Govt) WETAP-DOT	146,710	
(More Other Govt) various	83,334	
TOTAL	ERROR	

8. PERSONNEL DATA: Personnel Schedule

a. Personnel Schedule

List each staff position by title. Seasonal Employees should be entered in seasonal section. Indicate if the position meets the Living Wage Exception with an asterisk (*).

Indicate the number of 2013 Proposed Full-Time Equivalents (FTEs) in each staff position, across all agency programs.

Indicate the total salaries for all FTEs in that staff position. **Do NOT include payroll taxes or benefits in this table.**

Indicate base hourly wage for each position. **All positions in city funded programs must meet City Living Wage** requirements.

The Madison Living Wage for 2013 will be **\$12.19 (hourly)**.

Staff Position/Category	2012		2013-14		Hourly Wage	2013-14 PROPOSED FTEs DISTRIBUTED BY PROGRAM									
	Est. FTE	Est. Salary	Proposed FTE	Proposed Salary		A	B	C	D	E	F	G	H	Non-City	
						FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	
Directors	2.00	148,988	2.00	151,968	25.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	
Managers	5.00	210,964	5.00	215,183	16.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	
Coordinators	2.00	56,835	2.00	68,377	14.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	
Caseworkers	7.65	234,871	8.65	266,334	13.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.65	
Specialists	13.00	370,861	14.00	408,956	12.55	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	
Assistants	1.75	50,347	1.75	51,354	12.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.75	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	31.40	1,072,866	33.40	1,162,172		2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.40	
TOTAL PERSONNEL COSTS:				1,162,172											

b. Seasonal Employees

Seasonal/Project Employee ONLY	Nbr of Weeks	Total Hours	Hourly Wage	Seasonal Earnings		A	B	C	D	E	F	G	H	Non-City
						# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0		0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

1. **Project Name/Title:** Eviction Prevention/Housing Assistance for Head Start Families

2. **Agency Name:** Dane County Parent Council, Inc. (DCPC)

3. **Requested Amount:** 2013: \$11,626
2014: \$11,626 (Prior Year Level \$0)

4. **Project Type:** New Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**

J. Access to Community Resources - Homeless

6. **Product/Service Description:**

Proposal is for .2 FTE to provide housing-related expertise to Family Outreach Workers, convene workshops for Head Start families on housing search, and provide case management to 20 Head Start families who are at risk of homelessness. This .2 FTE will be added to the duties of another DCPC staff that provides housing counseling at Hope House which is a DCPC program serving homeless young mothers with a child enrolled in Early Head Start. A Family Outreach Worker is assigned to each Head Start Classroom, thereby reaching the many families with children enrolled in the Head Start program.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

20 families will receive case management services in order to obtain and/or maintain housing
142 families will increase their knowledge through workshops and one-one-one consultation in order maintain stable housing

8. **Staff Review:**

Proposal would provide a model for providing needed housing counseling skills to additional Head Start families in need through Head Start's 24 Family Outreach Workers. While DCPC is very knowledgeable about child development and providing family support services, staff acknowledges that there is a gap in their expertise to help families in a housing crisis. This proposal would allow DCPC to have a staff person who has knowledge and experience in helping families who are facing evictions, facing homelessness, have no housing history or have other barriers to housing stability. While this would be a full time staff person, this proposal would pay 20% of their time. The balance, 80%, would come from other sources including the CD Office that provides \$20,000 from the City's contract with the Wisconsin Division of Housing through the ETH Program.

Proposal did not include proposed outcomes for families receiving services. Housing stability could be used as a favorable outcome – both those that found housing with assistance and those who maintained housing at the 6 month mark with assistance. DCPC does report housing stability in their Hope House contract.

If program is funded with ESG funds, clients would have to meet the HUD definition of at-risk for homelessness or the definition for homeless. DCPC receives ESG funds for support services at Hope House and is familiar with ESG regulations. DCPC also has the required homeless or formerly homeless representative on their policy making body.

Total Cost/Total Beneficiaries Equals: \$11,626 / 20 families = \$581
CD Office Funds/CD-Eligible Beneficiaries Equals: \$46,918 / 20 families = \$2,346
CD Office Funds as Percentage of Total Budget: 25%

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ORGANIZATION:	Dane County Parent Council, Inc.
PROGRAM/LETTER:	A Eviction Prevention and Housing Assistance for Head Start Families
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

268 or 24% of Head Start families indicated a need for housing services ranging from eviction prevention to homelessness. While each Head Start classroom has a Family Outreach Worker (FOW) responsible for helping families to achieve their child and family development goals, these staff do not have specialized skills and knowledge of services and resources needed to negotiate housing systems and access and maintain independent housing. This program will provide training, resource guidance and assistance to support FOWs working with families with housing concerns; workshops for families beginning housing searches and individual consultation and case management for families experiencing housing crises. This project will fund a Housing Specialist who will work with staff and other organizations in the local housing continuum of care to access support services and financial assistance and improve independent living skills to achieve more stable solutions to improve housing tenure.

2. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

The project will have a significant impact in reducing issues related to housing issues and homelessness in the community by serving individual families as well as increasing the capacity of staff to better address housing and maximizing resources through a team approach. The Housing Specialist will be responsible for providing training and technical assistance for Head Start staff working with families and will provide consultation and case management for individual families. The 42 family service staff at DCPC will increase their knowledge and skills through access to the Housing Specialist, a minimum of two group trainings and quarterly consultation. Two workshops on preparation for accessing housing resources will be provided for 30 families. A minimum of 20 families experiencing homelessness or other housing crises will receive individual case management and support. To be effective, housing support requires knowledge of resources and systems as well as an understanding of the barriers clients face. The Specialist brings experience and knowledge of housing systems, as well as a background in mental health, counseling and case management skills, offering a multidisciplinary perspective and approach to the complex needs of at risk families facing potential eviction and homelessness. Her experiences and skills will provide expertise necessary to provide resources and guidance to staff and the ability to assess family situations and design case management strategies that effectively address specific needs related to accessing and maintaining independent housing.

3. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

The project has two primary goals: 1) Increase staff knowledge of housing resources and skill in assisting families with eviction prevention and homelessness through training and individual consultation; and 2) Provide direct assistance to families experiencing housing crises through workshops and individual case management. Services will be provided over a period of 416 hours during the year. 30 families will participate in training and 20 additional families will receive case management, reaching a minimum of 150 individuals. 42 staff members will receive training and consultation.

4. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Services will be provided throughout the full year. Since this funding will compliment other sources to create a full time position, families and staff will have access to the Specialist during the entire work week. The Specialist will maintain flexibility in her schedule to accommodate evening and weekend appointments as necessary to provide trainings, workshops and accommodate family needs.

ORGANIZATION:

Dane County Parent Council, Inc.

PROGRAM/LETTER:

A Eviction Prevention and Housing Assistance for Head Start Families

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

All families enrolled at Dane County Parent Council will be eligible for services. Families reside in Madison and other areas of Dane County and meet 100% of the federal poverty guidelines. In addition to income, families experience other risk factors such as: Limited English Proficiency; many are undereducated; are unemployed or underemployed; many are single parents; many have histories of substance abuse; some have interactions with child welfare services; are a diverse mix of ethnic and racial backgrounds; and their children are at risk for health concerns and low educational achievement.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

The program will serve families living in the Madison and surrounding Dane County community. Resources and training will also be provided to staff working with families at risk for homelessness.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

Outreach to families will actually begin before funding in that every newly enrolled Head Start family is surveyed for assistance needs, including housing. Data will be collected through the Family Profile and other forms during enrollment beginning in fall for the 2012-2013 program year. The data will be compiled and FOWs will immediately begin working on establishing and supporting accomplishment of goals. In January, when funding for this project begins, the Housing Specialist will review the data in preparation for first consults with staff. The Specialist and staff member will establish specific plans for outreach to all families who requested housing assistance or other families on their caseload that the FOW identifies as needing assistance. These families will be targeted for recruitment for workshops and individual case management with the FOW sharing information on services and inviting participation. This process will continue during quarterly staff consultations.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

DCPC staff work closely with other community providers to assist families to reach their goals. The agency is a member of the Madison Homeless Services Consortium, representing our Hope House program and participating in the consortium's efforts to increase awareness of the homeless population and their needs, as well as advocating for increased resources. Family Outreach Workers bring in staff from housing programs to provide information at Family Fun Nights and work with specific providers as they assist individual families to establish and achieve their housing goals. The agency has Memorandums of Agreement to facilitate work between programs so that we can more easily collaborate to assist families with housing problems. Staff assist families to create a sense of team among themselves and other providers using one shared plan to maximize resources and ensure effective communication and efficient implementation of plans.

9. VOLUNTEERS: How are volunteers utilized in this program?

DCPC relies on volunteers to support program activities as well as to provide specific training or assistance needs. Related examples include having Habitat for Humanity and members of credit unions present information on housing opportunities and financial literacy, and literacy tutors that meet with individual parents weekly. We recruit volunteers with specific expertise as needs arise.

10. Number of volunteers utilized in 2011?

1,938

Number of volunteer hours utilized in this program in 2011?

57,822

ORGANIZATION:

Dane County Parent Council, Inc.

PROGRAM/LETTER:

A Eviction Prevention and Housing Assistance for Head Start Families

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e. cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

Low income families in the Madison area face many barriers to adequate housing. The biggest of these is the lack of housing resources. With such few resources families and staff must be fully aware of existing resources and the rules and regulations that restrict access to them. In funding a Housing Specialist, this project will ensure that staff have access to information and guidance in assisting families, and that homeless families and those most at risk for eviction have the best possible attention and case management to improve housing tenure and find long term solutions to accessing and maintaining stable housing. Specific barriers Head Start families face include credit and legal histories and inadequate income. The Housing Specialist will provide group training and individual assistance to build awareness of these requirements and case management support to overcome these barriers. In addition, the Housing Specialist and other senior management staff will continue to advocate for resources that support Housing First models and get homeless families into stable housing as quickly as possible. Another barrier is that families are often unsure of when to seek help or are embarrassed to ask for help before they reach a crisis. With regular consultation with FOWs and preventive parent trainings the project will offer preventative information and opportunities for staff to anticipate family's needs in a more timely manner so as to prevent problems.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

DCPC has a longstanding history of providing housing support and a commitment to providing staff development to assure the highest quality of family services. As required by the Federal Performance Standards the agency complies with the McKinney-Vento Act, automatically accepting homeless children for enrollment. Each enrolled Head Start family benefits from the services of a Family Outreach Worker (FOW) who assists them in establishing and working toward child and family development goals, including housing concerns. FOWs receive training and support to assure they have the skills and knowledge to provide the supports families need. Program managers have developed service protocols for housing and employment to guide staff as they help families navigate and comply with private and governmental systems in these areas and access resources. Each month FOW staff receive training on community resources and parent engagement skills such as reflective practices and Motivational Interviewing. In addition to these services, the agency has designed innovative measures to best address the needs of homeless families such as: New Homes, a program that allows homeless children to remain in one classroom throughout the program year regardless of residence and provides transportation; the development of a Family Resource Center; and Hope House, a transitional shelter for new mothers and their children who are homeless. This history and network of resources and services will contribute to the success of this proposed project.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

DCPC meets all state and local licensing, city accreditation and Federal Performance Standards for all programs and staff. The agency has had perfect audits for the last three federal reviews.

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Housing Specialist	.20 FTE	Experience providing housing case management and working with adults from low income

ORGANIZATION:	Dane County Parent Council, Inc.
PROGRAM/LETTER:	A Eviction Prevention and Housing Assistance for Head Start Families

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	3
Between 50% to 80% of county median income	24
Between 30% to 50% of county median income	28
Less than 30% of county median income	1084
Total households to be served	1139

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	NA
Between 50% to 80% of county median income	NA
Between 30% to 50% of county median income	NA
Less than 30% of county median income	NA
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

600 characters (with spaces) (6 lines max.)

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Provide first training for staff	January, 2013
Conduct first individual consultation with FOW's	March, 2013
Recruit participants and provide first family housing workshop	March, 2013
Conduct second quarter consultation with FOWs	June, 2013
Conduct second staff training	August, 2013
Conduct second family housing workshop	October, 2013
Conduct third consultation with FOWs	October, 2013
Recruit and provide individual housing case management for 20 families	December, 2013
Conduct final quarter staff consultations	December, 2013
Conduct staff focus group to evaluate project services	December, 2013

ORGANIZATION: **Dane County Parent Council, Inc.**
 PROGRAM/LETTER: **A Eviction Prevention and Housing Assistance for Head Start Families**

ORGANIZATION:
 PROGRAM/LETTER:

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

PROJECT OUTCOMES

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	1232	100%	303	100%	RESIDENCY				
MALE	618	50%	31	10%	CITY OF MADISON	877	71%		
FEMALE	614	50%	272	90%	DANE COUNTY (NOT IN CITY)	300	24%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	55	4%		
					TOTAL RESIDENCY	1232	100%		
					AGE				
					<2	197	16%		
					2 - 5	1035	84%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	0	0%		
					30 - 59	0	0%		
					60 - 74	0	0%		
					75 & UP	0	0%		
					TOTAL AGE	1232	100%		
					RACE				
					WHITE/CAUCASIAN	519	42%	266	88%
					BLACK/AFRICAN AMERICAN	423	34%	28	9%
					ASIAN	58	5%	7	2%
					AMERICAN INDIAN/ALASKAN NATIVE	6	0%	2	1%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	221	18%	0	0%
					Black/AA & White/Caucasian	221	100%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	5	0%	0	0%
					TOTAL RACE	1232	100%	303	100%
					ETHNICITY				
					HISPANIC OR LATINO	410	33%	58	19%
					NOT HISPANIC OR LATINO	822	67%	245	81%
					TOTAL ETHNICITY	1232	100%	303	100%
					PERSONS WITH DISABILITIES	178	14%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

Complete the following for each project. Refer to the instructions for detailed directions.

Outcome Objective # 1:

Performance Indicator(s):

Proposed for 2013:

Proposed for 2014:

Explain the measurement tools or methods:

Outcome Objective # 2:

Performance Indicator(s):

Proposed for 2013:

Proposed for 2014:

Explain the measurement tools or methods:

Dane County Parent Council, Inc.	
A	Eviction Prevention and Housing Assistance for Head Start Families

Number of unduplicated individual participants served during 2011.
 Total to be served in 2013.

ct outcome. No more than two outcomes per project will be reviewed.
 escriptions of what should be included in the table below.

Increase staff knowledge of housing resources and skill in assisting families with eviction prevention and homelessness through training and individual consultation
<ul style="list-style-type: none"> • Provide two staff trainings on housing resources and services • Provide quarterly consultation to Family Outreach Workers to support housing services

Total to be considered in	<input type="text" value="142"/>	Targeted % to meet perf. measures	<input type="text" value="90%"/>
perf. measurement		Targeted # to meet perf. measure	127.8
Total to be considered in	<input type="text" value="142"/>	Targeted % to meet perf. measures	<input type="text" value="90%"/>
perf. measurement		Targeted # to meet perf. measure	127.8

<ul style="list-style-type: none"> • Service logs and notes • Training plans, agendas, sign in sheets and evaluations • Staff focus group at end of project
--

Provide direct assistance to families experiencing housing crises through workshops and individual case management.
<ul style="list-style-type: none"> • Provide two parent workshops on housing resources and services • Provide individual housing case management services for 20 families

Total to be considered in	<input type="text" value="142"/>	Targeted % to meet perf. measures	<input type="text" value="90%"/>
perf. measurement		Targeted # to meet perf. measure	127.8
Total to be considered in	<input type="text" value="142"/>	Targeted % to meet perf. measures	<input type="text" value="90%"/>
perf. measurement		Targeted # to meet perf. measure	127.8

<ul style="list-style-type: none"> • Case logs, contact notes and Family Partnership Agreements for individual case management families • Workshop agendas, sign in sheets and evaluations • Parent satisfaction surveys

ORGANIZATION:	Dane County Parent Council, Inc.
PROGRAM/LETTER:	A Eviction Prevention and Housing Assistance for Head Start Families

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0				
MADISON-COMM SVCS	0				
MADISON-CDBG	0				
UNITED WAY ALLOC	0				
UNITED WAY DESIG	0				
OTHER GOVT	2,385				2,385
FUNDRAISING DONATIONS	0				
USER FEES	0				
OTHER	25,292	21,952	3,340		
TOTAL REVENUE	27,677	21,952	3,340	0	2,385

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0				
MADISON-COMM SVCS	0				
MADISON-CDBG	11,626	10,976	400		250
UNITED WAY ALLOC	0				
UNITED WAY DESIG	0				
OTHER GOVT*	10,000	10,000			
FUNDRAISING DONATIONS	0				
USER FEES	0				
OTHER**	25,292	22,927	2,365	0	0
TOTAL REVENUE	46,918	43,903	2,765	0	250

*OTHER GOVT 2013

Source	Amount	Terms
CDBG-Emergency Shelter	10,000	
Grant @ Hope House	0	
	0	
	0	
	0	
TOTAL	10,000	

**OTHER 2013

Source	Amount	Terms
Bethal Lutheran Church-	25,292	Funding .5 Coordinator & Building Occupancy Costs
Hope House Building Fund	0	
	0	
	0	
TOTAL	25,292	

ORGANIZATION:	Dane County Parent Council, Inc.
PROGRAM/LETTER:	A Eviction Prevention and Housing Assistance for Head Start Families

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0				
DANE CO CDBG	0				
MADISON-COMM SVCS	0				
MADISON-CDBG	11,626	10,976	400		250
UNITED WAY ALLOC	0				
UNITED WAY DESIG	0				
OTHER GOVT*	10,000	10,000			
FUNDRAISING DONATIONS	0				
USER FEES	0				
OTHER**	25,292	22,927	2,365		
TOTAL REVENUE	46,918	43,903	2,765	0	250

*OTHER GOVT 2014

Source	Amount	Terms
CDBG-Emergency Shelter	10,000	
Grant @ Hope House	0	
	0	
	0	
	0	
TOTAL	10,000	

**OTHER 2014

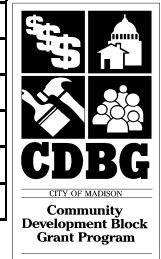
Source	Amount	Terms
Bethal Lutheran Church-	25,292	Funding .5 Coordinator & Building Occupancy Costs
Hope House Building Fund	0	
	0	
	0	
TOTAL	25,292	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	Dane County Parent Council, Inc.	
Mailing Address	2096 Red Arrow Trail, Madison, WI 53711	
Telephone	608-275-6740	
FAX	608-275-6756	
Admin Contact	Wendy Bowe	
Financial Contact	Mary Beaty	
Website	www.dpcinc.org	
Email Address	wbowe@dpcinc.org	
Legal Status	Private: Non-Profit	
Federal EIN:	39-1418945	
State CN:	13-6813	
DUNS #	124301037	



2. SIGNATURE PAGE

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.

LIVING WAGE ORDINANCE

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. The Madison Living Wage for 2013 will be **\$12.19 (hourly)**. This reflects a 3% increase over Madison Living Wage for 2012, and is consistent with prior annual increases.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

3. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above

DATE

AGENCY CONTACT INFORMATION

ORGANIZATION **Dane County Parent Council, Inc.**

1. AGENCY CONTACT INFORMATION

A	Eviction Prevention and Housing Assistance for Head	CDBG: J. Access to Community Resources - Homeless										
	Contact:	Elizabeth Olsen	New Prg?	Yes	Phone:	608-275-6740	Email:	eolsen@dcpcinc.org				
B	Wingspan	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
C		Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
D	Program D	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
E	Program E	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
F	Program F	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
G	Program G	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
H	Program H	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS								Non-City	
				A	B	C	D	E	F	G	H		
DANE CO HUMAN SVCS	0	161,648	161,648	0	0	0	0	0	0	0	0	0	161,648
DANE CO CDBG	0	0	0	0	0	0	0	0	0	0	0	0	0
MADISON-COMM SVCS		0	0	0	0	0	0	0	0	0	0	0	0
MADISON-CDBG	0	0	11,626	11,626	0	0	0	0	0	0	0	0	0
UNITED WAY ALLOC	0	10,000	10,000	0	0	0	0	0	0	0	0	0	10,000
UNITED WAY DESIG	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER GOVT		9,323,649	9,331,264	10,000	0	0	0	0	0	0	0	0	9,321,264
FUNDRAISING DONATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0
USER FEES		2,953,410	2,953,410	0	0	0	0	0	0	0	0	0	2,953,410
OTHER		2,396,020	2,396,020	25,292	0	0	0	0	0	0	0	0	2,370,728
TOTAL REVENUE	0	14,844,727	14,863,968	46,918	0	0	0	0	0	0	0	0	14,817,050

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

Dane County Parent Council is dedicated to enhancing the quality of life for children and families through advocacy, exemplary child development programming, meaningful family support, and strong, effective leadership.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

Dane County Parent Council (DCPC) has been in existence since 1969, incorporated as a 501 C (3) agency providing services for largely low income families with young children. DCPC currently provides a large variety of complimentary child development and family support programs. The agency employs about 310 employees, has a budget of 14 million and provides programming in 19 sites throughout Madison, Dane County and Green County. The agency also serves 182 children and their families through home visitation models in both Dane and Green Counties. DCPC has worked hard to increase the qualifications and professionalism of its staff and the quality of our programming. All of DCPC's Madison sites are City Accredited; the agency incorporates best practices, provides and utilizes quality professional development training opportunities to maintain and enhance the abilities of staff, and uses specialists to augment and enhance our services. All Madison preschool sites are staffed with a DPI Lead Teacher. Infant/toddler site staff have a combination of AA and EC degrees. Maintaining Accreditation, ensuring Child Care Licensing, complying with Head Start Performance Standard plus highly qualified teachers will contribute to the success of Dane County Parent Council, Inc. DCPC also provides services to homeless families through collaboration with the Bethel Lutheran Church. Hope House is a specialized service for Early Head Start families. Hope House, which opened in the spring of 2002, is a transitional residence for homeless Early Head Start mothers and their children. Hope House serves up to three families at any given time, and is directly supervised by the Hope House Coordinator with the assistance of a Resident Manager who lives on the premise.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?	11
How many Board meetings has your governing body or Board of Directors scheduled for 2012?	11
How many Board seats are indicated in your agency by-laws?	8

Please list your current Board of Directors or your agency's governing body.

Name	Reginald Emshoff			
Home Address	360 West Washington Ave, #307, Madison, WI 53703			
Occupation	Attorney/Financial Management			
Representing	President			
Term of Office		From:	01/1978	To: Present
Name	James Nabak			
Home Address	2005 Vondron Road, Madison, WI 53716			
Occupation	Business Management - Retail			
Representing	Treasurer/Financial Management			
Term of Office		From:	01/1979	To: Present
Name	Sue Wagner			
Home Address	637 Charles Lane, Madison, WI 53711			
Occupation	Early Childhood Teacher			
Representing	Early Childhood Education and Development			
Term of Office		From:	01/2006	To: Present
Name	Annie Odem			
Home Address	309 Sauk Creek Drive, Madison WI 53717			
Occupation	Retired Public School Administrator			
Representing	Early Childhood Education and Cultural Diversity			
Term of Office		From:	01/2008	To: Present
Name	Tom Buresh			
Home Address	W5620 Spring Valley Road, New Glarus, WI 53717			
Occupation	Certified Public Accountant			
Representing	Financial Management			
Term of Office		From:	11/2010	To: Present
Name	Jonathan Bader			
Home Address	1310 Mendota Street, Suite 107, Madison, WI 53714			
Occupation	Program Manager-Wisconsin Community Action Agency			
Representing	Community Representative			
Term of Office		From:	09/2012	To: Present
Name	Wendy Bowe			
Home Address	124 Second Street, Baraboo, WI 53913-2474			
Occupation	Education Specialist Region V			
Representing	Early Childhood Education			
Term of Office		From:	09/2011	To: 04/2012
Name	Connie Lent			
Home Address	154 Corry Street, Madison, WI 53704			
Occupation	Early Childhood Education - Post Secondary Education Instructor			
Representing	Satellite Representative			
Term of Office		From:	10/2011	To: Present

AGENCY GOVERNING BODY cont.

Name

Kari Gray

Home Address

233 Swanton Road, #6, Madison, WI 53714

Occupation

Parent

Representing

Head Start Policy Council Representative

Term of Office

	From:	11/2011	To:	Present
--	-------	---------	-----	---------

Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To:	mm/yyyy
--	-------	---------	-----	---------

Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To:	mm/yyyy
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Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To:	mm/yyyy
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Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To:	mm/yyyy
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Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To:	mm/yyyy
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Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To:	mm/yyyy
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Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To:	mm/yyyy
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Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To:	mm/yyyy
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AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

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Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

5. STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current staff, board and volunteers.

Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	303	100%	9	100%	2,092	100%
GENDER						
MALE	31	10%	4	44%	293	14%
FEMALE	272	90%	5	56%	1,799	86%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	303	100%	9	100%	2,092	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	42	2%
18-59 YRS	273	90%	5	56%	1,987	95%
60 AND OLDER	30	10%	4	44%	63	3%
TOTAL AGE	303	100%	9	100%	2,092	100%
RACE*						0
WHITE/CAUCASIAN	266	88%	8	89%	1,757	84%
BLACK/AFRICAN AMERICAN	28	9%	1	11%	251	12%
ASIAN	7	2%	0	0%	42	2%
AMERICAN INDIAN/ALASKAN NATIVE	2	1%	0	0%	21	1%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0	0%
MULTI-RACIAL:	0	0%	0	0%	0	0%
Black/AA & White/Caucasian	0	0%	0	0%	0	0%
Asian & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & Black/AA	0	0%	0	0%	0	0%
BALANCE/OTHER	0	0%	0	0%	21	1%
TOTAL RACE	303	100%	9	100%	2,092	100%
ETHNICITY						
HISPANIC OR LATINO	58	19%	0	0%	314	15%
NOT HISPANIC OR LATINO	245	81%	9	100%	1,778	85%
TOTAL ETHNICITY	303	100%	9	100%	2,092	100%
PERSONS WITH DISABILITIES	3	1%	0	0%	8	0%

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

This chart describes your agency's total expense budget for 3 separate years.

Where possible, use audited figures for 2011 Actual.

The subtotals for the 2012 BUDGET and 2013-14 PROPOSED must equal the amounts entered in the ACCOUNT CATEGORIES on the NonCityBudget and program budget worksheets. The "ERROR" message appears until the sum of the line items equals the amount of the subtotals that have aggregated from your NonCityBudget and program budget worksheets.

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	0	16,567	33,134
Taxes	0	1,972	3,943
Benefits	0	3,413	6,826
SUBTOTAL A.	0	10,109,452	10,131,403
		ERROR	ERROR
B. OPERATING			
All "Operating" Costs	0	3,340	2,765
SUBTOTAL B.	0	3,260,178	3,259,603
		ERROR	ERROR
C. SPACE			
Rent/Utilities/Maintenance	0	0	0
Mortgage (P&I) / Depreciation / Taxes	0	0	0
SUBTOTAL C.	0	868,166	868,166
		ERROR	ERROR
D. SPECIAL COSTS			
Assistance to Individuals	0	2,385	250
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other:	0	0	0
SUBTOTAL D.	0	606,931	604,796
		ERROR	ERROR
SPECIAL COSTS LESS CAPITAL EXPENDITURE	0	606,931	604,796
TOTAL OPERATING EXPENSES	0	14,844,727	14,863,968
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

0.0%

Divide the number of resignations or terminations in calendar year 2011 by 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.

600 characters (with spaces) (6 lines max.)

8. PERSONNEL DATA: Personnel Schedule

a. Personnel Schedule

List each staff position by title. Seasonal Employees should be entered in seasonal section. Indicate if the position meets the Living Wage Exception with an asterisk (*).

Indicate the number of 2013 Proposed Full-Time Equivalents (FTEs) in each staff position, across all agency programs.

Indicate the total salaries for all FTEs in that staff position. **Do NOT include payroll taxes or benefits in this table.**

Indicate base hourly wage for each position. **All positions in city funded programs must meet City Living Wage requirements.**

The Madison Living Wage for 2013 will be **\$12.19 (hourly).**

Staff Position/Category	2012		2013-14		2013-14 PROPOSED FTEs DISTRIBUTED BY PROGRAM									
	Est. FTE	Est. Salary	Proposed FTE	Proposed Salary	Hourly Wage	A	B	C	D	E	F	G	H	Non-City
						FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Hope House Coordinator	0.50	16,567	1.00	33,134	15.93	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.50	16,567	1.00	33,134		0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75
TOTAL PERSONNEL COSTS:				33,134										

b. Seasonal Employees

Seasonal/Project Employee ONLY	Nbr of Weeks	Total Hours	Hourly Wage	Seasonal Earnings	A	B	C	D	E	F	G	H	Non-City
					# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

-
1. **Project Name/Title:** Housing Related Aid – Motel Vouchers
2. **Agency Name:** Domestic Abuse Intervention Services
3. **Requested Amount:** 2013: \$29,870
2014: \$29,870 (Prior Year Level \$29,870)
4. **Project Type:** New Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**
J. Access to Community Resources-Homeless

6. Product/Service Description:

Proposal is to provide emergency housing through motel vouchers for victims of domestic abuse who face imminent danger from an abuser and there are no shelter beds available. Victims of domestic violence access the hotels through contacting the DAIS crisis line and going through a shelter screening with the on-call staff. If an individual is approved for shelter and the shelter is full, they may go into the hotel. The victim comes to DAIS to meet with an advocate to do an initial intake and ensure all basic needs are met (food and clothing). The client is given a voucher for the hotel. DAIS reserves rooms in the hotel using false names as a means to protect the victims' confidentiality and safety. Throughout the hotel stay, the Lead Family Advocate provides support services including safety planning and providing support, information, and resource referrals. Approximately 60% of hotel clients come to the DAIS shelter when space becomes available.

7. Anticipated Accomplishments (Numbers/Type/Outcome):

100 households will be served through motel vouchers assuring their immediate safety from their abuser

8. Staff Review:

DAIS reported a marked increase in number of shelter waitlisted nights. Funds allocated for this program were expended at the end of May which was two months earlier than 2010.

DAIS is currently involved in a Capital Campaign that when successful will provide funding for a new shelter with a capacity to 50 beds, up from the current 25 beds. DAIS expects to be in the new facility in 2014, although the target date has not yet been established. The need for hotel vouchers to provide safe shelter for victims and their children is expected to decrease given this expansion in 2014. At that time DAIS will evaluate with CD Division staff whether the current need for motels continues or whether some of the funds would be better used to support shelter operations.

DAIS conducted a feasibility study to determine whether to locate shelter services for male victims within the new structure or to continue housing males at a community based location and providing support services off site. Most of the men coming to DAIS for emergency housing are not requesting housing for related children. The study found it would be much more cost and space efficient to continue to serve the small (proportionately) number of male victims and their children through the use of hotel vouchers and off site support and case management.

Funds for this project were originally part of a budget amendment with support from the Homeless Services Consortium. The contract for services is managed by Office of Community Services staff as it compliments additional City-funded program funding for DAIS programs.

Total Cost/Total Beneficiaries Equals:	\$206,616 / 100 = \$2,066
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$29,870 / 100 = \$299
CD Office Funds as Percentage of Total Budget:	15%

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ORGANIZATION:	Domestic Abuse Intervention Services, Inc.
PROGRAM/LETTER:	G Housing Related Aid
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. **NEED FOR PROGRAM:** Please identify local community need or gap in service that the proposed program will address.

DAIS operates the only domestic abuse shelter in Dane County, which provides emergency safe housing for up to 25 people. Access to emergency shelter for victims of domestic violence fleeing abuse is critical to victim safety. Due to the small number of beds in the shelter compared to the need, additional emergency housing services through the use of hotels is offered. Hotels allow DAIS to meet two critical needs: 1) shelter victims with high safety needs as judged through the use of a lethality index until space becomes available in the shelter, and 2) shelter male victims of domestic violence. In 2011, hotel funding was expended before the middle of the year. In fact, 2011 saw a dramatic increase in victims seeking shelter services; there was a 643% increase in the number of nights people were waitlisted due to the shelter being full and hotel money being expended. Hotel funding is critical because it allows DAIS to provide limited emergency shelter for victims in most need of safety.

2. **SERVICE DESCRIPTION -** Describe the service(s) provided including your expectations of the impact of your activities.

DAIS has agreements with two local hotels to provide emergency housing through the housing related aid program. DAIS works with a maximum of five individuals or families at a time in the hotels, and hotel stays are for a maximum of one week. Victims of domestic violence access the hotels through contacting the crisis line and going through a shelter screening with the on-call staff. If an individual is approved for shelter and the shelter is full, they may go into the hotel. The victim comes to DAIS to meet with an advocate to do an initial intake and ensure all basic needs are met (food and clothing). The client is given a voucher for the hotel and informed of the pseudonym they will be staying under. DAIS reserves rooms in the hotel using false names as a means to protect the victims' confidentiality and safety. After the intake, the client goes into the hotel via cab. Throughout the hotel stay, the Lead Family Advocate (a position that was recently added at DAIS) provides support services both over the phone and in-person, including safety planning and providing support, information, and resource referrals. During the hotel stay, clients work towards finding safe and stable housing within their support network or the community. Approximately 60% of hotel clients come to the DAIS shelter when space becomes available.

3. **PROPOSED PROGRAM CONTRACT GOALS:** Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

The main goal of housing related aid is to increase the short term safety of victims of domestic violence through the provision of emergency housing and support services (safety planning, support, information, resource referrals, etc.). 225 unduplicated participants will be served (100 adults and 125 children).

4. **SERVICE HOURS:** Frequency, duration of service and hours and days of service availability.

Hotel services and shelter/hotel screenings are available 24 hours a day, 7 days a week. The maximum length of stay is 7 days. Clients may access the shelter for multiple stays as needed, based on their safety.

ORGANIZATION:	Domestic Abuse Intervention Services, Inc.
PROGRAM/LETTER:	G Housing Related Aid

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

The population served from 2011 data, which is recorded based on client self-report: 28% of adult residents are white, 63% are African American, and 4% are Hispanic. 97% speak English as their primary language and 3% speak Spanish as their primary language. Regarding age, 2% are in their teens (18 or 19), 43% in their twenties, 24% in their thirties, 22% in their forties, and 9% in their fifties. 47% identify as having a disability (22% physical and 23% mental). In 2011, four men were provided emergency shelter in hotels. So far in 2012 (January-May), 8 men have been served through hotels.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

DAIS has memoranda of understanding with two hotels in the City of Madison that provide this emergency housing. The hotels used are undisclosed to protect victims' confidentiality and safety.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

DAIS does not specifically market the housing related aid program and the use of hotels to assist victims on the waitlist. Outreach strategies more broadly outline the emergency shelter services available. Four main outreach strategies are used to reach victims/potential victims, as well as service providers who come into contact with victims. First, DAIS distributes materials in areas that the public frequents, for example, hospitals, clinics, the court house, community centers, police stations, etc. Second, DAIS' community education program provides information on domestic violence to a wide variety of audiences, including health care, law enforcement, faith communities, businesses, community service providers, and youth. Third, DAIS is active in community collaboration in a variety of focus areas such as children/youth, homeless services, and others. Finally, DAIS utilizes the media where applicable to raise awareness about domestic violence and services that DAIS offers victims.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

Given the limited resources many victims of domestic violence may have, as well as the community's limited resources, it's critical that DAIS coordinate with other providers to ensure needs are being met. Since finding affordable and safe housing is a main focus for most hotel and shelter clients, DAIS works closely with housing providers such as the YWCA, The Road Home, Seton House, and the Salvation Army. DAIS staff also participate in community meetings such as the Homeless Services Consortium, La Sup, the Latino Family and Children's Council, etc., in order to stay updated on the program changes that impact our clients. Finally, DAIS has formal partnerships with approximately 25 community organizations that outline collaboration. These organizations include UNIDOS, Freedom, Inc., the Salvation Army, and others. DAIS also partners with SAAV (Shelter Animals of Abuse Victims) to provide safe shelter through foster homes to pets of abuse victims who are fleeing abuse.

9. VOLUNTEERS: How are volunteers utilized in this program?

Volunteers do not participate directly in the Housing Related Aid program. However, volunteer advocates answer the DAIS crisis line which is the gateway to all DAIS services, including this program.

10. Number of volunteers utilized in 2011?

0

Number of volunteer hours utilized in this program in 2011?

0

ORGANIZATION:	Domestic Abuse Intervention Services, Inc.
PROGRAM/LETTER:	G Housing Related Aid

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

DAIS is committed to providing meaningful access to all programs, including the Housing Related Aid program. Language access is ensured through 2 main strategies and is important because even though the service is offered off-site, hotel clients first come to shelter to meet with an advocate to do their intake. First, bilingual staff are recruited when possible. Second, a language line is available 24 hours per day which can be used over the phone and in-person with a client. Program access for individuals with physical disabilities is ensured through the use of handicap accessible rooms in the hotel. Transportation assistance is another way that DAIS ensures program accessibility. Cabs are available to transport the individual to DAIS for the intake and then to the hotel. Access to shelter services for male victims is specifically ensured with the housing related aid program. The DAIS emergency shelter serves women and children in a communal environment (families must share bedrooms with other residents). Male victims are sheltered through the hotels. DAIS reserves a portion of hotel funding to ensure that male victims can access shelter services throughout the year. DAIS also assists with meeting the basic needs of those sheltered in the hotels, including food, clothing, and toiletries. Finally, DAIS has put an increased emphasis on trauma-informed care principles, which reduce barriers to services through means such as increasing physical and emotional safety in all services.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

DAIS was founded in 1977 when it began with a crisis line. DAIS was and continues to be the primary 24-hour crisis based domestic violence program in the county. DAIS has successfully expanded our services to offer clients assistance through legal advocacy, crisis response, emergency shelter, and children's programs. One way we ensure quality programming is through experienced, well-trained staff. All full time shelter staff (who also work with clients in the hotels) have been with DAIS for more than a year and have backgrounds in social work related fields. All advocates (full-time, part-time and volunteer) go through a 25 hour classroom training in addition to an intensive on-the-job training process. Training covers a variety of topics, ranging from the basics of domestic violence, working with diverse populations, active listening and shelter-specific training. Monthly staff meetings occur to ensure consistency and team cohesion. The shelter program coordinator has been with DAIS for over 4 years. She is supervised by the director of services who has a master's in social work and is a certified social worker. DAIS recently added a new position - lead family advocate - to provide additional support and consultation to part time shelter advocates in addition to providing case management to shelter residents and hotel clients. The lead family advocate has been with DAIS in different capacities for 2 years and is a graduate student in social work.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

DAIS is not required to have any state license or certification to operate. DAIS is a member of the Wisconsin Coalition Against Domestic Violence.

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Lead Family Advocate	0.1	Social work or related degree preferred. Experience with trauma; supervision.
Shelter Coordinator	0.05	Social work or similar degree preferred. Experience with trauma/DV; supervision.

ORGANIZATION:	Domestic Abuse Intervention Services, Inc.
PROGRAM/LETTER:	G Housing Related Aid

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	100
Total households to be served	100

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	30
Total households to be served	30

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

The general approach of allocating costs from operations is as follows: (1) All allowable and identifiable direct costs are charged directly to programs and/or grants as appropriate, (2) All allowable joint or shared costs are prorated individually using a base most appropriate to the particular cost being prorated, (3) All other allowable general and administrative costs and those attributed to volunteer support of DAIS programs are allocated to programs based upon each program's proportionate share of direct operating expenses. A copy of DAIS' Cost Allocation Plan is available upon request.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Client calls crisis line, is offered or asks to screen for shelter; crisis line calls on-call advocate	within 5 min
On-call advocate calls client back for screening	within 30 min
Client is approved for shelter; no room, approved for hotel; comes to shelter for intake	within 12 hours
Client schedules phone appointment to do needs assessment with Lead Family Advocate	during intake
Client meets over phone or in person with Lead Family Advocate, completes survey	w/in 1-2 days of intake
Client calls in every morning to check status of staying in hotel or coming to shelter	every 1 day in AM
Lead Family Advocate meets in person with client as needed during stay to develop next plan	as needed

ORGANIZATION:	Domestic Abuse Intervention Services, Inc.
PROGRAM/LETTER:	G Housing Related Aid

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	256	100%	2	100%	RESIDENCY				
MALE	77	30%	0	0%	CITY OF MADISON	213	83%		
FEMALE	179	70%	2	100%	DANE COUNTY (NOT IN CITY)	30	12%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	13	5%		
					TOTAL RESIDENCY	256	100%		
					AGE				
					<2	24	9%		
					2 - 5	49	19%		
					6 - 12	49	19%		
					13 - 17	20	8%		
					18 - 29	52	20%		
					30 - 59	62	24%		
					60 - 74	0	0%		
					75 & UP	0	0%		
					TOTAL AGE	256	100%		
					RACE				
					WHITE/CAUCASIAN	41	16%	2	100%
					BLACK/AFRICAN AMERICAN	176	69%	0	0%
					ASIAN	0	0%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	3	1%	0	0%
					MULTI-RACIAL:	36	14%	0	0%
					Black/AA & White/Caucasian	36	100%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	0	0%	0	0%
					TOTAL RACE	256	100%	2	100%
					ETHNICITY				
					HISPANIC OR LATINO	19	7%	0	0%
					NOT HISPANIC OR LATINO	237	93%	2	100%
					TOTAL ETHNICITY	256	100%	2	100%
					PERSONS WITH DISABILITIES	0	0%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:	Domestic Abuse Intervention Services, Inc.
PROGRAM/LETTER:	G Housing Related Aid

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	256
Total to be served in 2013.	100

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

Outcome Objective # 1:	Adults accessing the housing related aid program will have learned more ways to plan for their safety.
Performance Indicator(s):	After talking with the Family Advocate who offers support services, participants will complete a survey.

Proposed for 2013:	Total to be considered in	65	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	48.75
Proposed for 2014:	Total to be considered in	65	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	48.75

Explain the measurement tools or methods:	A survey will be administered either over the phone or in-person with the hotel client. It's not uncommon for hotel stays to be short (1-3 days). While the goal is for the Family Advocate to meet with the hotel client within 1 business day of their intake, due to scheduling conflicts or weekends, that isn't always possible. In situations in which there is a short hotel stay, it becomes less likely that the Family Advocate will have met with and conducted the survey with the client.
---	--

Outcome Objective # 2:	Adults accessing the housing related aid program will have increased knowledge of community resources.
Performance Indicator(s):	After talking with the Family Advocate who offers support services, participants will complete a survey.

Proposed for 2013:	Total to be considered in	65	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	48.75
Proposed for 2014:	Total to be considered in	65	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	48.75

Explain the measurement tools or methods:	A survey will be administered either over the phone or in-person with the hotel client. It's not uncommon for hotel stay stays to be short (1-3 days). While the goal is for the Family Advocate to meet with the hotel client within 1 business day of their intake, due to scheduling conflicts or weekends, that isn't always possible. In situations in which there is a short hotel stay, it becomes less likely that the Family Advocate will have met with and conducted the survey with the client.
---	---

ORGANIZATION:	Domestic Abuse Intervention Services, Inc.
PROGRAM/LETTER:	G Housing Related Aid

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	29,870		0	0	29,870
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	2,500	0	0	0	2,500
TOTAL REVENUE	32,370	0	0	0	32,370

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	29,870	0	0	0	29,870
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	29,870	0	0	0	29,870

*OTHER GOVT 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Domestic Abuse Intervention Services, Inc.
PROGRAM/LETTER:	G Housing Related Aid

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

c. 2014 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	29,870	0	0	0	29,870
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	29,870	0	0	0	29,870

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Domestic Abuse Intervention Services, Inc.
PROGRAM/LETTER:	G Housing Related Aid

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	29,870		0	0	29,870
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	2,500	0	0	0	2,500
TOTAL REVENUE	32,370	0	0	0	32,370

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	29,870	0	0	0	29,870
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	29,870	0	0	0	29,870

*OTHER GOVT 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Domestic Abuse Intervention Services, Inc.
PROGRAM/LETTER:	G Housing Related Aid

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

As DAIS establishes occupancy in a new facility, it is expected that additional beds in the new location should provide relief for this expenditure area.

c. 2014 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	10,000	0	0	0	10,000
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	10,000	0	0	0	10,000

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	Domestic Abuse Intervention Services, Inc.	
Mailing Address	P.O. Box 1761, Madison, WI 53701	
Telephone	608-251-1237	
FAX	608-284-2134	
Admin Contact	Shannon Barry	
Financial Contact	J.J. Linscheid	
Website	www.abuseintervention.org	
Email Address	shannonb@abuseintervention.org	
Legal Status	Private: Non-Profit	
Federal EIN:	39-1268238	
State CN:	136842	
DUNS #	60 267 4749	



2. SIGNATURE PAGE

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.

LIVING WAGE ORDINANCE

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. The Madison Living Wage for 2013 will be **\$12.19 (hourly)**. This reflects a 3% increase over Madison Living Wage for 2012, and is consistent with prior annual increases.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520.

If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

3. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above

DATE

AGENCY CONTACT INFORMATION

ORGANIZATION **Domestic Abuse Intervention Services, Inc.**

1. AGENCY CONTACT INFORMATION

A	Shelter and Support	OCS: Domestic Violence, Sexual Assault, Crisis Intervention A1: Direct Service DV/SA (CSC)										
	Contact: Kristin Burki	New Prg?	No	Phone:	608-251-1237	Email:	kristinb@abuseintervention.org					
B	Program B	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
C	Children's Program	OCS: Domestic Violence, Sexual Assault, Crisis Intervention A1: Direct Service DV/SA (CSC)										
	Contact: Kristin Burki	New Prg?	No	Phone:	608-251-1237	Email:	kristinb@abuseintervention.org					
D	Program D	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
E	Program E	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
F	Program F	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
G	Housing Related Aid	CDBG: J. Access to Community Resources - Homeless										
	Contact: Kristin Burki	New Prg?	No	Phone:	608-251-1237	Email:	kristinb@abuseintervention.org					
H	Program H	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS								Non-City	
				A	B	C	D	E	F	G	H		
DANE CO HUMAN SVCS	214,541	214,541	214,541	0	0	0	0	0	0	0	0	0	214,541
DANE CO CDBG	0	0	0	0	0	0	0	0	0	0	0	0	0
MADISON-COMM SVCS	149,287	149,287	215,993	176,747	0	39,246	0	0	0	0	0	0	0
MADISON-CDBG	29,870	29,870	29,870	0	0	0	0	0	0	0	29,870	0	0
UNITED WAY ALLOC	162,507	162,507	162,507	72,509	0	48,710	0	0	0	0	0	0	41,288
UNITED WAY DESIG	47,740	45,000	55,014	0	0	0	0	0	0	0	0	0	55,014
OTHER GOVT	336,087	241,927	241,927	115,468	0	55,867	0	0	0	0	0	0	70,592
FUNDRAISING DONATIONS	1,523,681	601,822	605,808	82,946	0	7,690	0	0	0	0	0	0	515,172
USER FEES	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	10,339	32,807	56,000	11,000	0	0	0	0	0	0	0	0	45,000
TOTAL REVENUE	2,474,052	1,477,761	1,581,660	458,670	0	151,513	0	0	0	0	29,870	0	941,607

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

Empower those impacted by domestic violence and advocate for social change through support, education, and outreach.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

DAIS has been the primary domestic violence program in Dane County for the last thirty-five years and in that time, has been committed to providing effective crisis-intervention programs for domestic violence victims and their children. In addition to the emergency shelter and children's program, services available include a 24-hour help/crisis line, in-person crisis response program, peer-based support groups, and legal advocacy services. DAIS also offers community education to raise awareness of domestic violence and reach out to victims in addition to a primary prevention program that works with youth to address the root causes of domestic violence. The services provided are consistent with federal best practice standards for domestic violence programs (National Resource Center on Domestic Violence, 2007). We recognize that most domestic violence victims rely on community based victim advocacy organizations to improve their safety. In fact, according to the National Institute for Justice and the Centers for Disease Control (2000), only one quarter of domestic violence is ever reported to law enforcement; of those who do not report, community based services like those offered by DAIS are crucial to their safety. DAIS is a key component of the public safety continuum in our community – a fact that is recognized by local law enforcement leaders who consistently look for new ways to create collaborations with DAIS. DAIS hires staff with qualifications that include the education and experience necessary to provide quality services to victims of domestic violence. The executive director and director of services hold master's degrees in social work and the director of services and family advocate-child focus are certified social workers. Other DAIS staff hold degrees in social work or related fields such as psychology and public health. Almost all DAIS staff have prior experience working with victims of trauma.

DAIS is committed to collaboration and understands that to effectively increase the safety of domestic violence victims and their children, we must work together as a community. As a result, we have cultivated meaningful partnerships and collaborations with many organizations and systems that work with victims, including law enforcement, the District Attorney's office, health care and mental health providers, sexual assault services, public schools, the University of Wisconsin, other social service providers, and community leaders from a myriad of Madison's diverse populations. DAIS staff provide leadership and expertise to the efforts of the Coordinated Community Response to Domestic Violence (CCRDV) and the Dane County Commission on Sensitive Crimes. DAIS staff are represented on many other committees and work groups, including, but not limited to: the CCRDV Abuser Treatment and Monitoring Subcommittee, the CCRDV Legal Issues Subcommittee, the CCRDV Victim Outreach Subcommittee, Formando Lazos Subcommittee, LaSup, the UW-Madison Ending Violence on Campus (EVO) Coordinating Council, ARC Advisory Committee, the Elder Abuse M-Team, Sun Prairie JFF, and the Homeless Services Consortium. DAIS' long history has also resulted in effective systems for program operation and management, including structured supervision, data management and analysis of client feedback. In terms of supervision, every DAIS program has a coordinator who oversees the daily operations of the program. This includes supervision of advocates, which occurs through both individual supervision meetings and program team meetings. In addition, program coordinators meet with the director of services on a weekly basis to address issues related to service provision, personnel, emerging trends, data management, budgetary concerns and progress towards program outcomes. All staff also have annual performance reviews to measure areas of strength and growth. In addition, a bi-monthly staff meeting with all regular staff occurs to maintain communication in addition to a bi-monthly management team meeting with the directors and coordinators. All of this information is used to develop and evaluate program indicators. DAIS also maintains uniform data collection practices to ensure demographic and evaluation data is gathered and tracked consistently. In 2011, DAIS transitioned to a new database used by domestic violence programs statewide which is designed specifically for domestic violence and sexual assault organizations. DAIS also surveys clients in all of our direct service programs in order to measure achievement on performance indicators and outcomes. Additionally, a survivor advocacy group was formed in 2012 to formalize feedback and gather input for program planning. The DAIS Board of Directors has also evolved dramatically and has recruited more leaders in business, marketing and finance to serve on the board. The board now meets 12 times per year in order to more closely manage the many big initiatives DAIS has undertaken, including a capital campaign for a new facility.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?	12
How many Board meetings has your governing body or Board of Directors scheduled for 2012?	12
How many Board seats are indicated in your agency by-laws?	up to 15

Please list your current Board of Directors or your agency's governing body.

Name	Andy Richards, President			
Home Address	4553 Winnequah Road Monona, WI 53716			
Occupation	Senior Special Assistant to the President			
Representing	University of Wisconsin System			
Term of Office		From:	02/2011	To: 02/2014
Name	Cecely Castillo, Vice President			
Home Address	311 N. Hancock St. #326 Madison, WI 53703			
Occupation	Chief of Staff for State Representative			
Representing	81st Assembly District			
Term of Office		From:	02/2010	To: 02/2013
Name	Jim McNulty, Treasurer			
Home Address	364 Stoney Ridge Trail Stoughton, WI 53589			
Occupation	Senior Vice President- Business Banking			
Representing	Oak Bank			
Term of Office		From:	06/2011	To: 06/2014
Name	Erik Gammell, Secretary			
Home Address	2043 Via Del Ray, South Pasadena, CA 91030			
Occupation	Non-Profit Management (currently seeking new opportunities as a result of relocation)			
Representing	Community			
Term of Office		From:	02/2011	To: 02/2014
Name	Stacey Hartmann			
Home Address	1255 Hanover Trail Waunakee, WI 53597			
Occupation	Senior Marketing Manager			
Representing	CUNA Mutual Group			
Term of Office		From:	02/2010	To: 02/2013
Name	Elizabeth Bolt			
Home Address	40 Wood Brook Way Fitchburg, WI 53711			
Occupation	Associate Dean for Administrative Affairs			
Representing	UW-Madison, School of Medicine and Public Health			
Term of Office		From:	11/2011	To: 11/2014
Name	Dana Pellebon			
Home Address	5212 Stoneman Drive Fitchburg, WI 53711			
Occupation	Assistant Director of Housing			
Representing	Porchlight, Inc.			
Term of Office		From:	11/2011	To: 11/2014
Name	Boo Mortenson			
Home Address	100 Wisconsin Avenue Madison, WI 53703			
Occupation	Retired			
Representing	Community			
Term of Office		From:	08/2011	To: 08/2014

AGENCY GOVERNING BODY cont.

Name	Anna Burish			
Home Address	4273 Blackstone Court Middleton, WI 53562			
Occupation	Associate Director			
Representing	The Burish Group			
Term of Office		From:	01/2012	To: 01/2015
Name	Kristen Carreira			
Home Address	371 Woodland Circle Madison, WI 53704			
Occupation	Financial Advisor			
Representing	Edward Jones			
Term of Office		From:	02/2012	To: 02/2015
Name	Melanie Schmidt			
Home Address	140 Ames Street Oregon, WI 53575			
Occupation	President and Founder			
Representing	Timpano Group (aka Timpano Consulting)			
Term of Office		From:	05/2012	To: 05/2015
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

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Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

5. STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current staff, board and volunteers.

Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	32	100%	11	100%	101	100%
GENDER						
MALE	2	6%	3	27%	7	7%
FEMALE	30	94%	8	73%	94	93%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	32	100%	11	100%	101	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	0	0%
18-59 YRS	30	94%	10	91%	94	93%
60 AND OLDER	2	6%	1	9%	7	7%
TOTAL AGE	32	100%	11	100%	101	100%
RACE*						0
WHITE/CAUCASIAN	28	88%	8	73%	67	66%
BLACK/AFRICAN AMERICAN	4	13%	1	9%	3	3%
ASIAN	0	0%	1	9%	4	4%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	0	0%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0	0%
MULTI-RACIAL:	0	0%	1	9%	5	5%
Black/AA & White/Caucasian	0	0%	0	0%	5	100%
Asian & White/Caucasian	0	0%	1	100%	0	0%
Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & Black/AA	0	0%	0	0%	0	0%
BALANCE/OTHER	0	0%	0	0%	22	22%
TOTAL RACE	32	100%	11	100%	101	100%
ETHNICITY						
HISPANIC OR LATINO	2	6%	1	9%	11	11%
NOT HISPANIC OR LATINO	30	94%	10	91%	90	89%
TOTAL ETHNICITY	32	100%	11	100%	101	100%
PERSONS WITH DISABILITIES	2	6%	0	0%	3	3%

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

This chart describes your agency's total expense budget for 3 separate years.

Where possible, use audited figures for 2011 Actual.

The subtotals for the 2012 BUDGET and 2013-14 PROPOSED must equal the amounts entered in the ACCOUNT CATEGORIES on the NonCityBudget and program budget worksheets. The "ERROR" message appears until the sum of the line items equals the amount of the subtotals that have aggregated from your NonCityBudget and program budget worksheets.

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	938,388	968,681	1,061,589
Taxes	82,632	80,757	83,824
Benefits	103,740	120,465	128,733
SUBTOTAL A.	1,124,760	1,169,903	1,274,146
B. OPERATING			
All "Operating" Costs	202,549	126,884	130,494
SUBTOTAL B.	202,549	126,884	130,494
C. SPACE			
Rent/Utilities/Maintenance	95,004	47,854	46,500
Mortgage (P&I) / Depreciation / Taxes	18,790	24,000	24,000
SUBTOTAL C.	113,794	71,854	70,500
D. SPECIAL COSTS			
Assistance to Individuals	66,671	58,370	55,870
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other:	68,642	50,750	50,650
SUBTOTAL D.	135,313	109,120	106,520
SPECIAL COSTS LESS CAPITAL EXPENDITURE	135,313	109,120	106,520
TOTAL OPERATING EXPENSES	1,576,416	1,477,761	1,581,660
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

31.5%

Divide the number of resignations or terminations in calendar year 2011 by 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.

As has been the case for a number of years in operation, most of the employees who have left DAIS were part-time advocates and full-time students who provide coverage for shifts during non-business hours. There were a few instances where full-time staff left for positions here in Madison for higher compensation. DAIS is continually making efforts to become more competitive with the employment market by increasing salaries and maintaining adequate benefits. This initiative of DAIS management and Board of Directors is one that stretches over a five-year period and 2011 lands in year three.

8. PERSONNEL DATA: Personnel Schedule

a. Personnel Schedule

List each staff position by title. Seasonal Employees should be entered in seasonal section. Indicate if the position meets the Living Wage Exception with an asterisk (*).

Indicate the number of 2013 Proposed Full-Time Equivalents (FTEs) in each staff position, across all agency programs.

Indicate the total salaries for all FTEs in that staff position. **Do NOT include payroll taxes or benefits in this table.**

Indicate base hourly wage for each position. **All positions in city funded programs must meet City Living Wage requirements.**

The Madison Living Wage for 2013 will be **\$12.19 (hourly)**.

Staff Position/Category	2012		2013-14		Hourly Wage	2013-14 PROPOSED FTEs DISTRIBUTED BY PROGRAM									
	Est. FTE	Est. Salary	Proposed FTE	Proposed Salary		A	B	C	D	E	F	G	H	Non-City	
						FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	
24 HOUR ON-CALL	0.48	11,680	0.47	12,030	12.31	0.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
LEAD FAMILY ADVOCATE	1.00	34,000	1.00	36,050	17.33	0.90	0.00	0.00	0.00	0.00	0.00	0.10	0.00	0.00	
MAINTENANCE WORKER	0.33	9,532	0.33	9,818	14.30	0.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PART-TIME SHELTER ADVOCATES	4.54	111,510	4.53	114,855	12.20	3.07	0.00	1.46	0.00	0.00	0.00	0.00	0.00	0.00	
FAMILY ADVOCATE-HOUSING	1.00	32,000	1.00	32,960	15.85	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SHELTER COORDINATOR	1.00	39,290	1.00	40,469	19.46	0.95	0.00	0.00	0.00	0.00	0.00	0.05	0.00	0.00	
SHELTER LIVING SPECIALIST	1.00	31,000	1.00	31,930	15.35	0.75	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	
FAMILY ADV.-CHILD/YOUTH FOCUS	1.00	32,084	1.00	33,047	15.89	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	
CHILDREN'S SVCS. COORDINATOR	1.00	35,726	1.00	36,798	17.69	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	
LEGAL PROGRAM COORDINATOR	1.00	35,000	1.00	36,050	17.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
LEGAL ADVOCATE BILINGUAL	2.00	63,000	2.00	64,890	15.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	
CRISIS LINE RELIEF (HOURLY)	0.80	18,447	0.80	19,000	11.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.80	
CRISIS RESPONSE RELIEF (HOURLY)	0.10	2,273	0.10	2,341	11.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	
CRISIS INTERVENTION COORD.	1.00	38,297	1.00	39,446	18.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
CRISIS RESPONSE F/T ADVOCATE	1.00	31,000	1.00	31,930	15.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
OUTREACH/VOLUNTEER COORD.	1.00	32,000	1.00	32,960	15.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
PREVENTION COORDINATOR	1.00	35,000	1.00	36,050	17.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
DEVELOPMENT ASSOCIATE	1.00	30,000	1.00	30,900	14.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
DEVELOPMENT COORDINATOR	1.00	34,500	1.00	36,050	17.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
DIR. OF DEVELOPMENT/COMMUNICA	1.00	43,000	1.00	44,290	21.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
CAPITAL CAMPAIGN COORDINATOR	1.00	90,000	1.00	90,000	43.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
JAG ADVOCATE	0.25	4,256	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTALS FROM 'PERSONNEL (2)' TAB	4.75	238,825	4.75	245,990	24.90	0.92	0.00	0.36	0.00	0.00	0.00	0.12	0.00	3.35	
TOTAL	28.25	1,032,420	27.98	1,057,854		8.39	0.00	4.07	0.00	0.00	0.00	0.27	0.00	15.25	
TOTAL PERSONNEL COSTS:				1,057,854											

b. Seasonal Employees

Seasonal/Project Employee ONLY	Nbr of Weeks	Total Hours	Hourly Wage	Seasonal Earnings		A	B	C	D	E	F	G	H	Non-City
						# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0		0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

8. PERSONNEL DATA: Personnel Schedule

a. Personnel Schedule

List each staff position by title. Seasonal Employees should be entered in seasonal section. Indicate if the position meets the Living

Indicate the number of 2013 Proposed Full-Time Equivalents (FTEs) in each staff position, across all agency programs.

Indicate the total salaries for all FTEs in that staff position. **Do NOT include payroll taxes or benefits in this table.**

Indicate base hourly wage for **each** position. **All positions in city funded programs must meet City Living Wage** requirements.

The Madison Living Wage for 2013 will be **\$12.19 (hourly)**.

Staff Position/Category	2012		2013-14		Hourly Wage	A
	Est. FTE	Est. Salary	Proposed FTE	Proposed Salary		FTE
DIRECTOR OF SERVICES	1.00	56,100	1.00	57,783	27.78	0.11
EXECUTIVE DIRECTOR	1.00	66,219	1.00	68,206	32.79	0.05
DIRECTOR OF BUSINESS OPERATIONS	0.75	47,000	0.75	48,410	31.03	0.47
ADMINISTRATIVE COORDINATOR	1.00	35,006	1.00	36,056	17.33	0.00
STAFF ACCOUNTANT	1.00	34,500	1.00	35,535	17.08	0.29
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
	0.00	0	0.00	0	0.00	0.00
TOTAL	4.75	238,825	4.75	245,990		0.92
TOTAL PERSONNEL COSTS:				245,990		

j Wage Exception with an asterisk (*).

2013-14 PROPOSED FTEs DISTRIBUTED BY PROGRAM							
B	C	D	E	F	G	H	Non-City
FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
0.00	0.16	0.00	0.00	0.00	0.00	0.00	0.73
0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.85
0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.18
0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
0.00	0.00	0.00	0.00	0.00	0.12	0.00	0.59
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.36	0.00	0.00	0.00	0.12	0.00	3.35

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

-
1. **Project Name/Title:** Housing Operations
2. **Agency Name:** Porchlight, Inc.
3. **Requested Amount:** 2013: \$87,026
2014: \$87,026 (Prior Year Level \$87,026)
4. **Project Type:** New or Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**

J. Access to Community Resources - Homeless

6. **Product/Service Description:**

Program provides for case management for residents in Porchlight's transitional and permanent housing programs; in addition funds pay for support services staff and nights/after-hours staff at the 306 N. Brooks building. Porchlight owns and manages over 240 units of rental housing with a target population of homeless and at-risk single adults and families. Many of these households suffer from mental illness, physical illness and/or addictions.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

340 households will receive services through this program
65% of residents in transitional housing will move into stable independent housing
77% of residents in permanent housing will maintain stable housing for a minimum of one year

8. **Staff Review:**

Porchlight combines affordable housing with supportive services provided by qualified staff supervised by a Master's Degree social worker with over 20 years experience working with the target population. Outcomes reported by Porchlight indicate that they have met or exceeded the 75% housing stability at 6 months and 65% housing stability at 12 months for their residents.

City funds are a relatively small portion of the funding for Porchlight's housing program with a large portion of funding from Porchlight fundraising efforts and rental income from participants.

Porchlight increases the services provided its' clients by partnering with a number of health care providers and the UW School of Medicine to provide medical treatment to many of their residents. Volunteers are also part of maintenance and improvements at the various scattered sites. Porchlight has a history of strong partnerships with faith community and service organizations.

Porchlight has complied in the past with ESG regulations requiring a homeless or former homeless person serving on an agency's policy making body. Agency staff are used to complying with funding rules and results and have been monitored and audited by the City and HUD with no significant findings or concerns.

Total Cost/Total Beneficiaries Equals:	\$2,374,237 / 340 households = \$6,983
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$87,026 / 340 households = \$256
CD Office Funds as Percentage of Total Budget:	4%

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ORGANIZATION:	Porchlight
PROGRAM/LETTER:	A Housing Operations
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

Homeless single adults and families need supportive services along with safe, affordable rental housing to enable them to breakout of the cycles of homelessness and poverty. Frequent and regular case management services ensure an adequate level of supportive services.

2. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

The housing operations program provides safe and affordable transitional and permanent housing with supportive case management for very low and low-income individuals and families. Residents receive case management services in areas such as AODA counseling, physical and mental health counseling, employment/housing counseling, money management, housekeeping, parenting skills, tenant rights and responsibilities, and community referrals. The program provides housing for many formerly homeless people, as many residents have spent time at Porchlight's Drop-In Shelter or The Salvation Army's family and single women's shelter. In addition, the program has goals of assisting and moving persons from the transitional housing units, which have a time limit of two years, to stable and independent permanent housing. Through the Support Services Coordinator, residents at Brooks Street have access to consumer credit counseling, Michele Tracy Clinic (MEDIC), and Edgewood Nursing discussion and support groups. In addition, the Support Services Coordinator provides one-on-one housing counseling and conflict resolution between residents. Support Services Coordinator refers residents to other programs and resources in the general community. In the evenings and on weekends, Night Staff workers provide immediate, situational services such as conflict resolution.

3. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

Goal #1. 65% of transitional housing residents will move into stable housing. # of unduplicated households moving out (50) # of households moving into housing (33). Goal #2. 77% Residents of Porchlight's permanent housing will maintain housing for a minimum of one year. Total # of unduplicated households in permanent housing (150) # maintaining housing for over one year (115).

4. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Case management is provided Monday through Friday 8am to 5pm. Clients are visited at least monthly. The Safe Haven 24 hour program acts as an afterhours and weekend emergency phone line. Case Managers and maintenance can be reached for emergencies as needed. In the evenings and on weekends at Brooks St., Night Staff workers provide immediate, situational services such as conflict resolution.

ORGANIZATION:	Porchlight
PROGRAM/LETTER:	A Housing Operations

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

Housing Operations provides housing to homeless individuals and families as well as at-risk low-income households in Dane County. Virtually all have income levels at or below 30% of CMI. This population includes persons possessing significant barriers to self-sufficiency, including unemployment or limited job skills, physical and mental disabilities, alcohol and drug issues, poor rental and credit histories, and criminal backgrounds.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

Porchlight owns and manages low income housing at 23 locations throughout Madison and Sun Prairie providing over 240 units of housing.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

Porchlight employs a full and part-time outreach worker who refer clients on the streets and shelters to Porchlight's housing programs. In addition, Porchlight's Drop-In Shelter, Safe Haven, DIGS, and Hospitality House programs assist clients in filling out Porchlight's housing applications. Referrals also come from other Homeless Services Consortium members, United Way 211, local hospitals including the Veteran's Administration, and Madison and Sun Prairie School Districts.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

As one of the major providers of housing and services for homeless persons in Dane County, Porchlight maintains well-established collaborative networks with all Dane County Homeless Services Consortium agencies as well as other Madison-area human service organizations, private business, and faith communities. Case managers and other program staff work closely with outside agencies for appropriate referrals, to accurately assess potential and current residents, to prepare effective achievement plans, and to assist with successful transitions to permanent housing. Partners in this effort include The Salvation Army, Tellurian, YWCA, Port St. Vincent, Hope Haven, Journey Mental Health, private AODA counselors, Department of Corrections, Domestic Abuse Intervention Services, Tenant Resource Center, Vocational Rehabilitation, and Department of Veterans Affairs. Also, Porchlight was one of the lead writers of Dane County's "Community Plan to Prevent and End Homelessness," published in 2006.

9. VOLUNTEERS: How are volunteers utilized in this program?

Volunteer groups are utilized to do beautification of properties. In addition, volunteers are utilized in the Porchlight Partner program and student interns volunteer along side case workers. Client volunteers through the Porchlight PTO program provide cleaning and maintenance turnover support for the housing units at Brooks. Student volunteers from UW Medical School and Edgewood Nursing School.

10. Number of volunteers utilized in 2011?

90

Number of volunteer hours utilized in this program in 2011?

350

ORGANIZATION:	Porchlight
PROGRAM/LETTER:	A Housing Operations

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

The population served through Housing Operations do experience barriers related to their disabilities, including mental illness, alcohol and drug issues and physical disabilities. Several housing units are handicap accessible and many residents are given monthly bus passes for transportation to appointments. In addition, Porchlight has several housing programs designed to work with homeless persons with disabilities or special needs including: a licensed Community Based Residential Facility for 6 men with mental health disabilities, 2 programs for persons with alcohol and drug issues, a 24 unit facility for veterans and 8 units for women with mental health issues. Staff is familiar with and has significant experience in addressing the needs of homeless persons suffering from mental illnesses and have training opportunities in addressing the needs of difficult clients. In addition, staff has a diverse cultural and racial background to be able to work with diverse populations. Brooks SRO Housing & Support Services program serves a population that experiences barriers related to their disabilities, including mental illness, alcohol and drug issues and physical disabilities. All housing units at 306 N. Brooks are handicap accessible, with each floor being serviced by an elevator. Support Services Coordinator and other staff are familiar with and have significant experience in addressing the needs of homeless persons suffering from mental illnesses and have training opportunities in addressing the needs of difficult clients.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

Porchlight, the largest non-profit provider of housing and related services to homeless persons in Dane County, is a volunteer-intensive agency created by the merger of Community Housing and Services, Inc. (CHAS) and Transitional Housing, Inc. (THI) in 2004. THI provided emergency shelter and transitional and permanent housing since 1985, with the opening of the men's Drop-In Shelter. CHAS began providing low-cost transitional and permanent housing in 1992, although its origins are with the University of Wisconsin YMCA, which had been providing housing since the mid-1800s. Porchlight's mission is 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. With an annual operating budget over \$3.1 million, services are offered through six primary programs: Men's Drop-In Shelter, Scattered Site Housing Program, Brooks Street Housing and Kitchen Program, Hospitality House, Dwelling Intervention Grants & Sustenance (DIGS), and Safe Haven. Porchlight's Executive Director has been employed for over 12 years and was a Board member prior to employment. The Director of Services, who supervises the housing programs, has a Master's in Social Work and has been employed with Porchlight for over 21 years. Many of Porchlight's case managers have been employed with Porchlight between 5-12 years.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

Porchlight's facility at 902 Northport is licensed by the State of Wisconsin as a Community Based Residential Facility serving 6 men with mental health disabilities.

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Executive Director	0.6	12 years experience & a lawyer
Finance Dir & Accountants	1.45	BS in Accounting, 2-4 years experience
Hsg Dir, Hsg Assist & Recpt	3.98	ARM, Realestate Brocker, Section Housing Specialist 23 year's expereince
Dir Emer Serv/Oper & Maint	6.51	10 years experience, 2-5 years of experience
Kitch Workers & Night Mgr	8.02	1-4 years experience
Dir Services & Promo Dir	1.29	Master's Social Work/21 year's expereince
Case Managers & WISP	8.19	Bachelor's and Master's degrees. 5-12 years exp with Porchlight

ORGANIZATION:	Porchlight
PROGRAM/LETTER:	A Housing Operations

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	1
Between 30% to 50% of county median income	13
Less than 30% of county median income	290
Total households to be served	304

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Porchlight allocates indirect costs on the basis of nights of shelter.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
All programs and activities will begin January 1, 2013 and continue through December 31, 2013.	12/31/2013
Periodic reports as required will be made to CDBG throughout the year.	12/31/2013

ORGANIZATION:	Porchlight
PROGRAM/LETTER:	A Housing Operations

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	395	100%	0	0%	RESIDENCY				
MALE	259	66%	0	0%	CITY OF MADISON	390	99%		
FEMALE	136	34%	0	0%	DANE COUNTY (NOT IN CITY)	5	1%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	395	100%		
					AGE				
					<2	6	2%		
					2 - 5	15	4%		
					6 - 12	31	8%		
					13 - 17	19	5%		
					18 - 29	45	11%		
					30 - 59	221	56%		
					60 - 74	56	14%		
					75 & UP	2	1%		
					TOTAL AGE	395	100%		
					RACE				
					WHITE/CAUCASIAN	196	50%	0	0%
					BLACK/AFRICAN AMERICAN	169	43%	0	0%
					ASIAN	6	2%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	4	1%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	0	0%	0	0%
					Black/AA & White/Caucasian	0	0%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	20	5%	0	0%
					TOTAL RACE	395	100%	0	0%
					ETHNICITY				
					HISPANIC OR LATINO	26	7%	0	0%
					NOT HISPANIC OR LATINO	369	93%	0	0%
					TOTAL ETHNICITY	395	100%	0	0%
					PERSONS WITH DISABILITIES	263	67%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:	Porchlight
PROGRAM/LETTER:	A Housing Operations

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	395
Total to be served in 2013.	400

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

Outcome Objective # 1:	Residents of Porchlight's transitional housing units (excluding PTO) will move into stable, independent housing.
Performance Indicator(s):	# of persons leaving PL housing versus # of persons leaving PL housing in good standing. # targets are counted as total households, not total individuals.

Proposed for 2013:	Total to be considered in	<input type="text" value="50"/>	Targeted % to meet perf. measures	<input type="text" value="65%"/>
	perf. measurement		Targeted # to meet perf. measure	32.5
Proposed for 2014:	Total to be considered in	<input type="text" value="50"/>	Targeted % to meet perf. measures	<input type="text" value="65%"/>
	perf. measurement		Targeted # to meet perf. measure	32.5

Explain the measurement tools or methods:	Case Management staff has the responsibility of tracking the housing status of persons leaving PL housing for other destinations using Service Point. This information is used to determine whether or not each resident is leaving PL housing for stable housing in the community.
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Outcome Objective # 2:	Residents of Porchlight's permanent housing will maintain housing for a minimum of one year.
Performance Indicator(s):	Porchlight residents in permanent housing units versus the number of residents in permanent housing units leaving housing before one year in the program.

Proposed for 2013:	Total to be considered in	<input type="text" value="150"/>	Targeted % to meet perf. measures	<input type="text" value="77%"/>
	perf. measurement		Targeted # to meet perf. measure	115.5
Proposed for 2014:	Total to be considered in	<input type="text" value="150"/>	Targeted % to meet perf. measures	<input type="text" value="77%"/>
	perf. measurement		Targeted # to meet perf. measure	115.5

Explain the measurement tools or methods:	Case Management staff uses Service Point to track the status of all residents in Porchlight housing.
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ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	A Housing Operations

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	81,539	54,499	14,910	11,530	600
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	10,000	0	0	0	10,000
MADISON-CDBG	87,026	87,026	0	0	0
UNITED WAY ALLOC	137,439	105,180	4,159	8,100	20,000
UNITED WAY DESIG	26,266	26,266	0	0	0
OTHER GOVT	684,238	378,857	95,045	182,936	27,400
FUNDRAISING DONATIONS	315,563	172,561	46,294	76,878	19,830
USER FEES	979,080	332,887	68,536	577,657	0
OTHER	21,215	0	0	17,855	3,360
TOTAL REVENUE	2,342,366	1,157,276	228,944	874,956	81,190

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	81,539	47,059	22,350	11,530	600
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	10,000	0	0	0	10,000
MADISON-CDBG	87,026	87,026	0	0	0
UNITED WAY ALLOC	138,499	106,275	3,249	8,975	20,000
UNITED WAY DESIG	5,008	5,008	0	0	0
OTHER GOVT*	686,055	381,856	95,605	184,944	23,650
FUNDRAISING DONATIONS	365,815	230,771	54,549	73,995	6,500
USER FEES	979,080	332,887	68,536	577,657	0
OTHER**	21,215	3,360	0	17,855	0
TOTAL REVENUE	2,374,237	1,194,242	244,289	874,956	60,750

*OTHER GOVT 2013

Source	Amount	Terms
US Dept of HUD	162,742	01/01/13-12/31/13, annual competitive renewable process
US Dept of HUD	50,768	05/01/13-04/30/14, annual competitive renewable process
US Dept of HUD	123,908	08/01/13-07/31/14, annual competitive renewable process
US Dept of Veteran Affairs	324,437	ongoing
Emergency Solution Grant	24,200	07/01/12-6/30/13 & 07/01/13-06/30/14
TOTAL	686,055	

**OTHER 2013

Source	Amount	Terms
Administrative Billing	3,360	billed monthly if services are performed
Storage Locker rentals	2,760	charged monthly per tenant if being used
Various	15,095	
	0	
	0	
TOTAL	21,215	

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	A Housing Operations

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

Anticipating a 2% cost of living adjustment and increased health insurance costs.

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	81,539	47,059	22,350	11,530	600
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	10,000	0	0	0	10,000
MADISON-CDBG	87,026	87,026	0	0	0
UNITED WAY ALLOC	138,499	106,255	3,269	8,975	20,000
UNITED WAY DESIG	5,008	5,008	0	0	0
OTHER GOVT*	691,438	387,138	95,915	184,565	23,820
FUNDRAISING DONATIONS	399,014	261,651	56,659	74,374	6,330
USER FEES	979,080	332,887	68,536	577,657	0
OTHER**	21,215	3,360	0	17,855	0
TOTAL REVENUE	2,412,819	1,230,384	246,729	874,956	60,750

*OTHER GOVT 2014

Source	Amount	Terms
US Dept of HUD	162,742	01/01/14-12/31/14, annual competitive renewable process
US Dept of HUD	50,768	05/01/14-04/30/15, annual competitive renewable process
US Dept of HUD	124,623	08/01/14-07/31/15, annual competitive renewable process
US Dept of Veteran Affairs	329,105	ongoing
Emergency Solution Grant	24,200	07/01/12-6/30/13 & 07/01/13-06/30/14
TOTAL	691,438	

**OTHER 2014

Source	Amount	Terms
Administrative Billing	3,360	billed monthly if services are performed
Storage Locker rentals	2,760	charged monthly per tenant if being used
Various	15,095	
	0	
	0	
TOTAL	21,215	

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

-
1. **Project Name/Title:** Hospitality House / DIGS Program
2. **Agency Name:** Porchlight, Inc.
3. **Requested Amount:** 2013: \$96,391
2014: \$96,391 (Prior Year Level \$96,391)
4. **Project Type:** New Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**
J. Access to Community Resources – Homeless

6. **Product/Service Description:**

Hospitality House is a daytime resource center that assists homeless and low-income households to obtain income, housing and other basic needs through counseling and financial assistance. In addition to Hospitality House staff, staff and volunteers from other organizations provide information on Veterans services, legal assistance, medical and dental services, and employment search. Services are provided Monday-Friday from 8:30 am – 4:30 pm during the entire year; weekend and holidays are added during the winter months.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

Staff will counsel 2,000 households in obtaining or maintaining housing; 75% will obtain/maintain housing
Staff will counsel 1,000 households in obtaining employment; 20% will obtain full-time employment

8. **Staff Review:**

Porchlight has operated Hospitality House since 1990. Prior to its location on Martin Street (off Fish Hatchery Road) Hospitality House was located on the ground floor of Grace Episcopal Church on West Washington Avenue which is also the site of the Men’s Drop-In Shelter. Lack of space and privacy resulted in the program being moved to the Martin Street address which had previously been home to Transitional Housing Inc. administrative and support staff offices. A van is operated in the mornings between the Men’s Drop-In Shelter and Hospitality House.

In addition to the ESG funds the City provides for financial assistance to prevent homelessness, Porchlight collaborates with numerous organizations including First United Methodist Church, Our Lady Queen of Peace, First Baptist Church, Advent Lutheran Church, Zion Lutheran and Calvary Gospel Church to fund its emergency financial assistance program. Hospitality House also utilizes volunteer student interns in providing services as well as operating the food program, and the clothing and household warehouse operations.

During the winter months of 2011-12, Porchlight operated a temporary day center at the site of a vacant car dealership on East Washington Avenue. The opening of this center in close proximity to the downtown was precipitated by the moving of the public library to a temporary smaller location and the closing of the Capitol basement. Both locations were heavily used by homeless individuals during the day in part to escape harsh winter weather. This temporary day center was primarily a warm place to congregate; Hospitality House remained the Porchlight location where the most services were provided.

Porchlight has complied in the past with ESG regulations requiring a homeless or former homeless person serving on an agency’s policy making body. Agency staff are used to complying with funding rules and results and have been monitored and audited by the City and HUD with no significant findings or concerns

Total Cost/Total Beneficiaries Equals: \$453,401 / 6,500 households = \$70
CD Office Funds/CD-Eligible Beneficiaries Equals: \$96,391 / 6,500 households = \$15
CD Office Funds as Percentage of Total Budget: 22%

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ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	B. Hospitality House
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

1000 characters (with spaces) (10 lines max.) Hospitality House is this community's daytime resource center, providing a non-intrusive environment for the City's and County's low-income and homeless population. Homeless and low-income persons need a facility which can assist them with employment, housing, transportation, eviction prevention as well as access to other services throughout the community. Hospitality House is not limited to a single neighborhood or community but offers its services to all in need throughout this community. Regular van service is providing in the mornings from The Salvation Army and the Drop-In Shelter at Grace Episcopal to Hospitality House. Also, this previous winter, Hospitality House services were expanded to a Daytime Resource Center at the Don Miller facility on East Washington Avenue. This was to provide a place for homeless persons to go to escape the cold and access services in lieu of the Downtown Library and State Capitol basement.

2. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

1600 characters (with spaces) (16 lines max.) Hospitality House assists homeless and low-income individuals obtain housing, employment, and other basic needs through counseling and services. Hospitality House provides a connection point between homeless persons and other community services, through referrals and numerous on-site services from several Dane County programs. Hospitality House also provides eviction and homelessness prevention through the DIGS (Dwelling Intervention Grants and Sustenance) program. The purpose of the DIGS program is to reduce and prevent homelessness by providing emergency financial assistance and coordination with relevant community resources. Porchlight's Hospitality House staff provides counseling and assistance on employment, housing, eviction prevention, advocacy, legal information, and transportation. Volunteers and staff from other organizations provide assistance with veteran's services, legal information, and medical and dental services. Having these services provided at one location allows for greater opportunities for success in achieving housing stability. For example, a person coming to Hospitality House for eviction prevention assistance because they are unable to pay rent due to job loss can receive both employment counseling and housing assistance. This close coordination can prevent a homeless episode. As indicated previously, this past winter many services were also provided at a Daytime Resource Center located at the Don Miller facility on East Washington Avenue.

3. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

600 characters (with spaces) (6 lines max.) #1 Hospitality House will provide assistance and support services to assist households in maintaining and obtaining housing and avoiding homelessness to 1,500 singles / households #2 Hospitality House will provide employment / income assistance such that 350 singles / households will obtain employment. #3 Percent of households housed at 6 months - 80% & 12 months - 70%.

4. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

400 characters (with spaces) (4 lines max.)) Hours are 8:30 to 4:30 Monday through Friday during entire year. During winter months, open 8:30 to 4:30 weekends and holidays.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	B. Hospitality House

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

600 characters (with spaces) (6 lines max.)) Hospitality House provides services to homeless individuals and families as well as at-risk low-income households in Dane County. Virtually all have income levels at or below 30% of CMI. This population includes persons possessing significant barriers to self-sufficiency, including unemployment or limited job skills, physical and mental disabilities, alcohol and drug issues, poor rental and credit histories, and criminal backgrounds.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

200 characters (with spaces) (2 lines max.) Main services provided at 1490 Martin Street, Madison, WI. From December through mid-March, services were also provided at the Don Miller site.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

1000 characters (with spaces) (10 lines max.) Hospitality House is well-known throughout Madison and Dane County for its extensive services. Referrals are from other members of the Homeless Services Consortium, United Way 211, local faith communities and food pantries, and other service consumers. We also have a van that makes daily morning trips between the Grace Episcopal Drop-In Shelter, The Salvation Army and Hospitality House. Also, outreach workers through the ReachOut Program operated by Tellurian and Porchlight both take referrals and provide referrals for Hospitality House.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

1000 characters (with spaces) (10 lines max.) Hospitality House collaborates with numerous organizations throughout Madison and Dane County. The DIGS emergency assistance program collaborates with First UMC, Our Lady Queen of Peace, First Baptist Church, Bethel Lutheran Church, Advent Lutheran Church, Community of Hope UCC, First Congregational UCC, Fountain of Life, Zion Lutheran and Calvary Gospel Church, just to identify a few. Hospitality House also collaborates with other agencies such as Community Action Coalition, Dane County Joining Forces for Families, St. Vincent DePaul, Centro Hispano and other landlords such as Madison Property Management, Ripple Management, Meyer Management, Gorman & Co. DIGS also operates out of Sunshine Place in Sun Prairie. A Veterans Administration representative is on site every Friday morning. Skilled volunteers provide an on-site employment assistance to help clients find full-time employment. Legal assistance is also provided.

9. VOLUNTEERS: How are volunteers utilized in this program?

400 characters (with spaces) (4 lines max.) Hospitality House uses a variety of volunteers from the DVR, W-2, college student intern programs. Special groups are utilized for larger projects such as special cleaning, remodeling and painting.

10. Number of volunteers utilized in 2011?	23
Number of volunteer hours utilized in this program in 2011?	250

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	B. Hospitality House

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

1600 characters (with spaces) (16 lines max.) The population served at Hospitality House do experience barriers related to their disabilities, including mental illness and physical, as well as cultural differences. Hospitality House is fully handicapped accessible and transportation funding is available to pay for transportation for those suffering from physical disabilities to and from Hospitality House. Staff is familiar with and has significant experience in addressing the needs of homeless persons suffering from mental illnesses and have training opportunities in addressing the needs of difficult clients. In addition, staff has a diverse cultural and racial background to be able to work with diverse populations.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

1600 characters (with spaces) (16 lines max.) Hospitality House has been operating for over 20 years. Many of the program staff have been employed with Porchlight or Transitional Housing for several years and have significant experience and knowledge of the clients and programs. The DIGS (Dwelling Intervention Grants and Sustenance) program has been successfully operating and serving thousands yearly for over 10 years. In addition, bi-annual surveys report over 85% satisfaction with Hospitality House operations and in large part the programs have achieved goals and objectives for its operations. Past performance and significant experience will ensure that Hospitality House will continue to successfully serve thousands of households in the upcoming years.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

200 characters (with spaces) (2 lines max.)

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Executive Director	0.14	12 years experience & a lawyer
Finance Dir & Accountants	0.23	BS in Accounting, 2-4 years experience
Prop Dir, Maint & Promo Dir	0.24	10 years experience, 2-5 years experience & 1-3 years experience
DIGS Coordinator & Assistant	1.65	B.A. In Social Work or equivalent, knowledge of community resources
Hosp House Coord & Assisnt	2.78	Assoc. Degree in Social Work or equivalent, community res. Knowledge
Case Mgrs & Outreach Wrkrs	0.85	Bachelor's degrees
Custodians & Driver	0.3	

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	B. Hospitality House

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	50
Between 50% to 80% of county median income	150
Between 30% to 50% of county median income	300
Less than 30% of county median income	500
Total households to be served	1000

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

600 characters (with spaces) (6 lines max.) Porchlight allocates indirect costs on the basis of nights of shelter.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
All programs and activities will begin January 1, 2013 and continue through December 31, 2013.	12/31/2013
Periodic reports as required will be made to CDBG throughout the year.	12/31/2013

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	B. Hospitality House

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	5978	100%	13	100%	RESIDENCY				
MALE	3490	58%	6	46%	CITY OF MADISON	4300	72%		
FEMALE	2488	42%	7	54%	DANE COUNTY (NOT IN CITY)	1600	27%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	78	1%		
					TOTAL RESIDENCY	5978	100%		
					AGE				
					<2	598	10%		
					2 - 5	598	10%		
					6 - 12	598	10%		
					13 - 17	598	10%		
					18 - 29	1495	25%		
					30 - 59	1793	30%		
					60 - 74	250	4%		
					75 & UP	48	1%		
					TOTAL AGE	5978	100%		
					RACE				
					WHITE/CAUCASIAN	2336	39%	9	69%
					BLACK/AFRICAN AMERICAN	3074	51%	4	31%
					ASIAN	34	1%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	38	1%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	6	0%	0	0%
					MULTI-RACIAL:	0	0%	0	0%
					Black/AA & White/Caucasian	0	0%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	490	8%	0	0%
					TOTAL RACE	5978	100%	13	100%
					ETHNICITY				
					HISPANIC OR LATINO	174	3%	1	8%
					NOT HISPANIC OR LATINO	5804	97%	12	92%
					TOTAL ETHNICITY	5978	100%	13	100%
					PERSONS WITH DISABILITIES	2697	45%	2	15%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	B. Hospitality House

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	5978
Total to be served in 2013.	6500

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

Outcome Objective # 1: Hospitality House will provide assistance and support services to assist households in maintaining housing and avoiding homelessness.

Performance Indicator(s): Hospitality House will counsel 2000 singles / households in obtaining or maintaining housing and 75% or 1,500 will obtain or maintain housing through direct funding accessed from Porchlight.

Proposed for 2013:	Total to be considered in	1500	Targeted % to meet perf. measures	65%
	perf. measurement		Targeted # to meet perf. measure	975
Proposed for 2014:	Total to be considered in	1500	Targeted % to meet perf. measures	65%
	perf. measurement		Targeted # to meet perf. measure	975

Explain the measurement tools or methods: Porchlight maintains a comprehensive database of all persons that are counseled and receive assistance to help obtain or maintain housing. Also WISP is used for certain households. The housing counselors do follow up checks with landlords and others at various intervals to verify that person receiving assistance do maintain housing.

Outcome Objective # 2: Hospitality House will provide employment counseling and referrals to assist individuals in securing full time employment.

Performance Indicator(s): Hospitality House will counsel or provide referrals to 1000 individuals and 200 or 20% will obtain full-time employment.

Proposed for 2013:	Total to be considered in	1000	Targeted % to meet perf. measures	35%
	perf. measurement		Targeted # to meet perf. measure	350
Proposed for 2014:	Total to be considered in	1000	Targeted % to meet perf. measures	35%
	perf. measurement		Targeted # to meet perf. measure	350

Explain the measurement tools or methods: Hospitaliy House staff maintain logs and case notes for persons receiving counseling.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	B Hospitality House

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	7,273	7,273	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	68,500	14,000	0	0	54,500
MADISON-CDBG	96,391	51,391	0	0	45,000
UNITED WAY ALLOC	127,017	124,017	0	0	3,000
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	48,391	28,632	2,425	17,334	0
FUNDRAISING DONATIONS	87,052	17,272	15,580	10,200	44,000
USER FEES	0	0	0	0	0
OTHER	900	0	0	900	0
TOTAL REVENUE	435,524	242,585	18,005	28,434	146,500

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	7,273	7,273	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	68,500	14,000	0	0	54,500
MADISON-CDBG	96,391	51,391	0	0	45,000
UNITED WAY ALLOC	127,017	124,017	0	0	3,000
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	48,391	31,266	2,125	0	15,000
FUNDRAISING DONATIONS	104,929	34,969	14,860	11,100	44,000
USER FEES	0	0	0	0	0
OTHER**	900	0	900	0	0
TOTAL REVENUE	453,401	262,916	17,885	11,100	161,500

*OTHER GOVT 2013

Source	Amount	Terms
SAMSHA & State of WI	33,391	07/01/12-06/30/13 & 07/01/13-06/30/14 PATH grant renewed biennially
US Dept of Homeland Security	15,000	FEMA grant fiscally from 01/01/13-11/30/13
	0	
	0	
	0	
TOTAL	48,391	

**OTHER 2013

Source	Amount	Terms
Administrative Billing	900	monthly if services are being provided
	0	
	0	
	0	
	0	
TOTAL	900	

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	B Hospitality House

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

Anticipating a 2% cost of living adjustment and increased health insurance costs.

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	7,273	7,273	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	68,500	14,000	0	0	54,500
MADISON-CDBG	96,391	51,391	0	0	45,000
UNITED WAY ALLOC	127,017	124,017	0	0	3,000
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	48,391	31,266	2,125	0	15,000
FUNDRAISING DONATIONS	113,809	43,759	14,950	11,100	44,000
USER FEES	0	0	0	0	0
OTHER**	900	0	900	0	0
TOTAL REVENUE	462,281	271,706	17,975	11,100	161,500

*OTHER GOVT 2014

Source	Amount	Terms
SAMSHA & State of WI	33,391	07/01/13-06/30/14 & 07/01/14-06/30/15 PATH grant renewed biennially
US Dept of Homeland Security	15,000	FEMA grant fiscally from 01/01/14-11/30/14
	0	
	0	
	0	
TOTAL	48,391	

**OTHER 2014

Source	Amount	Terms
Administrative Billing	900	monthly if services are being provided
	0	
	0	
	0	
	0	
TOTAL	900	

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

-
1. **Project Name/Title:** PTO Maintenance Training
2. **Agency Name:** Porchlight, Inc.
3. **Requested Amount:** 2013: \$4,000
2014: \$4,000 (Prior Year Level \$4,000)
4. **Project Type:** New Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**

J. Access to Community Resources - Homeless

6. **Product/Service Description:**

Residents in the Partnership for Transitional Opportunities (PTO) program are trained in turning over vacated units in the Brooks Street building and other Porchlight-owned transitional housing properties. Under the direction of the Employment Specialist, residents learn janitorial, light maintenance, and painting skills, as well as good work habits. 87% of the funds are used to pay stipends to the PTO trainees with the balance used for materials.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

6 PTO residents will participate in the maintenance training program, providing 200 hours of work
50% of the participants will become employed

8. **Staff Review:**

Program was proposed by Porchlight to fill an identified need of transitional residents for employment training as many have been out of the job market for an extended period of time. Program uses a relatively small amount of money to provide one-on-one instruction. PTO residents are formerly homeless single adults, many with mental health and AODA issues. It is estimated to take approximately 20 work hours per unit vacated to make it ready for a new program participant.

The number of units on which the trainees can work varies according to the number of units that are vacated. In the event that the total amount of funds are not used for the maintenance and training program, Porchlight requests the balance be used to subsidize utility costs in the PTO program in order to keep rents low. In 2011, \$726 of the contract was used to partially pay utility costs for PTO.

The CD Office funds 100% of the maintenance and training program within the PTO program.

Porchlight has complied in the past with ESG regulations requiring a homeless or former homeless person serving on an agency's policy making body. As a result of new ESG regulations, funding this project with City funds would eliminate any issues around providing services to transitional housing units as the new HUD rules need further clarification regarding the eligibility of transitional housing.

Total Cost/Total Beneficiaries Equals: \$169,741 / 6 individuals = \$28,290
CD Office Funds/CD-Eligible Beneficiaries Equals: \$4,000 / 6 individuals = \$667
CD Office Funds as Percentage of Total Budget: 3%

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ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	F Partnership for Transitional Opportunities
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

Due to a variety of issues, there is great need for gaining job skills and employment for the residents of the Partnership for Transitional Opportunities (PTO) program. Many of the PTO residents have inconsistent work histories, criminal backgrounds, and disabilities which negatively impact their ability to gain employment. Thus many will be unable to secure the basic needs to be able to break free from the cycle of poverty. This program works to reduce the un/under-employment rates of PTO members by providing job training. It will create transferable skills and positive employment references. Involvement in the project will improve the quality of life of the participants through increasing their income, skills and their self-esteem. The project will expedite quicker turnover rates and help reduce wait time for the homeless. With the utility assistance, participants will be able to invest in items needed for employment and to maintain housing.

2. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

In working with the Employment Specialist of the program, PTO members are trained in turning over vacated apartments in the Brooks Street building. Janitorial, light maintenance, and painting are the job skills learned. Also, participants learn on-the-job through the counseling of the employment specialist. For those participants who develop these skills quickly, there is the opportunity to work as supervisors for newer participants. This is all done in coordination with the Employment Specialist, who outlines the required duties and supports the participant leaders through regularly scheduled meetings and an on-site presence during the work period. Project ownership by the participants is also increased through tools specific to the program which are to be maintained by the participants. As needed, tools will be replaced through the grant mechanism and Porchlight. Porchlight will use utility assistance to pay utilities thereby keeping client rent affordable. In limited cases, Porchlight is experimenting with providing free housing for a limited time period upon move in, similar to a "Housing First" model. Through the creation of strong rental references generated by the rent affordability resulting from the utility subsidy, participants become more attractive to landlords and increase their success in finding permanent housing.

3. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

Participants will gain skills and work histories so that employment opportunities are increased. There will be six unduplicated clients. All will achieve skill training and create a recent work history. 50% will become employed by the end of the grant cycle. Service hours will be 200 per grant year. Individual participant hours will be contingent upon their abilities. 30 unduplicated clients will benefit from the utilities program by having Porchlight pay for utilities, of these, 60% of program participants will remain in PTO for at least 6 months

4. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

It is estimated that 200 hours/grant year will be used to turnover vacated units. Service will start once room is vacated and end upon completion of work duties (estimated at 20 hrs/room). Service availability varies with scheduling thus will be flexible for all days of the week and hours/day. Utility service will be through the completion of the grant.

ORGANIZATION:

Porchlight, Inc.

PROGRAM/LETTER:

F Partnership for Transitional Opportunities

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

The target population ranges in age from 18 - senior and is homeless before entering this supportive, transitional housing. The target population is comprised of all races and genders. All are below the HUD 50% CMI level. All members are in recovery from AODA issues and many have been dually diagnosed with a mental illness. Social security disability determinations reflect both mental and physical disabilities. Veterans may also be included.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

306 N. Brooks Street Madison, WI 53715. The service area for turnovers/skill building will include all transitional units at this address. Moving to 4012-4016 Nakoosa Trail. Madison, WI.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

Outreach for the work program is internal to the program. Those who are accepted into the PTO program, are un/under employed and are able to work are offered the opportunity to participate in the turnover program. The program is described during the intake process and prospective members are encouraged to participate as part of program requirements. General PTO outreach includes presentations to programs in the community (Tellurian, The Salvation Army, ARC Center for Women and Children and REBOS) by PTO staff to encourage referrals. In addition, referrals are made from Safe Haven, Men's Drop-In Shelter, and The Salvation Army Single Women's Shelter. Porchlight employs Outreach Workers that provide service in the evening and mornings at the three previously listed shelters and these staff make direct referrals to the PTO program.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

Porchlight works to provide other employment and job skill development programs with participants. Such groups include but are not limited to DVR, Job Center, YWCA, VA, Skilled Trades Apprenticeship Readiness Training (START - Centro Hispano), and Women in the Trades. Porchlight works very closely with all members of the Homeless Services Consortium to ensure proper referrals and on-going services to participants.

9. VOLUNTEERS: How are volunteers utilized in this program?

Client volunteers through the Porchlight PTO program provide cleaning and maintenance turnover support for the SRO housing units. Student volunteers from UW Medical School and Edgewood College staff the Michele Tracy (MEDIC) clinic and the Edgewood Nursing School discussion groups. Other community volunteers provide additional services as needed such as cutting the lawn.

10. Number of volunteers utilized in 2011?

10

Number of volunteer hours utilized in this program in 2011?

50

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	F Partnership for Transitional Opportunities

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

Accommodations are made for program participants based upon their needs. PTO is located at 306 North Brooks Street which is fully handicapped accessible. With over twenty years experience working with high needs populations, the Employment Specialist leading this project is trained in various sensitivity areas and is able to address issues on-site or through referrals to the appropriate agencies.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

Porchlight has been working on homelessness issues for over twenty years and the PTO program has been in existence since the late 1990's. In 2009, the PTO program received funding to create this turnover and utility project. The project coordinator has reviewed and evaluated the process and has incorporated the gained knowledge to fine tune the program. On-going analysis which reflects the composition of the participants and their abilities is used as data to solidify consistency and direct changes. The Employment Specialist has been employed with Porchlight for over 10 years.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

N/A

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Accountants	0.09	2-4 years experience
Asst Hsg Dir & Hsg Assist	0.22	Realestate Brocker, ARM, Certified Section 8 Housing Specialist, 23 year's experience
Dir Services	0.04	Master's Social Work/21 year's experience
Dir Emer Serv/Oper	0.04	10 years experience
Case Managers	2	Master's Social Work, Bachelor's Social Work, Bachelor's Sociology
Kitchen Coordinator	0.25	2-4 years experience
Maintenance & Custodians	0.4	2-5 years experience,

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	F Partnership for Transitional Opportunities

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	2
Less than 30% of county median income	26
Total households to be served	28

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Porchlight utilizes nights of shelter as a means of allocating indirect costs.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
All programs and activities will begin January 1, 2013 and continue through December 31, 2013.	12/31/2013
Periodic reports as required will be made to CDBG throughout the year.	12/31/2013

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	F Partnership for Transitional Opportunities

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	28	100%	0	0%	RESIDENCY				
MALE	15	54%	0	0%	CITY OF MADISON	28	100%		
FEMALE	13	46%	0	0%	DANE COUNTY (NOT IN CITY)	0	0%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	28	100%		
					AGE				
					<2	0	0%		
					2 - 5	0	0%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	0	0%		
					30 - 59	27	96%		
					60 - 74	1	4%		
					75 & UP	0	0%		
					TOTAL AGE	28	100%		
					RACE				
					WHITE/CAUCASIAN	17	61%	0	0%
					BLACK/AFRICAN AMERICAN	10	36%	0	0%
					ASIAN	0	0%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	1	4%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	0	0%	0	0%
					Black/AA & White/Caucasian	0	0%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	0	0%	0	0%
					TOTAL RACE	28	100%	0	0%
					ETHNICITY				
					HISPANIC OR LATINO	1	4%	0	0%
					NOT HISPANIC OR LATINO	27	96%	0	0%
					TOTAL ETHNICITY	28	100%	0	0%
					PERSONS WITH DISABILITIES	28	100%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	F Partnership for Transitional Opportunities

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	28
Total to be served in 2013.	28

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

Outcome Objective # 1:	Provide assistance and training to 6 PTO residents in janitorial, light maintenance and painting skills with the expectation that 3 gain employment.
Performance Indicator(s):	Participation in project and becoming employed.

Proposed for 2013:	Total to be considered in <input style="width: 50px; text-align: center;" type="text" value="6"/>	Targeted % to meet perf. measures <input style="width: 50px; text-align: center;" type="text" value="50%"/>
	perf. measurement	Targeted # to meet perf. measure <input style="width: 50px; text-align: center;" type="text" value="3"/>
Proposed for 2014:	Total to be considered in <input style="width: 50px; text-align: center;" type="text" value="6"/>	Targeted % to meet perf. measures <input style="width: 50px; text-align: center;" type="text" value="50%"/>
	perf. measurement	Targeted # to meet perf. measure <input style="width: 50px; text-align: center;" type="text" value="3"/>

Explain the measurement tools or methods:	Participants will show up on time for project and follow all instructions. Measurement will be conducted by Employment Specialist through interactions during project.
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Outcome Objective # 2:	To make rent affordable so clients will maintain housing.
Performance Indicator(s):	Clients will maintain housing in PTO program for 6 months

Proposed for 2013:	Total to be considered in <input style="width: 50px; text-align: center;" type="text" value="30"/>	Targeted % to meet perf. measures <input style="width: 50px; text-align: center;" type="text" value="60%"/>
	perf. measurement	Targeted # to meet perf. measure <input style="width: 50px; text-align: center;" type="text" value="18"/>
Proposed for 2014:	Total to be considered in <input style="width: 50px; text-align: center;" type="text" value="30"/>	Targeted % to meet perf. measures <input style="width: 50px; text-align: center;" type="text" value="60%"/>
	perf. measurement	Targeted # to meet perf. measure <input style="width: 50px; text-align: center;" type="text" value="18"/>

Explain the measurement tools or methods:	The Brooks Street Housing Director will communicate with PTO staff on clients' rent payment status.
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ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	F Partnership for Transitionnal Opportunities

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	4,000	3,500	0	500	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	111,373	93,293	4,090	11,690	2,300
FUNDRAISING DONATIONS	10,637	5,877	4,760	0	0
USER FEES	33,200	19,790	0	13,110	300
OTHER	500	500	0	0	0
TOTAL REVENUE	159,710	122,960	8,850	25,300	2,600

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	4,000	3,500	0	500	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	111,373	93,293	4,090	11,690	2,300
FUNDRAISING DONATIONS	20,668	16,123	4,545	0	0
USER FEES	33,200	19,790	0	13,110	300
OTHER**	500	0	500	0	0
TOTAL REVENUE	169,741	132,706	9,135	25,300	2,600

*OTHER GOVT 2013

Source	Amount	Terms
US Dept of HUD	111,373	12/01/12-11/30/13, annual competitive renewable process
	0	
	0	
	0	
	0	
TOTAL	111,373	

**OTHER 2013

Source	Amount	Terms
Various	500	
	0	
	0	
	0	
	0	
TOTAL	500	

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	F Partnership for Transitionnal Opportunities

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

Anticipating a 2% cost of living adjustment and increased health insurance costs.

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	4,000	3,500	0	500	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	111,373	93,293	4,090	11,690	2,300
FUNDRAISING DONATIONS	24,485	19,800	4,685	0	0
USER FEES	33,200	19,790	0	13,110	300
OTHER**	500	0	500	0	0
TOTAL REVENUE	173,558	136,383	9,275	25,300	2,600

*OTHER GOVT 2014

Source	Amount	Terms
US Dept of HUD	111,373	12/01/13-11/30/14, annual competitive renewable process
	0	
	0	
	0	
	0	
TOTAL	111,373	

**OTHER 2014

Source	Amount	Terms
Various	500	
	0	
	0	
	0	
	0	
TOTAL	500	

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

1. **Project Name/Title:** Outreach
2. **Agency Name:** Porchlight, Inc.
3. **Requested Amount:** 2013: \$40,000
2014: \$40,000 (Prior Year Level \$40,000)

4. **Project Type:** New Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**
J. Access to Community Resources – Homeless

6. **Product/Service Description:**

Program provides services to homeless persons on the streets in Madison in an effort to connect them with needed services and housing. Funds are used to provide a .8 FTE with additional money to assist in paying for incidentals that serve as barriers to finding and maintaining housing.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

58 individuals are anticipated to become clients with an Individual Service Plan (ISP) through this program
10% of individuals served through this program will move to stable housing
80% of those housed will remain in stable housing at three months
50% of those housed will remain in stable housing at six months

8. **Staff Review:**

Porchlight has experience operating outreach programs and serving chronically homeless. Porchlight currently collaborates with Tellurian's ReachOut program. While ReachOut may serve only those street homeless with diagnosed mental illness (a condition of the funder), the Porchlight Outreach program addresses an unfunded gap to provide services to street homeless with or without a mental illness diagnosis.

The Porchlight supervisor for the outreach worker is paid through ReachOut funds. Close working relationships between the Tellurian and Porchlight outreach workers increases probability of success for the street homeless. Porchlight also serves this population through other programs such as the Men's Drop-in Shelter, Hospitality House, and Safe Haven.

Porchlight increases the services provided its' clients by partnering with a number of health care providers and the UW School of Medicine to provide medical treatment to many of their residents. Volunteers are also part of maintenance and improvements at the various scattered sites. Porchlight has a history of strong partnerships with faith community and service organizations.

Funds for this project were originally part of a budget amendment from the Common Council. A Request for Proposals was created; after a review of proposals, Porchlight was selected to provide the service.

Porchlight has complied in the past with ESG regulations requiring a homeless or former homeless person serving on an agency's policy making body. Agency staff are used to complying with funding rules and results and have been monitored and audited by the City and HUD with no significant findings or concerns.

Total Cost/Total Beneficiaries Equals:	\$40,000 / 58 individuals = \$690
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$40,000 / 58 individuals = \$690
CD Office Funds as Percentage of Total Budget:	100%

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ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	G Outreach Worker
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

The Downtown State Street area is one of the most frequent congregating places for homeless and street persons. Most are in need of services and exhibit disruptive behaviors such as aggressive panhandling, public urination and profanity. As a result, there is a perception by some that the Downtown / State Street area is unsafe. This also creates negative stereotypes of people who are homeless and people suffering from mental illnesses and addictions. This is also potentially true for other areas of the City as well.

2. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

Many of the target population have been homeless on the streets of Madison for many years and have extensive AODA and mental health issues. The immediate goal is to develop a working relationship with each client. The Outreach Worker (OW) will make frequent contacts with the client, using an unassuming approach and not forcing services. He will do an initial brief needs assessment to find out what the client wants and then slowly begin to build trust, so that in time we can produce the desired results. The OW has many resources at its disposal including: free meal tickets for community meals at Porchlight's Brooks Street cafeteria, gift certificates for Walgreens, Goodwill, St. Vincent DePaul, and Fair Trade Coffee, bus tickets for employment and job searching, and access to Porchlight's "warehouse" of donated clothes, winter items, personal hygiene supplies and household items. Once trust has been developed, the OW completes an Individual Service Plan (HUD model) and makes appropriate referrals to community resources including providing transportation and follow-up to make sure connection is made.

3. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

#1 OW will provide assistance to 60 individuals without stable housing that are part of the target population described in response to #10 and of those, 10% or 6 individuals will be moved into stable housing. #2 Of those six individuals described as part of goal #1 that are moved into stable housing, three or 50% will maintain housing at six months.

4. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Typically services are available Monday through Friday from 8:30 am to 4:30 pm. The OW spends at least several hours at the men's Drop-In Shelter at Grace Episcopal Church on one evening and morning per week.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	G Outreach Worker

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

The target population is homeless individuals who are sleeping in uninhabitable or otherwise unstable and/or unsafe situations, as well as shelters and are in need of housing and services. Priority is being given to assisting homeless single adults in the greater State Street / downtown area, but connections are also made with similar homeless individuals in other locations in the City of Madison.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

Services are primarily provided in the greater State Street / downtown area, including the men's Drop-In Shelter, the Madison Downtown library (after renovation) and Hospitality House.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

The OW works closely with the current ReachOut team, the Madison Police Department, the Madison Downtown Library (will resume scheduled hours after renovation) and Parks Department to identify persons in the target population in need of service. OW also works with Drop-In Shelter staff and at the shelter itself, as well as Hospitality House staff to assist in outreach. Most importantly, repeated significant presence in the State Street area is the one of the best means of reaching and gaining the trust of this population.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

The OW refers clients to Access Community Health, Veteran's Hospital, Journey Mental Health Center and Safe Haven's Volunteer Psychiatric Clinic (VPC) for mental health assessment, counseling and medication. PATH funds are utilized to help pay for medication or free samples from VPC. In addition, Safe Haven has a small budget for medications that can be utilized by these clients.

For AODA services, clients can be referred to Treatment Readiness Center, Hope Haven, New start, Tellurian THP and ARP, Daily Reporting Center and other services through the Department of Corrections and Journey Mental Health Center AODA unit as these services are available.

9. VOLUNTEERS: How are volunteers utilized in this program?

Volunteers really can not be effectively used in this program until the person has stable housing. Once that occurs, potential volunteer representative payees and supportive partners can be utilized.

10. Number of volunteers utilized in 2011?

	0
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Number of volunteer hours utilized in this program in 2011?

	0
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ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	G Outreach Worker

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

The main barriers for the target population are chronic homelessness, and longstanding substance abuse combined with or independent of serious and persistent mental illness. Porchlight has significant experience with this population from working with them at Safe Haven, the Drop-In Shelter and Hospitality House.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

Porchlight has been involved in the ReachOut and PATH programs since their virtual inception and is very familiar with needs and demands of the target population. Operation of Safe Haven (serving persons with serious and persistent mental illness) since 1994-95, Hospitality House (daytime resource center for homeless and near homeless persons) since 1990, and Partnerships for Transitional Opportunity (serving homeless persons with substance abuse issues) since the late 1990s demonstrate Porchlight's substantial experience in helping this very challenging population. Porchlight has been operating this particular program since 2009, but in that time has made progress in addressing the needs and housing members of the target population.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

N/A

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Case Managers (Supervisor)	0.03	Bachelor's degree in social work, 4 1/2 years exp. With Porchlight
Outreach Workers	0.8	Bachelor's degree

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	G Outreach Worker

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	1
Less than 30% of county median income	57
Total households to be served	58

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Indirect costs are allocated according to a plan based upon nights of shelter.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
All programs and activities will begin January 1, 2013 and continue through December 31, 2013.	12/31/2013
Periodic reports as required will be made to CDBG throughout the year.	12/31/2013

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	G Outreach Worker

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	58	100%	0	0%	RESIDENCY				
MALE	51	88%	0	0%	CITY OF MADISON	58	100%		
FEMALE	7	12%	0	0%	DANE COUNTY (NOT IN CITY)	0	0%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	58	100%		
					AGE				
					<2	0	0%		
					2 - 5	0	0%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	1	2%		
					30 - 59	47	81%		
					60 - 74	8	14%		
					75 & UP	2	3%		
					TOTAL AGE	58	100%		
					RACE				
					WHITE/CAUCASIAN	34	59%	0	0%
					BLACK/AFRICAN AMERICAN	23	40%	0	0%
					ASIAN	0	0%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	0	0%	0	0%
					Black/AA & White/Caucasian	0	0%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	1	2%	0	0%
					TOTAL RACE	58	100%	0	0%
					ETHNICITY				
					HISPANIC OR LATINO	3	5%	0	0%
					NOT HISPANIC OR LATINO	55	95%	0	0%
					TOTAL ETHNICITY	58	100%	0	0%
					PERSONS WITH DISABILITIES	39	67%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	G Outreach Worker

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	58
Total to be served in 2013.	60

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

Outcome Objective # 1:	Provide outreach assistance to 60 individuals without stable housing with 6 individuals moving into stable housing.
Performance Indicator(s):	OW will contact landlords to verify client has moved in.

Proposed for 2013:	Total to be considered in	60	Targeted % to meet perf. measures	10%
	perf. measurement		Targeted # to meet perf. measure	6
Proposed for 2014:	Total to be considered in	60	Targeted % to meet perf. measures	10%
	perf. measurement		Targeted # to meet perf. measure	6

Explain the measurement tools or methods:	Case worker notes and Wisconsin Service Point (WISP).
---	---

Outcome Objective # 2:	Provide continuing case management assistance as necessary to maintain the 6 persons in housing.
Performance Indicator(s):	Three or 50% of persons moved into housing will remain in housing at 6 months.

Proposed for 2013:	Total to be considered in	6	Targeted % to meet perf. measures	50%
	perf. measurement		Targeted # to meet perf. measure	3
Proposed for 2014:	Total to be considered in	6	Targeted % to meet perf. measures	50%
	perf. measurement		Targeted # to meet perf. measure	3

Explain the measurement tools or methods:	Case worker notes, follow up and Wisconsin Service Point (WISP).
---	--

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	G Outreach Worker

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	40,000	30,304	1,940	0	7,756
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	40,000	30,304	1,940	0	7,756

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	40,000	31,259	1,940	0	6,801
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	40,000	31,259	1,940	0	6,801

*OTHER GOVT 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	G Outreach Worker

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (with spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

Anticipating a 2% cost of living adjustment and increased health insurance costs.

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	40,000	32,212	1,940	0	5,848
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	40,000	32,212	1,940	0	5,848

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

-
1. **Project Name/Title:** Eliminating Barriers to Stable Housing
2. **Agency Name:** Porchlight, Inc.
3. **Requested Amount:** 2013: \$25,000
2014: \$25,000 (Prior Year Level \$25,000)
4. **Project Type:** New or Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**
J. Access to Community Resources – Homeless

6. **Product/Service Description:**

Porchlight provides financial assistance to homeless or at-risk households who are working with a case manager from Homeless Services Consortium agencies as well as Porchlight clients. Financial assistance is provided for items that serve as a barrier to obtaining or maintaining stable housing such as acquiring birth certificates, drivers' licenses, paying for minor medical and dental expenses, work boots and lock changes; funds through this program are not provided for housing related costs such as rent, security deposits or utilities.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

275 households will receive financial assistance in order to improve chances of finding or retaining their housing
50% of households will maintain housing at the 6 month mark (not included in application, but current contract objective)

8. **Staff Review:**

Program is designed to provide a much needed service that is not available, or very limited availability, from other sources. The program provides assistance not only to persons identified through case managers from Porchlight, but is open to all Homeless Services Consortium agency clients with case management. Porchlight actively promotes the program to the HSC agencies and has a written manual for new case managers at the participating agencies. Program was designed to work with case managed clients in order to verify that the person was in need and that this assistance would eliminate a housing barrier. Payments are made to a third party and never directly to the individual. The referring agency is responsible for entering client data into WISP, a required homeless management information system.

Porchlight uses 94% of the funds requested for direct financial assistance. The balance is used to contribute to the administrative costs involved in running the program which is operated through Porchlight's financial office.

Funds for this project were originally part of a budget amendment from the Common Council. A Request for Proposals was created; after a review of the proposals Porchlight was selected to provide this service.

Porchlight has complied in the past with ESG regulations requiring a homeless or former homeless person serving on an agency's policy making body.

Total Cost/Total Beneficiaries Equals:	\$26,470 / 275 households = \$96
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$25,000 / 275 households = \$91
CD Office Funds as Percentage of Total Budget:	95%

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ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	H Eliminating Barriers to Stable Housing Program Description
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

Those who are homeless or at risk of becoming homeless often need assistance in meeting their needs with small amounts of assistance to remove barriers so they can be successful in obtaining and maintaining housing.

2. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

Financial assistance is provided to homeless and near homeless individuals who are working with a Homeless Services Consortium (HSC) case manager. Each HSC agency wishing to participate in the program submits an agreement with contact information for client requests and for data entry in Wisconsin Service Point (WISP). A request for assistance for each client is made by the contact person detailing the payment information (no payments are made directly to clients), the client information including WISP UID, the amount and the nature and reason for the request. The HSC agency is responsible for entering information concerning the client and the service into WISP. Priority is given to requests not available elsewhere such as birth certificates, drivers licenses, minor medical and dental expenses, work boots and lock changes. Funds are not to be used to pay for bus passes, rent, security deposits or utilities. There is no dollar limit and multiple requests for the same household may be made. There will be required follow up as to retention of stable housing at 6 and 12 months. For non-HSC agencies, Porchlight may work with the agency to provide assistance and data entry into WISP.

3. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

#1 Financial assistance will be provided to a minimum of 200 unduplicated households that are homeless or near homeless to eliminate a barrier to housing.

4. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Requests will be considered and paid 8:30 am to 4:30 pm on business days with payments being made in the next regular Porchlight check run.

ORGANIZATION:

Porchlight, Inc.

PROGRAM/LETTER:

H Eliminating Barriers to Stable Housing Program Description

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

Those homeless or near homeless that live and work in the City of Madison. Many are anticipated to be below 30% County Median Income (CMI) and virtually all will be below 50% CMI. Many will also be racial or ethnic minorities and many will suffer physical and/or mental disabilities. Ages will range largely between 20 and 65 although youth may also be served.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

The service area is the City of Madison and locations are those HSC participating agencies including Porchlight and Hospitality House.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

HSC agencies have been apprised of the program and presentations have been made about the program at various seminars attended by service workers throughout the Madison area. United Way has also been apprised of the program. In addition, Hospitality House is well-known throughout Madison for its extensive services. Referrals are from other members of the Homeless Services Consortium, United Way 211 (Hospitality House is consistently one of the top referrals made by 211), local faith communities and food pantries, and other service consumers. Porchlight also have a van that makes daily morning trips between the Grace Episcopal Drop-In Shelter, The Salvation Army and Hospitality House. In addition, Porchlight operates Safe Haven serving homeless persons suffering from serious mental illnesses, has several outreach workers working in the Downtown and the shelters and is a member of the ReachOut team operated by Tellurian.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

Porchlight coordinates with all other HSC agencies for the distribution of assistance which includes but is not limited to: The Salvation Army, YWCA, Youth Services of Southern WI, The Road Home Dane County, Domestic Abuse Intervention Services, Community Action Coalition for South Central Wisconsin, and St. Vincent de Paul -- Seton House. Hospitality House collaborates with numerous organizations throughout Madison, including HSC organizations, other service organizations and numerous faith communities.

9. VOLUNTEERS: How are volunteers utilized in this program?

Volunteers are not used in the program at this point.

10. Number of volunteers utilized in 2011?

0

Number of volunteer hours utilized in this program in 2011?

0

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	H Eliminating Barriers to Stable Housing Program Description

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

The populations served are very diverse in multiple ways. Reliance upon multiple experienced HSC agencies for the distribution of assistance reduces the impact of these barriers. In addition, Hospitality House is fully handicapped accessible and transportation funding is available to pay for transportation for those suffering from physical disabilities to and from Hospitality House. Porchlight staff is familiar with and has significant experience in addressing the needs of homeless persons suffering from mental illnesses and have training opportunities in addressing the needs of difficult clients. In addition, staff has a diverse cultural and racial background to be able to work with diverse populations.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

Porchlight has been serving homeless and near homeless persons in Madison for over 25 years with a variety of services, including shelter, housing, case management, eviction prevention, and other emergency assistance. Many Porchlight staff have been providing these services at Porchlight for more than five years. Porchlight has successfully operated many programs serving homeless and near homeless funded by HUD, the State of Wisconsin, Dane County and the City of Madison. In particular, Porchlight has operated the DIGS (Dwelling Intervention Grants & Sustenance) in collaboration with a variety of HSC and other agencies and faith communities for over a decade. The DIGS program has provided emergency assistance to thousands of households and individuals in a variety of settings with long term success rates of 80% retaining stable housing at 6 months and 70% retaining stable housing at 12 months.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

N/A

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Dir Finance	0.02	BS in Accounting & 8 years experience
Accountants	0.05	2-4 years experience
WISP Specialist	0.01	8 years experience

ORGANIZATION:
PROGRAM/LETTER:

Porchlight, Inc.
H Eliminating Barriers to Stable Housing Program Description

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	3
Less than 30% of county median income	277
Total households to be served	280

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Indirect costs are allocated on the basis of nights of shelter.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
All programs and activities will begin January 1, 2013 and continue through December 31, 2013.	12/31/2013
Periodic reports as required will be made to CDBG throughout the year.	12/31/2013

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	H Eliminating Barriers to Stable Housing Program Description

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	280	100%	0	0%	RESIDENCY				
MALE	84	30%	0	0%	CITY OF MADISON	280	100%		
FEMALE	193	69%	0	0%	DANE COUNTY (NOT IN CITY)	0	0%		
UNKNOWN/OTHER	3	1%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	280	100%		
					AGE				
					<2	0	0%		
					2 - 5	0	0%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	89	32%		
					30 - 59	186	66%		
					60 - 74	3	1%		
					75 & UP	2	1%		
					TOTAL AGE	280	100%		
					RACE				
					WHITE/CAUCASIAN	96	34%	0	0%
					BLACK/AFRICAN AMERICAN	169	60%	0	0%
					ASIAN	1	0%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	5	2%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	0	0%	0	0%
					Black/AA & White/Caucasian	0	0%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	9	3%	0	0%
					TOTAL RACE	280	100%	0	0%
					ETHNICITY				
					HISPANIC OR LATINO	15	5%	0	0%
					NOT HISPANIC OR LATINO	265	95%	0	0%
					TOTAL ETHNICITY	280	100%	0	0%
					PERSONS WITH DISABILITIES	144	51%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	H Eliminating Barriers to Stable Housing Program Description

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	280
Total to be served in 2013.	275

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

Outcome Objective # 1:	Financial assistance will be provided to 200 unduplicated individuals / households for whom the assistance will eliminate a barrier to housing.
Performance Indicator(s):	

Proposed for 2013:	Total to be considered in	200	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	200
Proposed for 2014:	Total to be considered in	200	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	200

Explain the measurement tools or methods:	All assistance will be entered as a service transaction in WISP.
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Outcome Objective # 2:	
Performance Indicator(s):	

Proposed for 2013:	Total to be considered in		Targeted % to meet perf. measures	0%
	perf. measurement		Targeted # to meet perf. measure	0
Proposed for 2014:	Total to be considered in		Targeted % to meet perf. measures	0%
	perf. measurement		Targeted # to meet perf. measure	0

Explain the measurement tools or methods:	
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ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	H Eliminating Barrier to Stable Housing

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	25,000	1,650	0	0	23,350
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	25,000	1,650	0	0	23,350

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	25,000	1,650	0	0	23,350
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	1,470	1,470	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	26,470	3,120	0	0	23,350

*OTHER GOVT 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	H Eliminating Barrier to Stable Housing

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

Anticipating a 2% cost of living adjustment and increased health insurance costs.

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	25,000	1,650	0	0	23,350
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	1,550	1,550	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	26,550	3,200	0	0	23,350

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

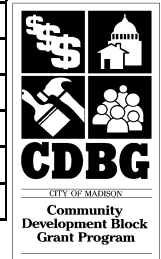
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	Porchlight, Inc.	
Mailing Address	306 North Brooks St.	
Telephone	257-2534	
FAX	257-2507	
Admin Contact	Steven J. Schooler	
Financial Contact	Daneil Barnes	
Website	www.porchlightinc.org	
Email Address	schooler@tds.net	
Legal Status	Private: Non-Profit	
Federal EIN:	39-1579521	
State CN:	2565-800	
DUNS #	6088303822	



2. SIGNATURE PAGE

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.

LIVING WAGE ORDINANCE

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. The Madison Living Wage for 2013 will be **\$12.19 (hourly)**. This reflects a 3% increase over Madison Living Wage for 2012, and is consistent with prior annual increases.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

3. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above

DATE

AGENCY CONTACT INFORMATION

ORGANIZATION **Porchlight, Inc.**

1. AGENCY CONTACT INFORMATION

A	Housing Operations	CDBG: J. Access to Community Resources - Homeless										
	Contact: Karla Jameson	New Prg?	No	Phone:	257-2534	Email:	kjameson@porchlightinc.org					
B	Hospitality House	CDBG: J. Access to Community Resources - Homeless										
	Contact: Tawanda Adams	New Prg?	No	Phone:	257-2534	Email:	tadams@porchlightinc.org					
C	NA	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
D	NA	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:	kjameson@porchlightinc.org					
E	NA	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
F	Partnership for Transitionnal Opportunities	CDBG: J. Access to Community Resources - Homeless										
	Contact: Karla Jameson	New Prg?	No	Phone:	257-2534	Email:	kjameson@porchlightinc.org					
G	Outreach Worker	CDBG: J. Access to Community Resources - Homeless										
	Contact: Kelli Malueg	New Prg?	No	Phone:	255-4401	Email:	kmalueg@porchlighting.org					
H	Eliminating Barrier to Stable Housing	Select an Objective Statement from the Drop-Down										
	Contact: Daniel Barnes	New Prg?	No	Phone:	257-2534	Email:	dbarnes@porchlightinc.org					

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS									Non-City
				A	B	C	D	E	F	G	H		
DANE CO HUMAN SVCS	224,091	224,091	224,091	81,539	7,273	0	0	0	0	0	0	0	135,279
DANE CO CDBG	0	0	0	0	0	0	0	0	0	0	0	0	0
MADISON-COMM SVCS	80,000	80,000	80,000	10,000	68,500	0	0	0	0	0	0	0	1,500
MADISON-CDBG	218,863	252,417	252,417	87,026	96,391	0	0	0	4,000	40,000	25,000	0	0
UNITED WAY ALLOC	311,158	315,556	316,616	138,499	127,017	0	0	0	0	0	0	0	51,100
UNITED WAY DESIG	59,325	73,000	60,000	5,008	0	0	0	0	0	0	0	0	54,992
OTHER GOVT	1,293,978	1,253,908	1,255,725	686,055	48,391	0	0	0	111,373	0	0	0	409,906
FUNDRAISING DONATIONS	622,590	661,250	723,491	365,815	104,929	0	0	0	20,668	0	0	0	232,079
USER FEES	1,147,335	1,116,280	1,111,750	979,080	0	0	0	0	33,200	0	1,470	0	98,000
OTHER	64,234	24,415	23,915	21,215	900	0	0	0	500	0	0	0	1,300
TOTAL REVENUE	4,021,574	4,000,917	4,048,005	2,374,237	453,401	0	0	0	169,741	40,000	26,470	0	984,156

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

600 characters (with spaces) (6 lines max.) Porchlight strives to decrease the Dane County homeless population by providing shelter, housing, support services and a sense of community in ways that empower residents and program participants to positively shape their lives.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

6000 characters (with spaces) (47 lines max.) Porchlight, Inc. is a non-profit, volunteer-intensive housing provider that has provided services to the homeless community since 1985. In 2011, Porchlight programs provided services to approximately 11,000 people and more than 150,000 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 240 units of low-cost transitional and permanent housing of different types at twenty-three locations, Porchlight can provide housing and supportive services to every homeless subpopulation. Recently, Porchlight has expanded its programming to undertake Housing First with case workers that actively engage homeless adults on the streets and in the shelter and move them into permanent housing. In addition, Porchlight will complete in 2012 a new Safe Haven facility with 34 additional units of long-term efficiency housing for adults. 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 1,900 volunteers and tens of thousands of volunteer hours.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?	6
How many Board meetings has your governing body or Board of Directors scheduled for 2012?	6
How many Board seats are indicated in your agency by-laws?	18

Please list your current Board of Directors or your agency's governing body.

Name	Tracey Caradine				
Home Address	1029 Melvin Court, Madison WI 53704				
Occupation	WI Dept. of Revenue				
Representing					
Term of Office		From:	01/2012	To:	12/2014
Name	Sheri Carter				
Home Address	3009 Ashford Lane, Madison WI 53713				
Occupation	WI Dept. of Health Services				
Representing					
Term of Office		From:	01/2012	To:	12/2014
Name	Will Crump				
Home Address	1209 Northport #5, Madison, WI 53704				
Occupation	Resident Representative				
Representing					
Term of Office		From:	01/2011	To:	12/2013
Name	Brian Donley				
Home Address	634 W. Main St. #302				
Occupation	Mendota Financial Group				
Representing					
Term of Office		From:	01/2011	To:	12/2013
Name	Jeffrey Femrite				
Home Address	One East Main Street, Madison, WI 53701				
Occupation	Godrey & Kahn, S.C.				
Representing					
Term of Office		From:	01/2011	To:	12/2013
Name	Kelly Eakin				
Home Address	800 University Bay Drive #400, Madison, WI 53705				
Occupation	Christensen Associates				
Representing					
Term of Office		From:	01/2011	To:	12/2013
Name	Robin Frisch				
Home Address	609 North Midvale Blvd. #2, Madison, WI 53705				
Occupation	Resident Representative				
Representing					
Term of Office		From:	01/2010	To:	12/2012
Name	David Ginger				
Home Address	2587 Norwich St., Madison, WI 53711				
Occupation	WHEDA				
Representing					
Term of Office		From:	01/2011	To:	12/2013

AGENCY GOVERNING BODY cont.

Name	Brian Hornung				
Home Address	7419 Oak Ciricle, Middleton, WI 53562				
Occupation	J.H. Findorff & Son, Inc.				
Representing					
Term of Office		From:	01/2012	To:	12/2014
Name	Kevin Huff				
Home Address	22 East Mifflin St., Madison, WI 53703				
Occupation	Chase Bank				
Representing					
Term of Office		From:	01/2011	To:	12/2013
Name	Barbara Karlen				
Home Address	717 Morningstar Lane, Madison, WI 53704				
Occupation	Retired				
Representing					
Term of Office		From:	01/2011	To:	12/2013
Name	Peter Mortenson				
Home Address	One South Pinkney Street, Madison, WI 53703				
Occupation	US Bank				
Representing					
Term of Office		From:	01/2010	To:	12/2012
Name	T. Michael Osborne				
Home Address	2912 Marketplace Drive, Madison, WI 53708				
Occupation	Advantage Osborne, LLC				
Representing					
Term of Office		From:	01/2012	To:	12/2014
Name	Jeremey Shepherd				
Home Address	7 North Pinkney St. Suite 300, Madison, WI 53703				
Occupation	Martin Schreiber & Assoc.				
Representing					
Term of Office		From:	01/2011	To:	12/2013
Name	Susan Steinhauer				
Home Address	1603 Monroe Street, Madison, WI 53711				
Occupation	Gregg Schimanski Realty, Inc.				
Representing					
Term of Office		From:	05/2010	To:	12/2012
Name	Christine Thomas				
Home Address	2822 Ashford Lane #21, Madison, WI 53713				
Occupation	WI DOT				
Representing					
Term of Office		From:	01/2012	To:	12/2014
Name	Sal Troia				
Home Address	2968 Woods Edge Way, Madison, WI 53711				
Occupation	Retired				
Representing					
Term of Office		From:	01/2011	To:	12/2013

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

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Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

5. STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current staff, board and volunteers.

Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	78	100%	17	100%	2,000	100%
GENDER						
MALE	32	41%	5	29%	800	40%
FEMALE	46	59%	12	71%	1,200	60%
UNKNOWN/OTHER	0	0%		0%	0	0%
TOTAL GENDER	78	100%	17	100%	2,000	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	200	10%
18-59 YRS	76	97%	14	82%	1,100	55%
60 AND OLDER	2	3%	3	18%	700	35%
TOTAL AGE	78	100%	17	100%	2,000	100%
RACE*						0
WHITE/CAUCASIAN	60	77%	14	82%	0	0%
BLACK/AFRICAN AMERICAN	17	22%	3	18%	0	0%
ASIAN	1	1%	0	0%	0	0%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	0	0%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0	0%
MULTI-RACIAL:	0	0%	0	0%	0	0%
Black/AA & White/Caucasian	0	0%	0	0%	0	0%
Asian & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & Black/AA	0	0%	0	0%	0	0%
BALANCE/OTHER		0%	0	0%	2,000	100%
TOTAL RACE	78	100%	17	100%	2,000	100%
ETHNICITY						
HISPANIC OR LATINO	6	8%	0	0%	0	0%
NOT HISPANIC OR LATINO	72	92%	17	100%	2,000	100%
TOTAL ETHNICITY	78	100%	17	100%	2,000	100%
PERSONS WITH DISABILITIES	0	0%	1	6%	0	0%

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

This chart describes your agency's total expense budget for 3 separate years.

Where possible, use audited figures for 2011 Actual.

The subtotals for the 2012 BUDGET and 2013-14 PROPOSED must equal the amounts entered in the ACCOUNT CATEGORIES on the NonCityBudget and program budget worksheets. The "ERROR" message appears until the sum of the line items equals the amount of the subtotals that have aggregated from your NonCityBudget and program budget worksheets.

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	1,632,253	1,726,312	1,751,982
Taxes	158,328	157,449	162,026
Benefits	342,434	360,943	396,398
SUBTOTAL A.	2,133,015	2,244,704	2,310,406
B. OPERATING			
All "Operating" Costs	445,293	431,649	437,864
SUBTOTAL B.	445,293	431,649	437,864
C. SPACE			
Rent/Utilities/Maintenance	588,700	592,703	591,703
Mortgage (P&I) / Depreciation / Taxes	446,892	458,965	441,531
SUBTOTAL C.	1,035,592	1,051,668	1,033,234
D. SPECIAL COSTS			
Assistance to Individuals	273,646	272,896	266,501
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other:	0	0	0
SUBTOTAL D.	273,646	272,896	266,501
SPECIAL COSTS LESS CAPITAL EXPENDITURE	273,646	272,896	266,501
TOTAL OPERATING EXPENSES	3,887,546	4,000,917	4,048,005
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

14.5%

Divide the number of resignations or terminations in calendar year 2011 by 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.

600 characters (with spaces) (6 lines max.)

8. PERSONNEL DATA: Personnel Schedule

a. Personnel Schedule

List each staff position by title. Seasonal Employees should be entered in seasonal section. Indicate if the position meets the Living Wage Exception with an asterisk (*).

Indicate the number of 2013 Proposed Full-Time Equivalents (FTEs) in each staff position, across all agency programs.

Indicate the total salaries for all FTEs in that staff position. **Do NOT include payroll taxes or benefits in this table.**

Indicate base hourly wage for each position. **All positions in city funded programs must meet City Living Wage requirements.**

The Madison Living Wage for 2013 will be **\$12.19 (hourly)**.

Staff Position/Category	2012		2013-14		Hourly Wage	2013-14 PROPOSED FTEs DISTRIBUTED BY PROGRAM									
	Est. FTE	Est. Salary	Proposed FTE	Proposed Salary		A	B	C	D	E	F	G	H	Non-City	
						FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	
Executive Director	1.00	77,075	1.00	78,615	37.80	0.60	0.14	0.00	0.00	0.00	0.00	0.00	0.00	0.27	
Director of Finance	1.00	51,575	1.00	52,605	25.29	0.58	0.09	0.00	0.00	0.00	0.04	0.00	0.02	0.27	
Director of Housing	1.00	44,896	1.00	45,792	22.02	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Director of Emer Serv & Operations	1.00	53,880	1.00	54,956	26.42	0.64	0.11	0.00	0.00	0.00	0.04	0.00	0.00	0.21	
Director of Services	0.80	43,362	0.80	44,228	26.58	0.69	0.00	0.00	0.00	0.00	0.04	0.00	0.00	0.07	
Director of Marketing/Public Affaris	1.10	28,447	1.00	29,777	14.32	0.60	0.14	0.00	0.00	0.00	0.00	0.00	0.00	0.27	
Asst Director of Housing	0.90	33,990	1.00	36,142	17.38	0.82	0.00	0.00	0.00	0.00	0.18	0.00	0.00	0.00	
Housing Assistant & Receptionist	2.20	51,024	2.20	52,782	11.53	2.16	0.00	0.00	0.00	0.00	0.04	0.00	0.00	0.01	
DIGS Coordinator & Assistant	1.70	57,257	1.65	58,395	16.51	0.00	1.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Kitchen Program Coordinator	1.00	27,656	1.00	28,217	13.57	0.22	0.00	0.00	0.00	0.00	0.25	0.00	0.00	0.53	
Kitchen Manager	1.00	21,291	1.00	21,707	10.44	0.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	
Accountants	1.50	45,290	1.53	47,674	15.28	0.87	0.14	0.00	0.00	0.00	0.05	0.00	0.05	0.41	
WISP Specialist	0.20	6,255	0.20	6,380	15.34	0.11	0.03	0.00	0.00	0.00	0.00	0.00	0.01	0.05	
Case Managers	11.00	321,795	10.95	324,264	14.17	7.90	0.03	0.00	0.00	0.00	2.00	0.03	0.00	1.00	
Outreach Workers	1.60	43,275	1.60	45,577	13.70	0.00	0.80	0.00	0.00	0.00	0.00	0.80	0.00	0.00	
Homeless Service Specialists	3.40	95,110	3.43	96,828	13.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.43	
Program Aides	2.30	48,476	2.28	49,438	10.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.28	
Legal Coordinator	0.20	5,875	0.19	5,992	14.40	0.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Hospitality House Asst	2.80	75,173	2.78	76,667	13.16	0.00	2.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Night Managers & Resident Mgrs CBRF	11.20	254,225	11.15	259,658	11.15	3.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.40	
Maintenance & Custodians	8.30	211,193	8.28	220,798	12.79	5.87	0.25	0.00	0.00	0.00	0.40	0.00	0.00	1.76	
Cooks, Prep Cooks & Kitchen Workers	7.50	120,999	6.64	107,235	7.81	3.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.19	
Vending Assistant & Driver	0.50	8,193	0.53	8,255	7.94	0.00	0.05	0.00	0.00	0.00	0.00	0.00	0.00	0.48	
TOTAL	63.20	1,726,312	62.19	1,751,982		30.04	6.19	0.00	0.00	0.00	3.04	0.83	0.08	22.01	
TOTAL PERSONNEL COSTS:				1,751,982											

b. Seasonal Employees

Seasonal/Project Employee ONLY	Nbr of Weeks	Total Hours	Hourly Wage	Seasonal Earnings		A	B	C	D	E	F	G	H	Non-City
						# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0		0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

1. **Project Name/Title:** Interfaith Hospitality Network Day Center Operations
2. **Agency Name:** The Road Home Dane County, Inc.
3. **Requested Amount:** 2013: \$20,000
2014: \$20,000 (Prior Year Level \$20,000)
4. **Project Type:** New Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**

J. Access to Community Resources - Homeless

6. **Product/Service Description:**

The Road Home's Interfaith Hospitality Network Shelter program, based on a national model serving homeless families with children, has been in operation for 13 years. The shelter program is a community partnership of 54 area churches and synagogues and over 1,500 volunteers annually serving approximately 30 families each year. Night time shelter is rotated amongst faith communities with day time services available at a day center on E. Olin Avenue. The day center has a kitchen, laundry facilities, and showers. Families have access to computers, internet and telephones to access housing and employment. There is also private space to meeting with the shelter case manager. Families who are eligible to use the day center are those families who are currently residing in the IHN and The Salvation Army Emergency Family Shelter which are night-time only shelters for families.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

80 individuals will receive shelter and services in order to obtain stable housing
80% of the households will leave the Interfaith Hospitality Network shelter for stable housing

8. **Staff Review:**

The proposal is for funds to pay partial rent and utilities at the leased space. The full cost of rent and utilities for this space is budgeted for 2012 is \$27,100. The Road Home applied for funds for 2011 and 2012. The CDBG Committee approved \$8,811 in 2011 but funds were not allocated in 2012 due to lack of resources. Shelter operations remain an eligible cost under the new Emergency Solutions Grant program.

The Road Home has submitted amended Project Outcome and Budget pages to reflect corrections

The CD Office also manages a contract with The Road Home to provide shelter case management services funded through ESG funds obtained through the Wisconsin Division of Housing.

The Road Home has complied in the past with ESG regulations requiring a homeless or former homeless person serving on an agency's policy making body. Agency staff are used to complying with funding rules and results and have been monitored and audited by the City and HUD with no significant findings or concerns.

Total Cost/Total Beneficiaries Equals:	\$99,000/ 30 households = \$3,300
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$20,000 / 30 households = \$667
CD Office Funds as Percentage of Total Budget:	21%

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ORGANIZATION:	The Road Home Dane County
PROGRAM/LETTER:	Interfaith Hospitality Network Program
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

The Road Home's Interfaith Hospitality Network (IHN) Shelter program is based on a national model and has been in operation for thirteen years. The program provides emergency shelter, housing counseling and case management services to homeless families through a community partnership of 54 area churches and synagogues and over 1,500 volunteers annually. The shelter network provides a safe environment for families. Congregations provide overnight shelter, all meals and evening activities for the families 365 days a year. During the day, families are based at The Road Home day center. We request \$20,000.00 for rent including utilities for our day center.

2. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

The Road Home's day center is open 7 days a week from 7:00 a.m. to 5:00 p.m. to our homeless families with children staying in our Interfaith Hospitality Network shelter program. Mike Kusch, MSW Shelter Case Manager, is available Monday – Friday, and is available evenings and weekends as necessary.

Each family staying in the Interfaith Hospitality Network (IHN) Shelter works closely with a case manager on a daily basis to meet their needs, find housing and access employment, child care, health/mental health services, children's school or recreational needs, etc. During the day, families staying in the IHN shelter program have their own living area; kitchen, laundry and shower facilities. In addition, families have access to computers, internet and telephones to obtain housing and employment. Families are responsible for cleaning the day center and sharing daily chores, just like they would in their own home. Most families who graduate from shelter to housing (80% in 2011) enter one of The Road Home's housing programs which continue to support them with case management and other services. The IHN shelter program serves approximately 30 families annually.

3. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

The goal is simple, to move homeless families with children into housing within our 90 maximum stay limit. We serve approximately 30 homeless families with children per year, a total of 80 – 85 people, in our shelter. The case manager provides at least 12 hours, closer to 25 hours, of one-on-one services with our clients to secure housing, employment and other resources such as childcare, health/mental health care, and children's educational and recreational programs. Adults in shelter attend workshops taught by parenting and mental health educators.

4. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Families staying in the IHN Shelter program are required to meet with the shelter case manager at least every week, often times more, for at least one hour. The shelter case manager is available Monday – Friday 9:00 a.m. – 5:00 p.m.

ORGANIZATION:

The Road Home Dane County

PROGRAM/LETTER:

0 Interfaith Hospitality Network Program

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

The Road Home works with very low-income families from diverse backgrounds and educational levels. We have parents or custodians of children from 18 to 60 plus years old in our shelter program. We make accommodations for families who may have individuals with cognitive challenges or physical disabilities and connect them to mainstream resources in applicable.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

The IHN day center is located at 128 E. Olin Avenue, Madison WI. And work with 54 churches and synagogues in Dane County to provide overnight shelter. We provide transportation for all families.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

The Road Home's is known within the Dane County community with its' 13 year-long reputation of providing services to homeless families. We are a United Way agency and receive referrals from 2-1-1, other community partners and individuals. We work with other area service providers who refer clients to us, 54 area congregations with over 1,500 active volunteers who help spread the word about The Road Home and our services to homeless families. In addition, we offer 'Homes for Families' tours, one-hour information sessions at our day center twice a month. The schedule is on our website www.trhome.org.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

The Road Home works very closely with The Salvation Army and YWCA Madison, the other emergency shelters for families with children. In addition, The Road Home is a member of the Homeless Services Consortium (HSC). The HSC is comprised of other services providers, city representatives, community partners, businesses, individuals and concerned citizens who come together on a monthly basis to discuss homelessness and poverty issues. The agencies around the table share information and challenges to coordinate services to very low-income families and individuals in our community. The HSC has a legislative sub-committee who addresses policies surrounding issues of poverty within our community.

9. VOLUNTEERS: How are volunteers utilized in this program?

In our IHN Shelter, our volunteers are the driving force by providing three meals per day, evening activities, overnight shelter in their church or synagogue, mentoring families, and providing transportation to working families in shelter. We work with over 1,500 volunteers per year. It takes approximately 75-100 volunteers per week to provide these much needed services.

10. Number of volunteers utilized in 2011?

1,642

Number of volunteer hours utilized in this program in 2011?

15,600

ORGANIZATION:	The Road Home Dane County
PROGRAM/LETTER:	0 Interfaith Hospitality Network Program

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

No. The Road Home works with all homeless families who contact us for help. Our staff attends diversity training on a yearly basis, we utilize interpreters as needed, and either make accommodations for individuals with physical or mental impairments or disabilities and connect them to other mainstream resources. In addition, we work with families on our waiting list and do not wait for them to enter our IHN shelter program. We have helped numerous families on the waiting list bypass shelter completely due to lost documents i.e. drivers license or birth certificate, preventing them from accessing housing or employment.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

The Road Home's work is accomplished by 9 full time staff, 4 part-time staff and over 1,500 volunteers each year. We collaborate with 54 churches and synagogues as well as many other individuals, businesses and community groups. There are currently seven case managers on our program staff. Mike Kusch, MS, the Shelter Case Manager holds a Masters degree from the University of Wisconsin Whitewater and has over 13 years combined experience working with homeless families and youths. Over the past 13 years, The Road Home has provided services to homeless families with children

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

Not applicable

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Shelter Case Manager	1	Masters Social Work with at least 2 years experience working with very low-income population
Executive Director	0.1	Masters Social Work with at least 5 years experience working with very low-income population
Volunteer Manager	1	4 year degree required and or related experience working with low income population
Programs Assistant	0.5	On-going diversity training, 2 years experience working with low income population
Hourly Staff	1.6	Diversity training, 2 years experience working with low income individuals

ORGANIZATION:	The Road Home Dane County
PROGRAM/LETTER:	0 Interfaith Hospitality Network Program

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	30
Total households to be served	30

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	30
Total households to be served	30

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Our finance committee, including our accountant, meets regularly on a monthly basis and review s cost betwe en programs regularly to ensure. In addition, the group review s quarterly statements to ensure costs are monitored.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Provide case management services to families on ensuring they have a source of income	monthly
Provide case management services to families in the shelter to access mainstream resources	monthly
Provide case managemet services to all homeless families on our waiting list	monthly

ORGANIZATION:	The Road Home Dane County
PROGRAM/LETTER:	0 Interfaith Hospitality Network Program

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	ERRO	0%	0	0%	RESIDENCY				
MALE	32	38%	0	0%	CITY OF MADISON	84	100%		
FEMALE	52	62%	0	0%	DANE COUNTY (NOT IN CITY)	0	0%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	84	100%		
					AGE				
					<2	13	15%		
					2 - 5	11	13%		
					6 - 12	20	24%		
					13 - 17	7	8%		
					18 - 29	18	21%		
					30 - 59	15	18%		
					60 - 74	0	0%		
					75 & UP	0	0%		
					TOTAL AGE	84	100%		
					RACE				
					WHITE/CAUCASIAN	10	12%	0	0%
					BLACK/AFRICAN AMERICAN	67	80%	0	0%
					ASIAN	0	0%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	6	7%	0	0%
					Black/AA & White/Caucasian	6	100%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	0	0%	0	0%
					TOTAL RACE	83	99%	0	0%
					ETHNICITY				
					HISPANIC OR LATINO	1	1%	0	0%
					NOT HISPANIC OR LATINO	83	99%	0	0%
					TOTAL ETHNICITY	84	100%	0	0%
					PERSONS WITH DISABILITIES	0	0%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:	The Road Home Dane County
PROGRAM/LETTER:	0 Interfaith Hospitality Network Program

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	ERROR
Total to be served in 2013.	85

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

Outcome Objective # 1:	80% of families entering the Interfaith Hospitality Network Shelter program will move into stable housing.
Performance Indicator(s):	80% of families who entered the Interfaith Hospitality Network shelter program has moved into stable housing.

Proposed for 2013:	Total to be considered in	<input type="text" value="80"/>	Targeted % to meet perf. measures	<input type="text" value="80%"/>
	perf. measurement		Targeted # to meet perf. measure	64
Proposed for 2014:	Total to be considered in	<input type="text" value="80"/>	Targeted % to meet perf. measures	<input type="text" value="80%"/>
	perf. measurement		Targeted # to meet perf. measure	64

Explain the measurement tools or methods:	From the time a family enters the IHN shelter program our shelter case manager meets weekly with our families to create individualized goals. The case manager provides services and holds the family accountable to achieve set goals. Our executive director supervises the shelter case manager meeting weekly, and often times much more. We review quarterly statistics to ensure on-going monitoring of successes and challenges families with children are experiencing moving into stable housing.
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Outcome Objective # 2:	Average shelter stay less than 65 nights.
Performance Indicator(s):	Families are moving into housing in less than 65 days.

Proposed for 2013:	Total to be considered in	<input type="text" value="80"/>	Targeted % to meet perf. measures	<input type="text" value="80%"/>
	perf. measurement		Targeted # to meet perf. measure	64
Proposed for 2014:	Total to be considered in	<input type="text" value="80"/>	Targeted % to meet perf. measures	<input type="text" value="80%"/>
	perf. measurement		Targeted # to meet perf. measure	64

Explain the measurement tools or methods:	The IHN Shelter Program is a 90 day (maximum) shelter. Our shelter case manager and executive director reviews quarterly statistics to monitor how many shelter nights each family has needed to utilize.
---	---

ORGANIZATION:	The Road Home Dane County
PROGRAM/LETTER:	A Interfaith Hospitality Network Shelter Program

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	19,792	0	19,792	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	10,000	0	10,000	0	0
MADISON-CDBG	14,500	0	0	14,500	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	12,000	0	12,000	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	12,000	0	12,000	0	0
TOTAL REVENUE	68,292	0	53,792	14,500	0

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	20,000	0	20,000	0	0
DANE CO CDBG	25,000	0	0	25,000	0
MADISON-COMM SVCS	10,000	0	10,000	0	0
MADISON-CDBG	20,000	0	0	20,000	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	12,000	0	12,000	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	12,000	0	12,000	0	0
TOTAL REVENUE	99,000	0	54,000	45,000	0

*OTHER GOVT 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	ERROR	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	ERROR	

ORGANIZATION:	The Road Home Dane County
PROGRAM/LETTER:	A Interfaith Hospitality Network Shelter Program

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (with spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (with spaces) (2 lines max.)

c. 2014 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	The Road Home Dane County
PROGRAM/LETTER:	A Interfaith Hospitality Network Shelter Program

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	19,792	0	19,792	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	10,000	0	10,000	0	0
MADISON-CDBG	14,500	0	0	14,500	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	12,000	0	12,000	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	12,000	0	12,000	0	0
TOTAL REVENUE	68,292	0	53,792	14,500	0

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	20,000	0	20,000	0	0
DANE CO CDBG	25,000	0	0	25,000	0
MADISON-COMM SVCS	10,000	0	10,000	0	0
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*	12,000	0	12,000	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	12,000	0	12,000	0	0
TOTAL REVENUE	79,000	0	54,000	25,000	0

*OTHER GOVT 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	ERROR	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	ERROR	

ORGANIZATION:	The Road Home Dane County
PROGRAM/LETTER:	A Interfaith Hospitality Network Shelter Program

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (w ith spaces) (2 lines max.)

c. 2014 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

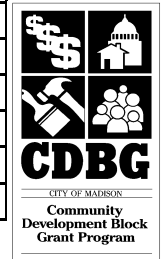
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	The Road Home Dane County	
Mailing Address	128 E. Olin Avenue, Suite 202	
Telephone	608-294-7998	
FAX	608-294-8007	
Admin Contact	Cyndi Wood	
Financial Contact	Kristin Rucinski	
Website	www.trhome.org	
Email Address	cyndiw@trhome.org	
Legal Status	Private: Non-Profit	
Federal EIN:	31-1318925	
State CN:		
DUNS #	110167264	



2. SIGNATURE PAGE

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.

LIVING WAGE ORDINANCE

Revised Page

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. The Madison Living Wage for 2013 will be \$12.19 (hourly). This reflects a 3% increase over Madison Living Wage for 2012, and is consistent with prior annual increases.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

3. SIGNATURE

Enter name: Cyndi Wood

By entering your initials in the box CMW you are electronically signing your name and agreeing to the terms listed above

DATE 5/31/2012

AGENCY CONTACT INFORMATION

ORGANIZATION **The Road Home Dane County**

1. AGENCY CONTACT INFORMATION

A	Interfaith Hospitality Network Shelter Program	CDBG: J. Access to Community Resources - Homeless										
	Contact:		New Prg?		Phone:		Email:					
B	Program B	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
C	Program C	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
D	Program D	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
E	Program E	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
F	Program F	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
G	Program G	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
H	Program H	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					

2. AGENCY REVENUE DETAILED BY PROGRAM

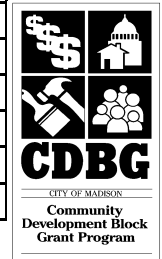
REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS									Non-City
				A	B	C	D	E	F	G	H		
DANE CO HUMAN SVCS	19,796	39,584	40,000	20,000	0	0	0	0	0	0	0	0	20,000
DANE CO CDBG	0	0	25,000	25,000	0	0	0	0	0	0	0	0	0
MADISON-COMM SVCS	7,500	20,000	10,000	10,000	0	0	0	0	0	0	0	0	0
MADISON-CDBG	21,000	29,000	20,000	20,000	0	0	0	0	0	0	0	0	0
UNITED WAY ALLOC	30,300	10,000	10,000	0	0	0	0	0	0	0	0	0	10,000
UNITED WAY DESIG	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER GOVT	2,600	24,000	24,000	12,000	0	0	0	0	0	0	0	0	12,000
FUNDRAISING DONATIONS	101,166	0	0	0	0	0	0	0	0	0	0	0	0
USER FEES	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	0	24,000	24,000	12,000	0	0	0	0	0	0	0	0	12,000
TOTAL REVENUE	182,362	146,584	153,000	99,000	0	0	0	0	0	0	0	0	54,000

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	The Road Home Dane County	
Mailing Address	128 E. Olin Avenue, Suite 202	
Telephone	608-294-7998	
FAX	608-294-8007	
Admin Contact	Cyndi Wood	
Financial Contact	Kristin Rucinski	
Website	www.trhome.org	
Email Address	cyndiw@trhome.org	
Legal Status	Private: Non-Profit	
Federal EIN:	31-1318925	
State CN:		
DUNS #	110167264	



2. SIGNATURE PAGE

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.

LIVING WAGE ORDINANCE

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. The Madison Living Wage for 2013 will be **\$12.19 (hourly)**. This reflects a 3% increase over Madison Living Wage for 2012, and is consistent with prior annual increases.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

3. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above

DATE

AGENCY CONTACT INFORMATION

ORGANIZATION **The Road Home Dane County**

1. AGENCY CONTACT INFORMATION

A	Interfaith Hospitality Network Shelter Program	CDBG: J. Access to Community Resources - Homeless										
	Contact:		New Prg?		Phone:		Email:					
B	Program B	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
C	Program C	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
D	Program D	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
E	Program E	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
F	Program F	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
G	Program G	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					
H	Program H	Select an Objective Statement from the Drop-Down										
	Contact:		New Prg?		Phone:		Email:					

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS								Non-City	
				A	B	C	D	E	F	G	H		
DANE CO HUMAN SVCS	19,796	39,584	40,000	20,000	0	0	0	0	0	0	0	0	20,000
DANE CO CDBG	0	0	25,000	25,000	0	0	0	0	0	0	0	0	0
MADISON-COMM SVCS	7,500	20,000	10,000	10,000	0	0	0	0	0	0	0	0	0
MADISON-CDBG	21,000	29,000	0	0	0	0	0	0	0	0	0	0	0
UNITED WAY ALLOC	30,300	10,000	10,000	0	0	0	0	0	0	0	0	0	10,000
UNITED WAY DESIG	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER GOVT	2,600	24,000	24,000	12,000	0	0	0	0	0	0	0	0	12,000
FUNDRAISING DONATIONS	101,166	0	0	0	0	0	0	0	0	0	0	0	0
USER FEES	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	0	24,000	24,000	12,000	0	0	0	0	0	0	0	0	12,000
TOTAL REVENUE	182,362	146,584	133,000	79,000	0	0	0	0	0	0	0	0	54,000

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

The Road Home Dane County serves homeless families with children in collaboration with local faith communities and organizations. We are committed to the empowerment and long-term success of children and families, to serving each family with dignity and respect and to achieving results in helping families improve their lives. The Road Home welcomes the entire community, in all its diversity, to participate in the pursuit of safe, affordable housing for all.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

Since 1999, the Interfaith Hospitality Network (IHN) Shelter Program has been providing emergency shelter, in partnership with 54 area churches and synagogues, for homeless families with children who could not otherwise find shelter. Volunteers from the congregations provide overnight shelter, three meals per day and evening activities for the families. Daytime shelter and case management services are provided at The Road Home office and day center. Families staying in shelter must work with a case manager daily to seek housing and resources. Homeless families come to us through a variety of ways; 2-1-1, website, other agencies, and self referrals. The IHN Shelter case manager works with families on our waiting list to access available resources in Dane County. The Road Home works in collaboration with The Salvation Army, YWCA of Madison, United Way and others in Dane County to assist families with children. Due to lack of capacity together we (agencies listed above) turn away hundreds of families per year.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?

How many Board meetings has your governing body or Board of Directors scheduled for 2012?

How many Board seats are indicated in your agency by-laws?

15

Please list your current Board of Directors or your agency's governing body.

Name	Rev. David Michael			
Home Address	5326 Queensbridge Rd. Madison, WI 53714			
Occupation	Retired Reverend, Lake Edge UCC			
Representing	Community			
Term of Office	Second Term	From:	03/2010	To: 03/2012
Name	Sue Broihahn			
Home Address	5741 Tudor Dr. Madison WI 53711			
Occupation	Owner, Broihahn Management & Consulting LLC			
Representing	Self / Landlords			
Term of Office		From:	03/2012	To: 03/2014
Name	Tess Klug			
Home Address	5694 Kilkenny Place, Madison WI 53711			
Occupation	Volunteer			
Representing	Community			
Term of Office		From:	03/2011	To: 03/2014
Name	Scott Lai			
Home Address	8571 Greenway Blvd. #105, Middleton, WI 53562			
Occupation	IT			
Representing	Community / Blackhawk Church			
Term of Office		From:	03/2011	To: 03/2014
Name	Patsy Miller			
Home Address	5969 Woodcreek Ln., Middleton, WI 53562			
Occupation	Retired Midwest Open MRI Business Manager			
Representing	Community / Business			
Term of Office		From:	03/2010	To: 03/2013
Name	Catherine Rotter			
Home Address	4817 Sherwood Rd. Madison, WI 53711			
Occupation	Physical Therapist			
Representing	Self/ Community			
Term of Office		From:	03/2012	To: 03/2015
Name	Pat Mooney			
Home Address	705 Riverside Drive, Madison WI 53704			
Occupation	Retired MMSD Social Worker			
Representing	Self/ Community			
Term of Office		From:	03/2010	To: 03/2013
Name	Jay Sekelsky			
Home Address	6018 N. Highlands Ave. Madison WI 53705			
Occupation	Partner, Madison Invest Advisors			
Representing	Self			
Term of Office		From:	03/2012	To: 03/2013

AGENCY GOVERNING BODY cont.

Name	Greg Simmons			
Home Address	922 S. Holt Cir., Madison WI 53705			
Occupation	President, Metastar			
Representing	Self/ Business			
Term of Office		From:	03/2011	To: 03/2014
Name	Dina Stewart			
Home Address	4379 Doncaster Drive, Madison Wi 53711			
Occupation	Customer Service Agent			
Representing	Clients			
Term of Office		From:	03/2012	To: 03/2015
Name	Chan Stroman			
Home Address	6809 Colony Drive, Madison Wi 53717			
Occupation	Attorney			
Representing	Self/ Business			
Term of Office		From:	03/2011	To: 03/2014
Name	Barbara "Jill" Thomas			
Home Address	14 Glacier Circle, Madison Wi 53719			
Occupation	Human Resources Director			
Representing	Self/ Business			
Term of Office		From:	03/2011	To: 03/2014
Name	Ann Wenzel			
Home Address	125 N. Hamilton Street, #1201, Madison Wi 53703			
Occupation	Attorney			
Representing	Self			
Term of Office		From:	03/2010	To: 03/2014
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
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Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

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To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

5. STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current staff, board and volunteers.

Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	17	100%	13	100%	1,642	100%
GENDER						
MALE	3	18%	5	38%	0	0%
FEMALE	14	82%	8	62%	0	0%
UNKNOWN/OTHER	0	0%	0	0%	1,642	100%
TOTAL GENDER	17	100%	13	100%	1,642	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	600	37%
18-59 YRS	16	94%	11	85%	850	52%
60 AND OLDER	1	6%	2	15%	192	12%
TOTAL AGE	17	100%	13	100%	1,642	100%
RACE*						0
WHITE/CAUCASIAN	14	82%	9	69%	0	0%
BLACK/AFRICAN AMERICAN	3	18%	3	23%	0	0%
ASIAN	0	0%	1	8%	0	0%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	0	0%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0	0%
MULTI-RACIAL:	0	0%	0	0%	0	0%
Black/AA & White/Caucasian	0	0%	0	0%	0	0%
Asian & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & Black/AA	0	0%	0	0%	0	0%
BALANCE/OTHER	0	0%	0	0%	1,642	100%
TOTAL RACE	17	100%	13	100%	1,642	100%
ETHNICITY						
HISPANIC OR LATINO	0	0%	0	0%	0	0%
NOT HISPANIC OR LATINO	17	100%	13	100%	1,642	100%
TOTAL ETHNICITY	17	100%	13	100%	1,642	100%
PERSONS WITH DISABILITIES	0	0%	0	0%	0	0%

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

This chart describes your agency's total expense budget for 3 separate years.

Where possible, use audited figures for 2011 Actual.

The subtotals for the 2012 BUDGET and 2013-14 PROPOSED must equal the amounts entered in the ACCOUNT CATEGORIES on the NonCityBudget and program budget worksheets. The "ERROR" message appears until the sum of the line items equals the amount of the subtotals that have aggregated from your NonCityBudget and program budget worksheets.

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	483,407	524,306	540,035
Taxes	44,981	51,801	53,355
Benefits	91,032	92,122	94,885
SUBTOTAL A.	619,420	0	0
		ERROR	ERROR
B. OPERATING			
All "Operating" Costs	179,675	167,000	172,010
SUBTOTAL B.	179,675	122,084	108,000
		ERROR	ERROR
C. SPACE			
Rent/Utilities/Maintenance	39,590	42,000	44,520
Mortgage (P&I) / Depreciation / Taxes	0	0	0
SUBTOTAL C.	39,590	24,500	25,000
		ERROR	ERROR
D. SPECIAL COSTS			
Assistance to Individuals	115,214	137,913	159,979
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other:	0	0	0
SUBTOTAL D.	115,214	0	0
		ERROR	ERROR
SPECIAL COSTS LESS CAPITAL EXPENDITURE	115,214	0	0
TOTAL OPERATING EXPENSES	953,899	146,584	133,000
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

0.0%

Divide the number of resignations or terminations in calendar year 2011 by 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.

In 2011 we had an unusual year of transition for our agency. We had a turnover rate of 32% with staff moving to another state for personal family reasons, a staff member left for health reasons, our executive director took another position with a local partner which opened that position up. Moving forward in 2012, we are expanding our Housing & hope program and do not anticipate much turnover at all.

8. PERSONNEL DATA: Personnel Schedule

a. Personnel Schedule

List each staff position by title. Seasonal Employees should be entered in seasonal section. Indicate if the position meets the Living Wage Exception with an asterisk (*).

Indicate the number of 2013 Proposed Full-Time Equivalents (FTEs) in each staff position, across all agency programs.

Indicate the total salaries for all FTEs in that staff position. **Do NOT include payroll taxes or benefits in this table.**

Indicate base hourly wage for each position. **All positions in city funded programs must meet City Living Wage requirements.**

The Madison Living Wage for 2013 will be **\$12.19 (hourly)**.

Staff Position/Category	2012		2013-14		Hourly Wage	2013-14 PROPOSED FTEs DISTRIBUTED BY PROGRAM									
	Est. FTE	Est. Salary	Proposed FTE	Proposed Salary		A	B	C	D	E	F	G	H	Non-City	
						FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Shelter Case Manager	1.00	34,064	0.00	35,076	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Volunteer Manager	1.00	33,544	0.00	34,550	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Programs Assistant	0.50	11,700	0.00	12,051	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Executive Director	0.10	6,200	0.00	6,386	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Hourly Staff	1.60	36,598	0.00	37,696	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	4.20	122,106	0.00	125,759		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL PERSONNEL COSTS:				125,759											

b. Seasonal Employees

Seasonal/Project Employee ONLY	Nbr of Weeks	Total Hours	Hourly Wage	Seasonal Earnings		A	B	C	D	E	F	G	H	Non-City
						# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0		0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

-
1. **Project Name/Title:** Emergency Family Shelter (aka Warming Shelter)
2. **Agency Name:** The Salvation Army of Dane County
3. **Requested Amount:** 2013: \$40,750
2014: \$40,750 (Prior Year Level \$40,750)
4. **Project Type:** New Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**
J. Access to Community Resources - Homeless

6. **Product/Service Description:**

Program is an extension of the Family Shelter Program operating by The Salvation Army, serving as an overflow opportunity for families unable to access shelter as a result of lack of space or resources. The Emergency Family shelter has a capacity of 14-16 individuals who are temporarily housed with mattresses on the floor, attempting to provide as much privacy as possible for the families. Homeless families are eligible to receive all the services available to families who are served at the East Washington Avenue shelter. The Emergency Family Shelter (formerly known as the Warming Shelter) is a nights-only program; families may access day-time resources at The Road Home.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

715 individuals in 225 households will access shelter and services through the Emergency Family Shelter 100% will be offered services available to East Washington Avenue shelter population (this is an amended outcome from the initial application)

8. **Staff Review:**

The Warming Shelter was a concept development by members of the Shelter Providers Committee of the Homeless Services Consortium as a way to provide minimal, but safe shelter for families with no other place to go during the cold winter months. It has since been expanded to operate year round. The Salvation Army, which serves as the gatekeeper for homeless families in need to shelter, provides the night-time service with The Road Home providing day-time resources.

The Salvation Army provides safe housing at a reasonable budget. One half of the Emergency Family Shelter budget is provided through Dane County Human Services, 30% from private fundraising, and 20% from the City of Madison.

CD Office staff have done on-site monitoring and have found The Salvation Army to be compliant with required federal and local regulations and ordinances.

The Salvation Army utilizes volunteer help in serving dinner, snacks and breakfast to residents of the shelter programs. A network of medical and dental volunteers has organized to operate multiple clinics for residents of the Emergency Family Shelter as well as the family shelter and single women shelter residents. Children of families using the shelter are connected with MMSD Transition Education Program to ensure uninterrupted education for homeless school-age children.

The Emergency Family Shelter served over 700 individuals in 2010 and 2011. For the first quarter of 2012, the shelter served 155 individuals. 2011 saw large numbers of homeless families unable to access not only the regular shelter beds or receive an emergency motel voucher, but also the overflow shelter as the space was at capacity.

Total Cost/Total Beneficiaries Equals:	\$210,171 / 225 households = \$934
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$40,750 / 225 households = \$181
CD Office Funds as Percentage of Total Budget:	20%

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ORGANIZATION:	The Salvation Army of Dane County
PROGRAM/LETTER:	A Emergency Family Shelter (i.e. Warming Shelter)
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. **NEED FOR PROGRAM:** Please identify local community need or gap in service that the proposed program will address.

Emergency Family Shelter serves as the community's current strategy to ensure homeless families with minor children are sheltered and safe. Emergency Family Shelter provides short-term, emergent shelter for families who are unable to access the larger family shelter system because the system is full, has a waiting list and/or the family is ineligible. Emergency Family Shelter was originally available in the winter months-only, but high demand/need for an emergency place for families to sleep while attempting to secure housing and/or enter the family shelter system became undeniable. As such, Emergency Family Shelter is available year-round and serves as the only such emergency shelter in the community. The need for an emergency response to homeless families is evident: In 2010 and 2011, Emergency Family Shelter served approximately 736 and 723 individuals, respectively. In the first quarter of 2012, Emergency Family Shelter served approximately 155 individuals.

2. **SERVICE DESCRIPTION -** Describe the service(s) provided including your expectations of the impact of your activities.

In addition to basic shelter, families are offered a myriad of services. Working in collaboration with families, case managers help families prioritize goals and access community resources so as to reduce or eliminate their need for emergency shelter. The ultimate objective is to meet identified goals and secure permanent housing. Families in Emergency Family Shelter are provided with dinner, evening snack and breakfast. Families have access to many resources including, but not limited to, case management (as mentioned above); child recreation activities; homework assistance; connection to Madison Metropolitan School District-Transition Education Program, which provides homeless children transportation to/from school; primary medical care, which is provided on-site and at no charge by UW MEDiC clinic; dental care, which is provided on-site and at no charge by Madison Dental Initiative; laundry, shower, hygiene, diapers; and spiritual support. During the day, families are welcome to access The Road Home, which serves as a daytime shelter. There, families are offered similar services, including case management. The Salvation Army of Dane County case management staff work in concert with The Road Home staff to coordinate services, avoid duplication of services and increase families' network of advocates. Emergency Family Shelter operates to serve a basic need: shelter. We work to, not only meet short-term basic needs, but remedy a host of barriers to housing.

3. **PROPOSED PROGRAM CONTRACT GOALS:** Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

Emergency Family Shelter intends to provide emergency shelter services and case management to at least 715 individuals. In 2010, we served 736 individuals and in 2011 we served 723 individuals. Emergency Family Shelter delivers daytime and nighttime services and operates 365 days a year. Emergency Family Shelter's goal is to provide short-term, emergent housing and an opportunity to work towards minimizing and/or eliminating housing barriers with the help of a case manager.

4. **SERVICE HOURS:** Frequency, duration of service and hours and days of service availability.

Emergency Family Shelter operates 365 days a year. Shelter at The Salvation Army is open from 5:00pm-8:00am daily. The Road Home collaborates with The Salvation Army and offers daytime services for Emergency Family Shelter families during off-hours. There is not a maximum number of days placed on families accessing Shelter; if their need is emergent, they are welcome provided space allows.

ORGANIZATION:	The Salvation Army of Dane County
PROGRAM/LETTER:	A Emergency Family Shelter (i.e. Warming Shelter)

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

Each family accessing Emergency Family Shelter is categorized as low or no income. Families are comprised of at least one adult and one minor child. In 2011, Emergency Family Shelter housed 435 children; 214 children were under the age of 5. Because Emergency Family Shelter is the only place in our community providing homeless families emergency shelter, Shelter works to meet the needs of all people, including those with disabilities, to the best of our ability and resources.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

Emergency Family Shelter is at 630 East Washington Avenue, Madison, Wisconsin 53703. Shelter serves homeless families regardless of their origin of homelessness.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

Emergency Family Shelter and case management staff at The Salvation Army work closely with The Road Home staff to provide comprehensive services to families. The Salvation Army staff are active participants within the Homeless Services Consortium, including sub-committee membership (i.e. Shelter Providers, Coordinated Assessment, Legislative). Staff regularly attends Joining Forces for Families meetings to ensure resource sharing and coordinated advocacy. Staff regularly engage in public speaking and presenting opportunities within the local community (i.e. school district, faith-based organizations, Consortium partners, etc.) so as to disseminate Emergency Family Shelter information. Intake and reception staff are trained to provide accurate information during information-seeking phone calls and visits. Based upon the number of families accessing Emergency Family Shelter services, it is evident that families are connected to services by way of our outreach efforts.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

The Salvation Army of Dane County is the gate-keeper for public-funded family shelter in our community. As such, staff manage the Family Shelter waiting list and coordinate placement of Emergency Family Shelter clients into the family shelter system (i.e. The Salvation Army, YWCA, The Road Home, local motel). As described in the response to question 2, The Salvation Army staff work closely with The Road Home to provide daytime and nighttime services to families using Emergency Family Shelter. Both agencies work closely with Madison Metro School District-Transition Education Program to ensure that school-aged children have access to transportation and/or enrollment into school with little to no delay. The Salvation Army works closely with Joining Forces for Families to connect families facing imminent homelessness to the county's family shelter system by way of Emergency Family Shelter.

9. VOLUNTEERS: How are volunteers utilized in this program?

Volunteers and/or interns are used in various capacities including, but not limited to: providing recreational activities, homework assistance and meal preparation/serving. Our weekly dental and medical clinics are staffed entirely by professional volunteers and students.

10. Number of volunteers utilized in 2011?

926

Number of volunteer hours utilized in this program in 2011?

200

ORGANIZATION:

The Salvation Army of Dane County

PROGRAM/LETTER:

A Emergency Family Shelter (i.e. Warming Shelter)

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

The Salvation Army (TSA) of Dane County is the sole provider of emergency shelter/programming for homeless families ineligible or on the waiting list for the family shelter system. TSA provides emergency shelter to families facing a multitude of barriers including, but not limited to: psychiatric, cognitive and/or physical disabilities; language; employment; education; and/or geographic (ex. families unfamiliar with Madison Metro system, new to the area, etc.). Emergency Family Shelter staff makes use of community agency relationships, including on-call language translation resources, local LGTB advocates, mental health providers, health programs and financial resources, in an attempt to serve as many families as appropriately and sensitively as possible. TSA understands that each family managing homelessness is unique and benefits from an individualized, strength-based approach. In an attempt to best-serve this population, TSA works to employ capable and varied staff. Of the 35 staff currently working in our shelter programs, 7 have Master's Degrees in related fields and several are former consumers of homeless shelter services. All staff are trained in Crisis Prevention and Intervention as a tool to effectively and respectfully balance the varied personalities and needs under one roof.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

The Salvation Army (TSA) of Dane County has been providing basic needs assistance in our community for over 100 years. TSA acts as the gate-keeper for public-funded family shelter and is the single-point of access for all families entering the family shelter system, which streamlines the process for families in crisis. Emergency Family Shelter is in its fifth year of providing year-round services; prior, services were only available in the winter months. Year-round services have proved to be valuable as Emergency Family Shelter consistently reaches, and exceeds, capacity in the spring and summer months. TSA has made a commitment to staff development and is proud to employ staff members with advanced degrees and varied professional experiences in the social services field. TSA understands that families using Emergency Family Shelter are a highly dynamic group spanning all ages, abilities/disabilities and cultures, with one defining commonality: poverty. TSA continues to provide opportunities for staff development both internally and within the community. Program staff regularly meet for staff meetings which include presentations, case consultations and educational workshops so as to ensure staff have adequate support needed to effectively work and problem-solve.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

The Salvation Army regularly undergoes a rigorous auditing process by the Territorial and Divisional Headquarters. We successfully completed a review in 2009 and will undergo a review in June, 2012.

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Case Aide	0.6	Bachelor's Degree in a related human service field

ORGANIZATION:	The Salvation Army of Dane County
PROGRAM/LETTER:	A Emergency Family Shelter (i.e. Warming Shelter)

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	225
Total households to be served	225

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Expenses relating to more than one program or supporting service function are allocated using an Allocation Basis identified for each type of expense in The Salvation Army's Cost Allocation Manual. Allocation basis include salary dollars, square footage, meals served and qualitative assignment.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Year-round emergency shelter for families ineligible for/on the waiting list for family shelter	In Place
Case management for families ineligible for/on the waiting list for family shelter	In Place

ORGANIZATION:	The Salvation Army of Dane County
PROGRAM/LETTER:	A Emergency Family Shelter (i.e. Warming Shelter)

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	723	100%	1	100%	RESIDENCY				
MALE	285	39%	0	0%	CITY OF MADISON	312	43%		
FEMALE	438	61%	1	100%	DANE COUNTY (NOT IN CITY)	49	7%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	362	50%		
					TOTAL RESIDENCY	723	100%		
					AGE				
					<2	86	12%		
					2 - 5	128	18%		
					6 - 12	150	21%		
					13 - 17	71	10%		
					18 - 29	176	24%		
					30 - 59	111	15%		
					60 - 74	1	0%		
					75 & UP	0	0%		
					TOTAL AGE	723	100%		
					RACE				
					WHITE/CAUCASIAN	131	18%	1	100%
					BLACK/AFRICAN AMERICAN	551	76%	0	0%
					ASIAN	2	0%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	11	2%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	2	0%	0	0%
					MULTI-RACIAL:	13	2%	0	0%
					Black/AA & White/Caucasian	13	100%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	13	2%	0	0%
					TOTAL RACE	723	100%	1	100%
					ETHNICITY				
					HISPANIC OR LATINO	50	7%	0	0%
					NOT HISPANIC OR LATINO	673	93%	1	100%
					TOTAL ETHNICITY	723	100%	1	100%
					PERSONS WITH DISABILITIES	216	30%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

Revised Page

ORGANIZATION:	The Salvation Army of Dane County
PROGRAM/LETTER:	A Emergency Family Shelter (i.e. Warming Shelter)

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	723
Total to be served in 2013.	715

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

Outcome Objective # 1:	Homeless families on the waiting list or ineligible for the family shelter system will have access to an emergency, drop-in shelter.
Performance Indicator(s):	All "served" families will use the emergency, drop-in shelter (i.e. Emergency Family Shelter) and be offered its accompanying services.

Proposed for 2013:	Total to be considered in	715	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	715
Proposed for 2014:	Total to be considered in	715	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	715

Explain the measurement tools or methods:	Individuals will indicate (self-report) homelessness and no alternative place to sleep during their initial intake appointment. The Salvation Army of Dane County staff will continue to report data on individuals and families identified in Wisconsin Service Point (WISP); both met and unmet needs will be recorded.
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Revised Page

Outcome Objective # 2:	
Performance Indicator(s):	

Proposed for 2013:	Total to be considered in		Targeted % to meet perf. measures	0%
	perf. measurement		Targeted # to meet perf. measure	0
Proposed for 2014:	Total to be considered in		Targeted % to meet perf. measures	0%
	perf. measurement		Targeted # to meet perf. measure	0

Explain the measurement tools or methods:	
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ORGANIZATION:	The Salvation Army of Dane County
PROGRAM/LETTER:	A Emergency Family Shelter (i.e. Warming Shelter)

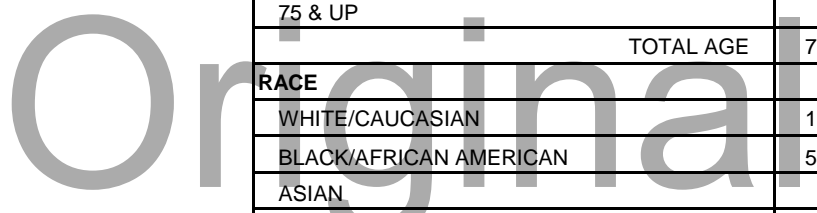
DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	723	100%	1	100%	RESIDENCY				
MALE	285	39%	0	0%	CITY OF MADISON	312	43%		
FEMALE	438	61%	1	100%	DANE COUNTY (NOT IN CITY)	49	7%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	362	50%		
					TOTAL RESIDENCY	723	100%		
					AGE				
					<2	86	12%		
					2 - 5	128	18%		
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					13 - 17	71	10%		
					18 - 29	176	24%		
					30 - 59	111	15%		
					60 - 74	1	0%		
					75 & UP	0	0%		
					TOTAL AGE	723	100%		
					RACE				
					WHITE/CAUCASIAN	131	18%	1	100%
					BLACK/AFRICAN AMERICAN	551	76%	0	0%
					ASIAN	2	0%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	11	2%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	2	0%	0	0%
					MULTI-RACIAL:	13	2%	0	0%
					Black/AA & White/Caucasian	13	100%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	13	2%	0	0%
					TOTAL RACE	723	100%	1	100%
					ETHNICITY				
					HISPANIC OR LATINO	50	7%	0	0%
					NOT HISPANIC OR LATINO	673	93%	1	100%
					TOTAL ETHNICITY	723	100%	1	100%
					PERSONS WITH DISABILITIES	216	30%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards



ORGANIZATION:	The Salvation Army of Dane County
PROGRAM/LETTER:	A Emergency Family Shelter (i.e. Warming Shelter)

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	723
Total to be served in 2013.	715

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

Outcome Objective # 1:	Homeless families on the waiting list or ineligible for the family shelter system will have access to an emergency, drop-in shelter.
Performance Indicator(s):	At least 75% of families reporting no place else to sleep at night will use the emergency, drop-in shelter (i.e. Emergency Family Shelter).

Proposed for 2013:	Total to be considered in	715	Targeted % to meet perf. measures	80%
	perf. measurement		Targeted # to meet perf. measure	572
Proposed for 2014:	Total to be considered in	715	Targeted % to meet perf. measures	80%
	perf. measurement		Targeted # to meet perf. measure	572

Explain the measurement tools or methods:	Individuals will indicate (self-report) homelessness and no alternative place to sleep during their initial intake appointment. The Salvation Army of Dane County staff will continue to report data on individuals and families identified in Wisconsin Service Point (WISP); both met and unmet needs will be recorded.
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Outcome Objective # 2:	
Performance Indicator(s):	

Proposed for 2013:	Total to be considered in		Targeted % to meet perf. measures	0%
	perf. measurement		Targeted # to meet perf. measure	0
Proposed for 2014:	Total to be considered in		Targeted % to meet perf. measures	0%
	perf. measurement		Targeted # to meet perf. measure	0

Explain the measurement tools or methods:	
---	--

ORGANIZATION:	The Salvation Army of Dane County
PROGRAM/LETTER:	A Emergency Family Shelter (i.e. Warming Shelter)

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	97,500	79,000	16,500	2,000	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	40,750	24,817	6,535	3,000	6,398
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	6,600	0	6,600	0	0
FUNDRAISING DONATIONS	59,200	29,683	26,717	2,800	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	204,050	133,500	56,352	7,800	6,398

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	97,500	79,000	16,500	2,000	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	40,750	24,817	6,535	3,000	6,398
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	6,800	0	6,800	0	0
FUNDRAISING DONATIONS	65,121	33,688	28,399	3,034	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	210,171	137,505	58,234	8,034	6,398

*OTHER GOVT 2013

Source	Amount	Terms
USDA	6,800	
	0	
	0	
	0	
	0	
TOTAL	6,800	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	The Salvation Army of Dane County
PROGRAM/LETTER:	A Emergency Family Shelter (i.e. Warming Shelter)

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

N/A

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

N/A

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

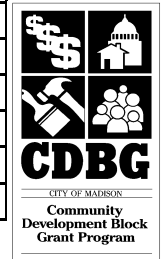
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	The Salvation Army of Dane County	
Mailing Address	630 East Washington Avenue, Madison WI 53703	
Telephone	(608) 256.2321	
FAX	(608) 256.0569	
Admin Contact	Major Loren Carter	
Financial Contact	Mary Patzer	
Website	www.salvationarmydaneconomy.org	
Email Address	loren.carter@usc.salvationarmy.org	
Legal Status	Private: Non-Profit	
Federal EIN:	36-2167910	
State CN:		
DUNS #	150777253	



2. SIGNATURE PAGE

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.

LIVING WAGE ORDINANCE

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. The Madison Living Wage for 2013 will be \$12.19 (hourly). This reflects a 3% increase over Madison Living Wage for 2012, and is consistent with prior annual increases.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

3. SIGNATURE

Enter name: Leigha Weber

By entering your initials in the box LW you are electronically signing your name and agreeing to the terms listed above

DATE 6/1/2012

AGENCY CONTACT INFORMATION

ORGANIZATION **The Salvation Army of Dane County**

1. AGENCY CONTACT INFORMATION

A	Emergency Family Shelter (i.e. Warming Shelter)	Select an Objective Statement from the Drop-Down			
	Contact: Leigha Weber	New Prg?	No	Phone: (608) 250.2237	Email: leigha.weber@usc.salvationarmy.org
B	Program B	Select an Objective Statement from the Drop-Down			
	Contact: Chris Ziembra	New Prg?	Yes	Phone: (608) 250.2240	Email: chris.ziembra@usc.salvationarmy.org
C	Program C	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?		Phone:	Email:
D	Program D	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?		Phone:	Email:
E	Program E	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?		Phone:	Email:
F	Program F	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?		Phone:	Email:
G	Program G	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?		Phone:	Email:
H	Program H	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?		Phone:	Email:

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS									
				A	B	C	D	E	F	G	H	Non-City	
DANE CO HUMAN SVCS	732,630	732,629	732,629	97,500	0	0	0	0	0	0	0	0	635,129
DANE CO CDBG	0	0	0	0	0	0	0	0	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0	0	0	0	0	0	0	0	0
MADISON-CDBG	47,753	40,750	108,150	40,750	67,400	0	0	0	0	0	0	0	0
UNITED WAY ALLOC	218,916	223,870	223,870	0	0	0	0	0	0	0	0	0	223,870
UNITED WAY DESIG	113,559	116,129	116,129	0	0	0	0	0	0	0	0	0	116,129
OTHER GOVT	309,060	249,000	244,200	6,800	0	0	0	0	0	0	0	0	237,400
FUNDRAISING DONATIONS	2,518,784	2,563,350	2,792,272	65,121	0	0	0	0	0	0	0	0	2,727,151
USER FEES	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	541,477	539,000	571,825	0	0	0	0	0	0	0	0	0	571,825
TOTAL REVENUE	4,482,179	4,464,728	4,789,075	210,171	67,400	0	0	0	0	0	0	0	4,511,504

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in his name without discrimination.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

The Salvation Army of Dane County has been providing basic needs, such as emergency shelter and food, to community members within the City of Madison and Dane County for over 100 years. In 1986, The Salvation Army of Dane County was designated as the gate-keeper and single-point of access into the public-funded shelter system for all homeless families and single women. Over 25 years later, The Salvation Army of Dane County remains committed to making emergency shelter and temporary housing programs available to members of our community (i.e. families and single women) who are homeless. The Salvation Army staff is a knowledgeable and effective steward of community and public resources as seen by our continued emphasis on client satisfaction and our ability to guide families from shelter into housing without discrimination. Staff and Advisory Board members of The Salvation Army recognize and understand that comprehensive, wrap-around service availability is a key component to housing maintenance and stability. In addition to the provision of temporary housing, The Salvation Army also provides transitional and permanent housing solutions. Holly House is an eight bed transitional community living facility for single women who are working towards independence and permanent housing but need additional support via case management. House-ability and Rapid Rehousing, permanent housing models based upon the Housing First philosophy, serve families, in collaboration with YWCA and The Road Home, transitioning from shelter to housing or at-risk of losing their existing housing. Family Stabilization Program seeks to stabilize recently housed families while also reaching out to families in the community to prevent eviction. Case management is embedded in all housing programs, including shelter. In addition to our programming and service delivery methods, we continue to ensure that homeless families and single women have access to no-fee medical, mental health and dental care (in partnership with UW Medical School, Meriter HEALTH Hut and Madison Dental Initiative). The provision of meals is an integral part of our service delivery. Meals are shared: daily to shelter residents and community center participants and on Saturday evenings to the homeless community. Our food pantry distributes, not only food, but personal essentials to over 500 households a month. Our community center hosts afterschool programs, including tutoring, computer access and life skills enrichment, in addition to recreation opportunities for all ages. The Salvation Army of Dane County partners with United Way and Marine Corp to offer Christmas assistance each year to over 3,000 families. The Salvation Army also provides emergency disaster support to agencies such as fire and police departments when they respond to an incident. We understand that it is crucial for service delivery to collect and record data into Wisconsin Service Point (WISP); we continue to prioritize our use and understanding of WISP. The Salvation Army of Dane County recognizes that people dealing with homelessness are dynamic and unique. As such, we put an emphasis on staff development and training in a myriad of areas, including cultural competency and Trauma-Informed Care. The Salvation Army staff are active in the Homeless Services Consortium, local neighborhood associations and various other community- and issue-based networks. We foster strong partnerships with a myriad of local agencies including, but not limited to, Madison Police Department, Madison Metropolitan School District, Dane County Department of Human Services, Mentoring Positives, University of Wisconsin, Meriter Hospital, YWCA, community churches, CPS, Second Harvest, etc.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?

	11
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How many Board meetings has your governing body or Board of Directors scheduled for 2012?

	11
--	----

How many Board seats are indicated in your agency by-laws?

	open
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Please list your current Board of Directors or your agency's governing body.

Name	Brian Schimming			
Home Address	5150 Anton Dr, Fitchburg, WI 53719			
Occupation	Consultant			
Representing	Community			
Term of Office	3 years	From:	02/2011	To: 02/2014
Name	Herman Stampfli			
Home Address	709 Rodefeld Way, Madison, WI 53718			
Occupation	Program Manager			
Representing	Community			
Term of Office	3 years	From:	02/2010	To: 02/2013
Name	Casey Trudgeon			
Home Address	542 Matts Circle, Verona, WI 53593			
Occupation	Executive VP			
Representing	Community			
Term of Office	3 years	From:	02/2011	To: 02/2014
Name	Carol Von Elbe			
Home Address	3305 Topping Rd, Madison, WI 53705			
Occupation	Retired			
Representing	Community			
Term of Office	3 years	From:	02/2011	To: 02/2014
Name	David Williams			
Home Address	3873 Nakoma Rd, Madison, WI 53711			
Occupation	President			
Representing	Community			
Term of Office	3 years	From:	02/2012	To: 02/2015
Name	Dwayne Wiliams			
Home Address	610 Walnut St, Madison, WI 53726			
Occupation	Program Manager			
Representing	Community			
Term of Office	3 years	From:	02/2012	To: 02/2015
Name	Roman Yeskov			
Home Address	2422 Independence Lane, #107, Madison, WI 53704			
Occupation	Technology Consultant			
Representing	Community			
Term of Office	2 years	From:	02/2012	To: 02/2014
Name	Brad Zeman			
Home Address	251 Progress Way, Waunakee, WI 53597			
Occupation	Account Executive			
Representing	Community			
Term of Office	3 years	From:	05/2012	To: 02/2015

AGENCY GOVERNING BODY cont.

Name	Nic Alexander			
Home Address	145 E Badger Rd #200, Madison, WI 53713			
Occupation	President			
Representing	Community			
Term of Office	3 years	From:	02/2010	To: 02/2013
Name	Norval Bernhardt			
Home Address	9 Holt Court, Madison, WI 53719			
Occupation	Retired			
Representing	Community			
Term of Office	3 years	From:	02/2011	To: 02/2014
Name	Mary Brennan			
Home Address	5514 Comanche Way, Madison, WI 53704			
Occupation	Retired			
Representing	Community			
Term of Office	Life Member	From:	01/1977	To: unknown
Name	Kent Carnell			
Home Address	P.O. Box 2965, Madison, WI 53701			
Occupation	Attorney			
Representing	Community			
Term of Office	Life Member	From:	01/1978	To: unknown
Name	Robert Courter			
Home Address	6987 Midtown Rd, Madison, WI 53719			
Occupation	Realtor			
Representing	Community			
Term of Office	3 years	From:	02/2011	To: 02/2014
Name	Tommy Dunn			
Home Address	1057 N Edge Trail, Verona, WI 53593			
Occupation	Insurance Agent			
Representing	Community			
Term of Office	3 years	From:	mm/yyyy	To: mm/yyyy
Name	Tom Edwardson			
Home Address	6317 Dylun Dr, Madison, WI 53719			
Occupation	Associate Store Manager			
Representing	Community			
Term of Office	3 years	From:	02/2011	To: 02/2014
Name	Marguita Fox			
Home Address	7012 Fortune Dr, Middleton, WI 53562			
Occupation	Retired			
Representing	Community			
Term of Office	3 years	From:	02/2011	To: 02/2014
Name	Chuck Grant			
Home Address	2747 Jasmine Drive, Fitchburg, WI 53711			
Occupation	Retired			
Representing	Community			
Term of Office	3 years	From:	02/2010	To: 02/2013

AGENCY GOVERNING BODY cont.

Name	Jody Glynn Patrick			
Home Address	1 Forge Ct, Madison, WI 53716			
Occupation	Publisher			
Representing	Community			
Term of Office	3 years	From:	02/2012	To: 02/2015
Name	Erica Hill			
Home Address	401 N Segoe Rd			
Occupation	Vice President, Trust			
Representing	Community			
Term of Office	3 years	From:	02/2010	To: 02/2013
Name	Charles Hoslet			
Home Address	808 Enterprise Dr., Verona, WI 53593			
Occupation	Managing Director			
Representing	UW			
Term of Office	3 years	From:	02/2010	To: 02/2013
Name	Tom Horky			
Home Address	710 Ondossagan Way, Madison, WI 53719			
Occupation	Manager			
Representing	Community			
Term of Office	3 years	From:	02/2012	To: 02/2015
Name	Scott Kowalski			
Home Address	1 Boulder Creek Cir, Madison, WI 53717			
Occupation	Attorney			
Representing	Community			
Term of Office	3 years	From:	02/2011	To: 02/2014
Name	Dan Loichinger			
Home Address	4218 Savannah Ct, Middleton, WI 53562			
Occupation	Consultant			
Representing	Community			
Term of Office	3 years	From:	02/2010	To: 02/2013
Name	Greg Oelerich			
Home Address	9518 Blue Heron, Middleton, WI 53562			
Occupation	Financial Representative			
Representing	Community			
Term of Office	3 years	From:	02/2010	To: 02/2013
Name	Dennis O'Loughlin			
Home Address	3934 Partridge Rd, DeForest, WI 53532			
Occupation	County Supervisor			
Representing	Dane County			
Term of Office	3 years	From:	02/2012	To: 02/2015
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

5. STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current staff, board and volunteers.

Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	73	100%	25	100%	8,051	100%
GENDER						
MALE	15	21%	19	76%	2,980	37%
FEMALE	58	79%	6	24%	5,071	63%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	73	100%	25	100%	8,051	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	241	3%
18-59 YRS	60	82%	17	68%	7,165	89%
60 AND OLDER	13	18%	8	32%	645	8%
TOTAL AGE	73	100%	25	100%	8,051	100%
RACE*						0
WHITE/CAUCASIAN	59	81%	24	96%	6,440	80%
BLACK/AFRICAN AMERICAN	9	12%	1	4%	966	12%
ASIAN	1	1%	0	0%	0	0%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	0	0%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	322	4%
MULTI-RACIAL:	4	5%	0	0%	81	1%
Black/AA & White/Caucasian	4	100%	0	0%	81	100%
Asian & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & Black/AA	0	0%	0	0%	0	0%
BALANCE/OTHER	0	0%	0	0%	242	3%
TOTAL RACE	73	100%	25	100%	8,051	100%
ETHNICITY						
HISPANIC OR LATINO	4	5%	0	0%	242	3%
NOT HISPANIC OR LATINO	69	95%	25	100%	7,809	97%
TOTAL ETHNICITY	73	100%	25	100%	8,051	100%
PERSONS WITH DISABILITIES	3	4%	1	4%	0	0%

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

This chart describes your agency's total expense budget for 3 separate years.

Where possible, use audited figures for 2011 Actual.

The subtotals for the 2012 BUDGET and 2013-14 PROPOSED must equal the amounts entered in the ACCOUNT CATEGORIES on the NonCityBudget and program budget worksheets. The "ERROR" message appears until the sum of the line items equals the amount of the subtotals that have aggregated from your NonCityBudget and program budget worksheets.

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	1,906,807	1,750,000	1,887,962
Taxes	176,987	133,875	144,432
Benefits	349,286	391,330	408,293
SUBTOTAL A.	2,433,080	2,275,205	2,440,687
B. OPERATING			
All "Operating" Costs	1,193,556	1,137,123	1,195,792
SUBTOTAL B.	1,193,556	1,137,123	1,195,792
C. SPACE			
Rent/Utilities/Maintenance	339,554	346,900	367,094
Mortgage (P&I) / Depreciation / Taxes	0	0	0
SUBTOTAL C.	339,554	346,900	367,094
D. SPECIAL COSTS			
Assistance to Individuals	737,414	705,500	785,502
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	23,087	0	0
Other:	0	0	0
SUBTOTAL D.	760,501	705,500	785,502
SPECIAL COSTS LESS CAPITAL EXPENDITURE	737,414	705,500	785,502
TOTAL OPERATING EXPENSES	4,703,604	4,464,728	4,789,075
E. TOTAL CAPITAL EXPENDITURES	23,087	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

30.0%

Divide the number of resignations or terminations in calendar year 2011 by 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.

Resignations/terminations are not key positions. They are very limited hour, part-time and relief positions that have a higher turnover rate. The Salvation Army's current strategic planning process includes targeted objectives increasing its efforts to support and retain staff, while improving staff training.

b. Seasonal Employees

Seasonal/Project Employee ONLY	Nbr of Weeks	Total Hours	Hourly Wage	Seasonal Earnings	A	B	C	D	E	F	G	H	Non-City
					# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

-
1. **Project Name/Title:** ReachOut Housing Assistance
2. **Agency Name:** Tellurian, Inc.
3. **Requested Amount:** 2013: \$12,503
2014: \$12,503 (Prior Year Level \$12,503)
4. **Project Type:** New Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**
J. Access to Community Resources - Homeless

6. **Product/Service Description:**

Tellurian receives federal funds (through the PATH Program) to provide outreach services to street homeless diagnosed with mental illness with the goal of engaging and connecting them to services and housing. PATH pays for staff and operations for ReachOut; the CD Office-funded portion makes financial assistance available to pay security deposit and rent to move persons from homelessness to housing. All payments are made to landlords or property managers; no funds are given directly to homeless individuals.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

30 street homeless individuals will receive financial assistance in an effort to provide stable housing
80% will maintain stable housing at the three month mark

8. **Staff Review:**

The Tellurian's ReachOut program is the primary provider of outreach services to homeless persons in Dane County. The program pays for 2.5 FTEs. The Porchlight and Tellurian outreach workers collaborate on service provision for persons who have a diagnosed mental illness; the CD Office-funded Porchlight outreach worker is able to serve those persons who do not have a mental health diagnosis. Workers assist clients by connecting them with income, whether this is earned income or income through benefits, and services such as physical and mental health and AODA services.

Tellurian has experience operating outreach programs serving chronically homeless with mental illness and AODA issues. Tellurian contracts with Dane County Human Services to provide detox services and entry-level AODA treatment for Dane County. The ReachOut workers have worked in this program for many years; staff retention has likely increased effectiveness as the workers become known and trusted by downtown regulars and their knowledge of referral sources has increased.

Tellurian has a record of being compliant with federal and local regulation and ordinances in their contracting with the CDBG Office. The agency has a long history of contracting with HUD for transitional and permanent housing programs and experience with following federal rules and regulations regarding expenditures and programming.

The entire PATH ReachOut budget is \$127,770. The only funding Tellurian receives for the financial assistance is \$12,503.

Total Cost/Total Beneficiaries Equals:	\$127,770 / 30 individuals = \$4,259
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$12,503 / 30 individuals = \$417
CD Office Funds as Percentage of Total Budget:	10%

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ORGANIZATION:	ORGANIZATION
PROGRAM/LETTER:	A ReachOut
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. **NEED FOR PROGRAM:** Please identify local community need or gap in service that the proposed program will address.

ReachOut's target population is single homeless individuals with mental illness. Typically, 50-60% of the program clients also have co-occurring substance abuse issues. The program goals are engagement and connection to services and housing resources.

City of Madison CDBG office identified 1,765 single homeless individuals in the shelter system in 2011. 29% of the individuals served in shelter reported serious mental illnesses and 27% reported substance abuse disorders in 2010. This subpopulation is likely to become chronically homeless without assistance to end homelessness. Rent assistance is often identified as one of the most valuable tool in ending homelessness. However, ReachOut's primary funder, Substance Abuse and Mental Health Services Administration (SAMHSA), only provides limited fund for rental assistance. City of Madison CDBG fund, coupled with ReachOut's engagement and follow up activities, has been instrumental in transitioning people from street to housing.

2. **SERVICE DESCRIPTION -** Describe the service(s) provided including your expectations of the impact of your activities.

Outreach is how we meet our clients. ReachOut staff goes to where homeless people are: streets, homeless shelters, parks and camp sites. ReachOut also does In-reach at a drop in resource center (Hospitality House) and a public library. Connection to housing is one of ReachOut's top priorities. All of the proposed city grant (\$12,503) will be used for security deposit and first month rent assistance, which removes a significant barrier to housing for many of our clients. Income leads to housing. ReachOut staff directly assists or connects clients to all the possible resources toward obtaining income: vocational rehabilitation, SSI/SSDI application, entitlement benefits, and other one-time assistance sources. Connection to services is another essential piece in obtaining and maintaining housing. ReachOut staff will accompany clients to health, mental health and AODA services appointments to ensure that clients receive available services. ReachOut develops written service plan with all enrolled clients. The service plans are developed in partnership with clients in the areas of treatment, housing, income, and other mutually perceived needs. ReachOut staff review the progress with clients regularly.

PATH ReachOut's successful cases are individuals who move from street to stable housing with the following resources: sufficient income to meet basic needs and maintain subsidized or unsubsidized housing; ongoing psychiatric care; permanent case management, if needed; ongoing AODA treatment or support group connection, if needed; payee, if needed.

3. **PROPOSED PROGRAM CONTRACT GOALS:** Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

Out of approximately 100 total program participants, 30 homeless individuals will receive City of Madison CDBG security deposit or first month rent assistance in order to move from the street to transitional or permanent housing. Of those who received assistance, 80% will remain in housing at three month mark.

4. **SERVICE HOURS:** Frequency, duration of service and hours and days of service availability.

ReachOut's three direct staff works various and flexible hours in order to cover different aspects of the programming. Most activities occur during the week days, but shelter outreach and some street outreach happen in the evening. Length of service per client varies, but program policy is to follow a client for three months after he or she moves into housing.

ORGANIZATION:
PROGRAM/LETTER:

ORGANIZATION
A ReachOut

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

Following are the enrolled client demographics from the last program year.

- o Age: 44% were age between 35-49; 38% were age between 50-64; 17% were 18-34 years
- o Gender: 65% were male and 35% were female.
- o Race/Ethnicity: 53% were White; 40% were Black or African American; 4% were Hispanic or Latino and 2% were multi racial.
- o Principal mental illness diagnosis: 59% had affective disorders; 18% had schizophrenia and other psychotic disorders; 57% had co-occurring substance use disorders.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

ReachOut's primary focus areas are downtown Madison (specifically, State Street) and surrounding neighborhoods, which has the highest single homeless population.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

Individual Level: ReachOut staff engages clients mostly on the street, shelters and a drop-in homeless resource center (Hospitality House). When staff identifies someone as homeless, he/she observes the individual, introduce him/herself by name and a general term as a person who does outreach in the community. Staff will listen to individual's story, if and when the individual is willing, and may engage in an activity together, e.g., go for a walk, have a cup of coffee, etc. Staff will explain the ReachOut program, and asks them if s/he would be willing to meet again. Many homeless people would agree to meet a second time.

Community Level: Downtown Madison, Inc (DMI) was one of the biggest players who established the ReachOut program. DMI website describes the ReachOut program under advocacy section. ReachOut staff also gives presentation on various homeless issues per community requests. ReachOut works closely with Madison police departments.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

ReachOut is a joint venture between Tellurian and Porchlight. Tellurian is a primary recipient of the SAMHSA grant and has a contractual relationship with Porchlight. Tellurian employees two outreach staff and Porchlight employees one staff. This collaboration extends the housing resources for the ReachOut clients, as Porchlight and Tellurian are two of the biggest housing providers for single persons in Madison. Porchlight also brings in a valuable psychiatric treatment resource (Volunteer Psychiatric Clinic) as a program leverage. ReachOut staff also works closely with the Access Community Health Centers and Meriter HEALTH Hut for primary health and psychiatric care, DVR for vocational rehabilitation, and Tellurian, Journey Mental Health Center and Catholic Charities for AODA treatment.

9. VOLUNTEERS: How are volunteers utilized in this program?

ReachOut receives in-kind donation (gift card to give out to clients as incentives) from a community donor, but no volunteer hours are being utilized in programming.

10. Number of volunteers utilized in 2011?

0

Number of volunteer hours utilized in this program in 2011?

0

ORGANIZATION:	ORGANIZATION
PROGRAM/LETTER:	A ReachOut

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

In the last several years, 0-4% of the ReachOut clients were Hispanic or Latino. Most of the Hispanic clients outreached have been bilingual. In case outreached individuals are not English speaking, ReachOut's partner Porchlight has a bilingual staff on the Brooks street location that ReachOut staff can access. In the past, ReachOut staff has used the Centro Hispano as a translating resource as well. All ReachOut forms are available in Spanish. Despite the considerable size of the Hmong community, ReachOut has not encountered homeless individual from the community. Other Asian populations have been served but all were reported as English speaking. It is Tellurian's policy to utilize a language line to assist an individual, if there were to be a language barrier.

There are special cultural characteristics surrounding mental illness and homelessness. All staff receives training in non-discriminatory service delivery and cultural sensitivity. Staff receives regular supervision regarding the need to treat clients "where they are at" from a cultural perspective, and with dignity and respect. They are to make no assumptions of need, but to ask and engage empathetically in determining their needs. All outreach staff has had extensive experience working with the program target population, who are often suspicious of service delivery system.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

Tellurian has over 20 years of experience in working with individuals who are homeless with mental illness and substance abuse disorders. ReachOut staff is also highly trained and experienced in the field. ReachOut supervisor holds a Licensed Clinical Social Worker (LCSW) license and a Substance Abuse Counselor (SAC) certification. Two out of three ReachOut staff have Masters degrees and another staff is currently working on the Masters in social work program. One outreach staff is a consumer.

Successful past outcomes will ensure the success of this proposal as well. Program accomplishments of last program year include the following:

- § 287 individuals outreached;
- § 136 individuals enrolled;
- § 53 clients moved to transitional/permanent housing;
- § 60 clients connected to community mental health services.

In 2011, ReachOut provided security deposit and/or rent assistance to 31 individuals with the City of Madison CDBG grant and 93% remained in housing at the six month mark in 2011. In 2010, 32 individuals received rent assistance and 94% remained in housing at the six month mark.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

N/A

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications	
Human Services Clinician I	0.9 FTE	No	Minimum Bachelor's degree with two years of field experience
Human Services Clinician II	0.8 FTE	No	Minimum Bachelor's degree with five years of field experience
Program Supervisor	0.15 FTE	No	Minimum Masters degree with LCSW
(Porchlight's outreach staff)	0.8 FTE	No	(Minimum Bachelor's degree with two years of field experience)

ORGANIZATION:	ORGANIZATION
PROGRAM/LETTER:	A ReachOut

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	100
Total households to be served	100

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

All costs which are not allocated on a direct basis or a shared cost basis will be allocated to an appropriate Indirect Cost Pool. Building costs are allocated on the basis of square footage utilized for cost centers. Food, and kitchen equipment and supplies costs are allocated on the basis of the number of annual budgeted meals to be served. Administrative and indirect costs that are appropriately allocated to all cost centers are distributed on the basis of the proportion of personnel costs.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Will expend 50% of the annual grant amount in security deposit and first month rent assistance	30-Jun-13
Will expend 100% of the annual grant amount in security deposit and first month rent assistance	31-Dec-13

ORGANIZATION:	ORGANIZATION
PROGRAM/LETTER:	A ReachOut

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	136	100%	4	100%	RESIDENCY				
MALE	49	36%	2	50%	CITY OF MADISON	136	100%		
FEMALE	87	64%	2	50%	DANE COUNTY (NOT IN CITY)	0	0%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	136	100%		
					AGE				
					<2	0	0%		
					2 - 5	0	0%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	25	18%		
					30 - 59	109	80%		
					60 - 74	2	1%		
					75 & UP	0	0%		
					TOTAL AGE	136	100%		
					RACE				
					WHITE/CAUCASIAN	61	45%	4	100%
					BLACK/AFRICAN AMERICAN	62	46%	0	0%
					ASIAN	1	1%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	0	0%	0	0%
					Black/AA & White/Caucasian	0	0%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	12	9%	0	0%
					TOTAL RACE	136	100%	4	100%
					ETHNICITY				
					HISPANIC OR LATINO	0	0%	0	0%
					NOT HISPANIC OR LATINO	136	100%	4	100%
					TOTAL ETHNICITY	136	100%	4	100%
					PERSONS WITH DISABILITIES	1	1%	1	25%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:
PROGRAM/LETTER:

ORGANIZATION	
A	ReachOut

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	136
Total to be served in 2013.	100

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

Outcome Objective # 1: Homeless individuals with mental illness and/or co-occurring substance abuse disorders will obtain and maintain housing.

Performance Indicator(s): Homeless individuals who receive City of Madison CDBG rental assistance will remain in housing at three (3) month mark.

Proposed for 2013:	Total to be considered in	30	Targeted % to meet perf. measures	80%
	perf. measurement		Targeted # to meet perf. measure	24
Proposed for 2014:	Total to be considered in	30	Targeted % to meet perf. measures	80%
	perf. measurement		Targeted # to meet perf. measure	24

Explain the measurement tools or methods: Staff will contact each client (or landlord, if client cannot be reached) who received rental assistance 3 months after he/she moved into housing. The results will be documented in client files and monthly program outcome reports.

Outcome Objective # 2:

Performance Indicator(s):

Proposed for 2013:	Total to be considered in		Targeted % to meet perf. measures	0%
	perf. measurement		Targeted # to meet perf. measure	0
Proposed for 2014:	Total to be considered in		Targeted % to meet perf. measures	0%
	perf. measurement		Targeted # to meet perf. measure	0

Explain the measurement tools or methods:

ORGANIZATION:	Tellurian UCAN, Inc.
PROGRAM/LETTER:	A ReachOut

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	12,503	0	12,503	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	115,267	67,749	45,918	1,600	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	127,770	67,749	58,421	1,600	0

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	12,503	0	12,503	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	115,267	67,749	45,918	1,600	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	127,770	67,749	58,421	1,600	0

*OTHER GOVT 2013

Source	Amount	Terms
PATH	115,267	July 1, 2012-June 30, 2013
	0	
	0	
	0	
	0	
TOTAL	115,267	

**OTHER 2013

Source	Amount	Terms
None	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Tellurian UCAN, Inc.
PROGRAM/LETTER:	A ReachOut

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

N/A

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

N/A

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	12,503	0	12,503	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	115,267	67,749	45,918	1,600	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	127,770	67,749	58,421	1,600	0

*OTHER GOVT 2014

Source	Amount	Terms
PATH	115,267	July 1, 2013-June 30, 2014
	0	
	0	
	0	
	0	
TOTAL	115,267	

**OTHER 2014

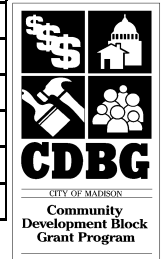
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	Tellurian UCAN, Inc.	
Mailing Address	300 Femrite Dr. Monona, WI 53716	
Telephone	(608) 222-7311	
FAX	(608) 222-5904	
Admin Contact	Sarah Lim, Contract Manager	
Financial Contact	Stephen Lawrence, Controller	
Website	www.tellurian.org	
Email Address	slim@tellurian.org	
Legal Status	Private: Non-Profit	
Federal EIN:	39-1482987	
State CN:		
DUNS #	144737194	



2. SIGNATURE PAGE

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.

LIVING WAGE ORDINANCE

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. The Madison Living Wage for 2013 will be \$12.19 (hourly). This reflects a 3% increase over Madison Living Wage for 2012, and is consistent with prior annual increases.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

3. SIGNATURE

Enter name: Kevin Florek

By entering your initials in the box KF you are electronically signing your name and agreeing to the terms listed above

DATE 6/1/2012

AGENCY CONTACT INFORMATION

ORGANIZATION **Tellurian UCAN, Inc.**

1. AGENCY CONTACT INFORMATION

A	ReachOut	CDBG: J. Access to Community Resources - Homeless				
	Contact: Sarah Lim	New Prg?	No	Phone:	(608) 222-7311 ext. 106	Email: slim@tellurian.org
B	Program B	Select an Objective Statement from the Drop-Down				
	Contact:	New Prg?		Phone:		Email:
C	Program C	Select an Objective Statement from the Drop-Down				
	Contact:	New Prg?		Phone:		Email:
D	Program D	Select an Objective Statement from the Drop-Down				
	Contact:	New Prg?		Phone:		Email:
E	Program E	Select an Objective Statement from the Drop-Down				
	Contact:	New Prg?		Phone:		Email:
F	Program F	Select an Objective Statement from the Drop-Down				
	Contact:	New Prg?		Phone:		Email:
G	Program G	Select an Objective Statement from the Drop-Down				
	Contact:	New Prg?		Phone:		Email:
H	Program H	Select an Objective Statement from the Drop-Down				
	Contact:	New Prg?		Phone:		Email:

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS								
				A	B	C	D	E	F	G	H	Non-City
DANE CO HUMAN SVCS	3,858,565	3,858,565	3,858,565	0	0	0	0	0	0	0	0	3,858,565
DANE CO CDBG	11,353	11,353	11,353	0	0	0	0	0	0	0	0	11,353
MADISON-COMM SVCS	0	0	0	0	0	0	0	0	0	0	0	0
MADISON-CDBG	12,503	12,503	12,503	12,503	0	0	0	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0	0	0	0	0	0	0	0
UNITED WAY DESIG	24,000	24,000	24,000	0	0	0	0	0	0	0	0	24,000
OTHER GOVT	2,463,649	2,494,649	2,494,649	115,267	0	0	0	0	0	0	0	2,379,382
FUNDRAISING DONATIONS	127,472	127,472	127,472	0	0	0	0	0	0	0	0	127,472
USER FEES	2,189,318	2,110,718	2,110,718	0	0	0	0	0	0	0	0	2,110,718
OTHER	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	8,686,860	8,639,260	8,639,260	127,770	0	0	0	0	0	0	0	8,511,490

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

Tellurian's mission is to "make recovery a reality", allowing people who experience substance abuse disorders, mental illness and homelessness opportunities to rebuild their lives through providing a safety net and supportive services. The staff and management of Tellurian are firmly committed to the belief that every person has the capacity for rehabilitation and recovery. Tellurian will continue to be the refuge and "new beginning" for people in need of help.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

Tellurian is unique among the homeless service providers in Dane County in that the agency is well-known as a substance abuse and mental health treatment provider as well as homeless service provider. Tellurian's family of services include Dane County Detox facility, inpatient and outpatient substance abuse treatment programs, mental health clinic, case management programs in addition to the homeless-specific programs. Tellurian's 200 staff provided much needed help to more than 8600 people in 2011. Because of our extensive experience providing a variety of needed services in the community, we are able to connect our homeless clients to services through our in-house referral system.

Tellurian's homeless services evolved as an effort to provide housing stability to people with unstable conditions and circumstances during the 40 years of Tellurian history. Since 1986, Tellurian has worked directly with homeless individuals and families and helped numerous clients in breaking the cycle of homelessness. Tellurian has operated a continuum of homeless services including emergency shelter, transitional housing, permanent housing, street outreach and consumer training. Tellurian currently operates four services specific to the homeless in addition to the PATH ReachOut program:

- Transitional Housing Program (THP): Transitional housing for homeless individuals with mental illness and/or addiction. THP is a 20-bed CBRF and serves over 100 individuals annually.
- Start On Success (SOS): Transitional housing for homeless families. SOS serves nine families at any given moment.
- Permanent Housing Program: six scattered site one bedroom apartments are provided for individuals with serious and persistent mental illness. Case management is provided for housing stability.
- Willy St. SRO: 15 unit permanent supportive housing for individuals with serious and persistent mental illness.

Other Tellurian programs that work closely with the homeless or those who are at risk of homelessness:

- Community Intervention Team: Case management and outreach services for people with substance abuse disorders and mental illness. Serves over 100 clients annually.
- Crisis Stabilization Centers: 12-bed CBRF in Madison (Dane County CARE Center), 12-bed CBRF in Janesville (Jackson House), and 8-bed CBRF in La Crosse (La Crosse CARE Center) for people with severe mental illness for crisis stabilization and hospital diversion services.
- Waubesa House (4 units) for severe mental

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?

	4
How many Board meetings has your governing body or Board of Directors scheduled for 2012?	4
How many Board seats are indicated in your agency by-laws?	12

How many Board meetings has your governing body or Board of Directors scheduled for 2012?

How many Board seats are indicated in your agency by-laws?

Please list your current Board of Directors or your agency's governing body.

Name	Michael Florek			
Home Address	603 Edgewood Ave. Madison, WI 53711			
Occupation	President of Tellurian UCAN, Inc.			
Representing				
Term of Office		From: 03/1983		To: present
Name	Robert Kasdorf			
Home Address	PO Box 1446, Madison, WI 53701			
Occupation	Attorney			
Representing				
Term of Office		From: 03/1983		To: present
Name	David Joranson			
Home Address	406 Science Dr. #202			
Occupation	U.W. Scientist			
Representing				
Term of Office		From: 03/1983		To: present
Name	Judy McGuire			
Home Address	214 Shato Lane Monona, WI 53716			
Occupation	Retired			
Representing				
Term of Office		From: 03/1983		To: present
Name	James Halikas			
Home Address	783 Tramore Lane Naples, FL 34108			
Occupation	Psychiatrist			
Representing				
Term of Office		From: 03/1983		To: present
Name	Father Larry Bakke			
Home Address	304 East St. Baraboo, WI 53913			
Occupation	Catholic Priest			
Representing				
Term of Office		From: 03/2008		To: present
Name	Kevin Florek			
Home Address	911 Pilgrim Trail Sun Prarie, WI 53590			
Occupation	CEO of Tellurian UCAN, Inc.			
Representing				
Term of Office		From: 03/2006		To: present
Name	Catherine Zdeblick			
Home Address	4517 Fox Bluff Lane Middleton, WI 53562			
Occupation	None			
Representing				
Term of Office		From: 03/2007		To: present

AGENCY GOVERNING BODY cont.

Name	Tommi Thompson			
Home Address	2503 Todd Dr. Madison, WI 53714			
Occupation	CFO of WI Women's Health Foundation			
Representing				
Term of Office		From:	03/2009	To: present
Name	Marci Katz			
Home Address	1 W. Wilson St. Rom 550 Madison, WI			
Occupation	CPA			
Representing				
Term of Office		From:	03/2008	To: present
Name	Michael Crooks			
Home Address	3 South Pickney, 9th Floor, Madison, WI 53703			
Occupation	Attorney			
Representing				
Term of Office		From:	07/2011	To: present
Name	Beth Miekaraek			
Home Address	1717 North Bristol ST. Sun Prairie, WI 53590			
Occupation	Business Owner			
Representing				
Term of Office		From:	07/2011	To: present
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

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Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

5. STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current staff, board and volunteers.

Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	212	100%	12	100%	12	100%
GENDER						
MALE	59	28%	7	58%	4	33%
FEMALE	153	72%	5	42%	8	67%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	212	100%	12	100%	12	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	0	0%
18-59 YRS	185	87%	9	75%	11	92%
60 AND OLDER	27	13%	3	25%	1	8%
TOTAL AGE	212	100%	12	100%	12	100%
RACE*						0
WHITE/CAUCASIAN	187	88%	12	100%	9	75%
BLACK/AFRICAN AMERICAN	22	10%	0	0%	0	0%
ASIAN	2	1%	0	0%	1	8%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	0	0%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	1	8%
MULTI-RACIAL:	1	0%	0	0%	1	8%
Black/AA & White/Caucasian	0	0%	0	0%	1	100%
Asian & White/Caucasian	1	100%	0	0%	0	0%
Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & Black/AA	0	0%	0	0%	0	0%
BALANCE/OTHER	0	0%	0	0%	0	0%
TOTAL RACE	212	100%	12	100%	12	100%
ETHNICITY						
HISPANIC OR LATINO	3	1%	0	0%	0	0%
NOT HISPANIC OR LATINO	209	99%	12	100%	12	100%
TOTAL ETHNICITY	212	100%	12	100%	12	100%
PERSONS WITH DISABILITIES	8	4%	0	0%	1	8%

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

This chart describes your agency's total expense budget for 3 separate years.

Where possible, use audited figures for 2011 Actual.

The subtotals for the 2012 BUDGET and 2013-14 PROPOSED must equal the amounts entered in the ACCOUNT CATEGORIES on the NonCityBudget and program budget worksheets. The "ERROR" message appears until the sum of the line items equals the amount of the subtotals that have aggregated from your NonCityBudget and program budget worksheets.

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	4,742,151	4,742,151	4,679,840
Taxes	447,506	450,504	439,905
Benefits	567,511	565,675	638,585
SUBTOTAL A.	5,757,168	5,758,330	5,758,330
B. OPERATING			
All "Operating" Costs	1,924,769	1,980,936	1,980,936
SUBTOTAL B.	1,924,769	1,980,936	1,980,936
C. SPACE			
Rent/Utilities/Maintenance	896,769	834,794	834,794
Mortgage (P&I) / Depreciation / Taxes	97,237	65,200	65,200
SUBTOTAL C.	994,006	899,994	899,994
D. SPECIAL COSTS			
Assistance to Individuals	0	0	0
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other:	0	0	0
SUBTOTAL D.	0	0	0
SPECIAL COSTS LESS CAPITAL EXPENDITURE	0	0	0
TOTAL OPERATING EXPENSES	8,675,942	8,639,260	8,639,260
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

13.2%

Divide the number of resignations or terminations in calendar year 2011 by 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.

N/A

8. PERSONNEL DATA: Personnel Schedule

a. Personnel Schedule

List each staff position by title. Seasonal Employees should be entered in seasonal section. Indicate if the position meets the Living Wage Exception with an asterisk (*).

Indicate the number of 2013 Proposed Full-Time Equivalents (FTEs) in each staff position, across all agency programs.

Indicate the total salaries for all FTEs in that staff position. **Do NOT include payroll taxes or benefits in this table.**

Indicate base hourly wage for each position. **All positions in city funded programs must meet City Living Wage requirements.**

The Madison Living Wage for 2013 will be **\$12.19 (hourly)**.

Staff Position/Category	2012		2013-14		Hourly Wage	2013-14 PROPOSED FTEs DISTRIBUTED BY PROGRAM									
	Est. FTE	Est. Salary	Proposed FTE	Proposed Salary		A	B	C	D	E	F	G	H	Non-City	
						FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	
CEO	1.00	135,000	1.00	135,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
Director of Human Resources	1.00	75,000	1.00	75,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
Comptroller	1.00	75,000	1.00	75,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
General Manager	1.00	46,000	1.00	48,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
Contract Manager	0.60	26,208	0.60	26,208	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.60	
Director of Information Technology	1.00	67,496	1.00	67,496	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
Access(intake) Director/Founder	1.00	93,018	1.00	93,018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
Director of AODA Services	0.80	71,483	0.50	44,677	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	
Director of Mental Health Services	1.00	66,000	1.00	66,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
Program Managers	9.00	366,881	9.00	375,000	0.00	0.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.85	
Human Services Clinician	28.50	948,480	29.50	1,012,440	0.00	1.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.80	
Human Service Assistant	80.68	2,013,763	72.90	1,890,147	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.90	
Accounting Staff	1.60	44,928	1.60	48,256	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.60	
Administrative Assistant	3.90	117,000	3.90	117,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.90	
Nurse	8.80	439,296	9.20	450,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.20	
Laundry Staff	1.00	22,880	1.00	22,880	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
Kitchen Staff	4.00	99,840	4.00	99,840	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	
Billing Specialist	0.80	28,288	0.80	28,288	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.80	
Janitorial	0.25	5,590	0.25	5,590	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	146.93	4,742,151	140.25	4,679,840		1.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	138.40	
TOTAL PERSONNEL COSTS:				4,679,840											

b. Seasonal Employees

Seasonal/Project Employee ONLY	Nbr of Weeks	Total Hours	Hourly Wage	Seasonal Earnings	A	B	C	D	E	F	G	H	Non-City
					# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS
None	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

-
1. **Project Name/Title:** Housing Mediation Service
2. **Agency Name:** Tenant Resource Center, Inc.
3. **Requested Amount:** 2013: \$11,171
2014: \$11,171 (Prior Year Level \$10,953)
4. **Project Type:** New Continuing
5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**
J. Access to Community Resources – Homeless (could also be considered under X. Access to Resources)

6. Product/Service Description:

The Housing Mediation Service places volunteer mediators at pre-trial eviction hearings in order to help program participants avoid eviction judgments. The program gives participants and landlords an opportunity to come to an agreement, either a payment plan or a non-eviction order move-out date, to resolve the otherwise forthcoming eviction at weekly Small Claims Court. CD Office funds are used to mail notices using information from the court informing all tenants with a Summons of the possibility of utilizing mediation services and staff costs related to organizing volunteer mediators and occasionally providing the mediation service themselves. The program is also flexible to provide out-of-court mediations for other tenant-landlord disputes as requested.

7. Anticipated Accomplishments (Numbers/Type/Outcome):

500 housing mediations will take place between landlords and tenants
95% of the mediations will result in an agreement
70% of the agreements will be effective (i.e. tenant avoided homelessness or terms of the agreement were upheld to the satisfaction of the parties)

8. Staff Review:

Tenant Resource Center has been offering housing mediation since 1995 and is the only agency that provides this service. The goal is to prevent the tenant from becoming homeless either by working out an arrangement for the tenant to remain in the unit, setting a move-out date that allows the tenant to plan for other housing, or allowing the tenant to move without an eviction on their housing record. TRC and CD Office staff have worked to identify outcomes that indicate whether the service provides a positive impact. TRC systematically reviews court records and the homeless information management system (WISP) six months after the mediation to determine if the tenant involved avoids an eviction on their record or has contact with the emergency shelter system.

The Housing Mediation Program could be considered under two different objectives. The program provides 500 mediations through this program. If this program was funded under Objective J, TRC could use funds only for households who have an eviction notice and are at imminent risk of homelessness. If funded under Objective X, TRC could use funds to serve any low-income household. The CD Office currently manages a contract for providing housing mediation for persons an imminent risk of homelessness using ETH funds the City receives from the Wisconsin Division of Housing. Starting July 1st, the City will have a \$15,000 contract with TRC for housing mediation using the state funds.

TRC has been very proactive to ensure that they have bi-lingual staff available to assist households who speak Spanish and Hmong.

Tenant Resource Center has complied in the past with ESG regulations requiring a homeless or former homeless person serving on an agency's policy making body.

Total Cost/Total Beneficiaries Equals: \$23,171 / 500 households = \$46
CD Office Funds/CD-Eligible Beneficiaries Equals: \$11,171 / 500 households = \$22
CD Office Funds as Percentage of Total Budget: 49%

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ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	C Housing Mediation Service
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

In 2011 there were 3,103 residential eviction cases in Dane County, up 8% from 2009. The last chance for many tenants to avoid eviction is the joinder conference at court, when their landlord may choose to dismiss the eviction if the tenant agrees to certain terms, such as a payment plan. Resolving these alternative solutions takes time, energy and knowledge, and the face of eviction without them would be severe. Last year, 53% of cases were dismissed by stipulation after a joinder conference. The HMS saw 35% of these cases, decreasing potential homelessness for over 500 people. Our work also alleviated pressure on court commissioners, who could then better negotiate with the remaining cases. In 2011, 76% of stipulations resulted in no further action against the tenant. This would have been significantly lower without the 364 hours of work done by the HMS mediators. HMS is needed to keep homelessness at bay in the City of Madison.

2. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

The Housing Mediation Service (HMS) is a project which primarily places mediators at pre-trial eviction hearings in order to help program participants avoid eviction judgments. The program gives participants and landlords an opportunity to come to an agreement, either a payment plan or a non-eviction-order move-out date, to resolve the otherwise forthcoming eviction at Small Claims Court. HMS staff mails a notice, using information from the court, informing all tenants with a Summons of the possibility of utilizing mediation services. HMS serves Dane County tenants who are at risk of homelessness. By negotiating an agreement (called a stipulated dismissal) at eviction court, program participants are more able to maintain stable housing through the agreement itself and because they have avoided a judgment for eviction on their record, making future landlords more likely to rent to them. In the alternative, if the person does have to move they can negotiate a move-out date that is more manageable for them and which may help them avoid a homeless episode. Thus, the impact of services is decreased homelessness and increased housing stability for tenants. We do also provide out-of-court mediations for other tenant-landlord disputes that also help increase housing stability.

3. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

Each year, we provide over 500 mediations at eviction court. All would be eligible under the funding contract we are proposing.

4. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

The HMS is available by appointment. Intakes are generally done over the phone or via email. Sessions can be scheduled any day of the week between 9am-6pm. Mediators are also available each Tuesday during eviction court from 8:30am until approximately 3:30pm. Clients access services by calling 608-257-2799 or emailing mediation@tenantresourcecenter.org.

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	C Housing Mediation Service

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

Our target population is low -income Dane County tenants with rental housing related disputes. Our service population is mostly tenants that are seeking mediation for eviction hearings at Small Claims Court. 75% of our clients are in the City of Madison, rather than in the rest of Dane County. A full 19% of our clients have a disability of some kind. The majority of our clients are middle-aged, with 50% being between the ages of 30-59, 40% being ages 18-29, and 10% being over age 60. 42% of our clients are African American, only a third of our HMS clients are Caucasian, and 5% are Hispanic.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

HMS is open to all Dane County residents. Out-of-court mediations are at the TRC or various public community locations. In-court-mediations are at Dane County Small Claims Court.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

The primary outreach activity is sending an individual postcard to each residence where an eviction has been filed. We obtain contact information from small claims court, including tenants' names and addresses, and case numbers. The postcard contains information about eviction court, the tenants' case number and information about HMS in both English and Spanish. Mediators are present at Small Claims Court every Tuesday when eviction hearings are scheduled. If a tenant contacts us prior to the court date, HMS coordinator provides eviction and resource counseling about how to prepare and what to expect, and can set up a mediation prior to the court date. Otherwise, trained mediators provide mediation services at small claims court on request.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

We believe that coordination of service delivery is key to non-duplication of services, and leads to the most continuous level of support for area residents. As such, we participate in groups like the Dane County Homeless Services Consortium (in order to share information each month and network to ensure that referrals to and from other agencies are appropriate and effective for our clients) and other community groups. Agency referrals are most frequently done through TRC's housing counseling program when it is clear when participants need further support services (mediators are not trained housing counselors), not HMS. However, HMS works closely with Legal Action of Wisconsin to make referrals for clients who would benefit from legal assistance and advocacy to dispute an eviction, where there is a strong legal defense, rather than mediate it.

9. VOLUNTEERS: How are volunteers utilized in this program?

Volunteers are essential to this program. Professionally trained mediators volunteer to provide the mediation sessions both outside court and at eviction hearings. There are currently 6 trained mediators, who each volunteer approximately 71 hours per year.

10. Number of volunteers utilized in 2011?

6
427

Number of volunteer hours utilized in this program in 2011?

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	C Housing Mediation Service

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

Mediation is a service that relies on good communication in order to be effective for the client. We encounter many barriers to service, which we handle in the following ways: 1. Language barriers: Some clients speak limited or no English, with Spanish and Hmong as the primary non-English languages we encounter. We direct clients to use the court interpretation services, and have Spanish and Hmong speaking staff that can direct clients to those services or interpret out-of-court mediations. Our postcard is in both English and Spanish, and includes court interpreter contact information. 2. Cultural barriers: Our volunteer certified mediators are trained in communicating across language and educational barriers, and only a minority is trained in mediating through intersectional levels of privilege. 3. Comprehension: tenant-landlord law is complex - many clients don't have the knowledge needed to understand (due to education, mental impairments or inexperience with American judicial workings). Mediators are trained to break down the information if needed. Mediation coordinator makes referrals to Legal Action if comprehension is an inflexible barrier. 4. Physical impairments: Dane County Courthouse is wheelchair accessible. Clients can request an ASL interpreter (through collaboration with the Office for the Deaf and Hard of Hearing). 5. Economic barriers: out-of-court mediations are timing-flexible to accommodate non-traditional work hours. Offices & courthouse are located on major bus lines.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

The six volunteer mediators have several decades of combined experience. The HMS coordinator has two years' experience as a housing counselor and three years' experience in non-profit development and program assistance. One of the greatest strengths of HMS is that it allows more time for conversation and understanding. This, in turn, enhances both parties' capacity to find the common ground necessary to build mutual agreements. HMS mediators are skilled in making openings for conversation in situations that seem deadlocked. An example from 2011 showed that a mediator was able to make headway in an eviction case, despite a personal conflict between tenant and landlord. The mediator spent over an hour on the case with the elderly landlord, defining the terms of the stipulation agreement and establishing the (contested) amount owed. When there is a space to find an understanding, there is a higher chance for a stipulation, a better chance it will be something the tenant can fulfill, and a decreased risk of homelessness for the tenant. Of the stipulations reached through HMS, 81% result in no further legal action against the tenant, compared to 73% of stipulations reached with the court commissioner. The HMS handles approximately 35% of the cases that reach a stipulation, which make up roughly 20% of each week's cases. Not only is HMS exceeding its own goals for success, its presence allows greater success for the court commissioner, who would otherwise have even less time to spend with people who need help with negotiations and with understanding court procedures.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

While there is no licensing requirement for our volunteers, each has professional mediation training; 3 are members of the WI Association of Mediators, and 1 is an instructor in out-of-court mediation

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Housing Resource Specialist	0.4	
Office Manager	0.05	
Executive Director	0.05	

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	C Housing Mediation Service

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	10
Between 50% to 80% of county median income	40
Between 30% to 50% of county median income	75
Less than 30% of county median income	375
Total households to be served	500

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	na
Between 50% to 80% of county median income	na
Between 30% to 50% of county median income	na
Less than 30% of county median income	na
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Indirect costs are based on the percent of funding source's total funding for the program. Professional fees (includes audit and accounting), advertising, conference fees, dues, travel, volunteer recognition and other are based on allocation of direct salaries. Rent, supplies, telephone and printing and copying are based on space occupied. Postage is based on estimates of actual usage.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Same as February, plus subpopulation demographic report	January
Weekly mediation outreach and services; monthly report including 6-month follow-up	February
Weekly mediation outreach and services; monthly report including 6-month follow-up	March
Weekly mediation outreach and services; monthly report including 6-month follow-up	April
Weekly mediation outreach and services; monthly report including 6-month follow-up	May
Weekly mediation outreach and services; monthly report including 6-month follow-up	June
Same as June, plus subpopulation demographic report	July
Weekly mediation outreach and services; monthly report including 6-month follow-up	August
Weekly mediation outreach and services; monthly report including 6-month follow-up	September
Weekly mediation outreach and services; monthly report including 6-month follow-up	October
Weekly mediation outreach and services; monthly report including 6-month follow-up	November
Weekly mediation outreach and services; monthly report including 6-month follow-up	December

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	C Housing Mediation Service

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	569	100%	0.5	100%	RESIDENCY				
MALE	196	34%	0	0%	CITY OF MADISON	427	75%		
FEMALE	371	65%	0.1	20%	DANE COUNTY (NOT IN CITY)	142	25%		
UNKNOWN/OTHER	2	0%	0.4	80%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	569	100%		
					AGE				
					<2	0	0%		
					2 - 5	0	0%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	227	40%		
					30 - 59	285	50%		
					60 - 74	57	10%		
					75 & UP	0	0%		
					TOTAL AGE	569	100%		
					RACE				
					WHITE/CAUCASIAN	190	33%	0.45	90%
					BLACK/AFRICAN AMERICAN	238	42%	0	0%
					ASIAN	10	2%	0.05	10%
					AMERICAN INDIAN/ALASKAN NATIVE	6	1%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	1	0%	0	0%
					MULTI-RACIAL:	1	0%	0	0%
					Black/AA & White/Caucasian	1	100%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	123	22%	0	0%
					TOTAL RACE	569	100%	0.5	100%
					ETHNICITY				
					HISPANIC OR LATINO	26	5%	0	0%
					NOT HISPANIC OR LATINO	543	95%	0.5	100%
					TOTAL ETHNICITY	569	100%	0.5	100%
					PERSONS WITH DISABILITIES	109	19%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	C Housing Mediation Service

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	569
Total to be served in 2013.	500

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

Outcome Objective # 1:	Tenants & Landlords will be aware of mediation as means to solve rental disputes. They will utilize the HMS when appropriate resulting in the target # of mediations listed below.
Performance Indicator(s):	Agreements will be reached in at least 95% of mediations.

Proposed for 2013:	Total to be considered in	500	Targeted % to meet perf. measures	95%
	perf. measurement		Targeted # to meet perf. measure	475
Proposed for 2014:	Total to be considered in	500	Targeted % to meet perf. measures	95%
	perf. measurement		Targeted # to meet perf. measure	475

Explain the measurement tools or methods:	Documentation of the number of mediations provided and agreements reached, and the nature of the agreement. Performance standards listed here describe only the portion of mediations we complete that are eligible under our current contracts with the City.
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Outcome Objective # 2:	Participants in the mediation process successfully reach an agreement and act on the agreement. Specific outcome for each case is determined by the terms of the agreement
Performance Indicator(s):	70% of agreements will be effective. Effective means: 1. the tenant avoided home-lessness or 2. the terms of the agreement were upheld to the satisfaction of the parties.

Proposed for 2013:	Total to be considered in	500	Targeted % to meet perf. measures	70%
	perf. measurement		Targeted # to meet perf. measure	350
Proposed for 2014:	Total to be considered in	500	Targeted % to meet perf. measures	70%
	perf. measurement		Targeted # to meet perf. measure	350

Explain the measurement tools or methods:	Follow up surveys and other methods such as checking court records and Wisconsin Service Point will be used to measure the number of agreements that were successfully upheld by determining if the tenant avoided a judgment of eviction and whether they needed additional homeless services after the eviction case was resolved in the mediation.
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ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	C Mediation

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	10,953	9,313	1,640	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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	13,267	8,267	5,000	0	0
TOTAL REVENUE	24,220	17,580	6,640	0	0

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	11,171	9,499	1,672	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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	12,000	7,500	4,500	0	0
TOTAL REVENUE	23,171	16,999	6,172	0	0

*OTHER GOVT 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2013

Source	Amount	Terms
ESG (mid year funding)	12,000	undetermined at the moment, varies based on fed funding
	0	
	0	
	0	
TOTAL	12,000	

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	C Mediation

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (w ith spaces) (2 lines max.)

c. 2014 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

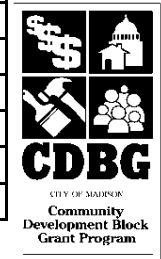
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	Tenant Resource Center	
Mailing Address	1202 Williamson St., Suite 102, Madison, WI 53703	
Telephone	608-257-0143 (No housing counseling calls, please)	
FAX	608-286-0804	
Admin Contact	Brenda Konkel	
Financial Contact	Brenda Konkel	
Website	www.tenantresourcecenter.org	
Email Address	bkonkel@tenantresourcecenter.org	
Legal Status	Private: Non-Profit	
Federal EIN:	39-1360105	
State CN:		
DUNS #	102264210	



2. SIGNATURE PAGE

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.

LIVING WAGE ORDINANCE

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. The Madison Living Wage for 2013 will be **\$12.19 (hourly)**. This reflects a 3% increase over Madison Living Wage for 2012, and is consistent with prior annual increases.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

3. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above

DATE

AGENCY CONTACT INFORMATION

ORGANIZATION **Tenant Resource Center**

1. AGENCY CONTACT INFORMATION

A	Housing Counseling, Outreach and Education	OCS: Access to Resources A1: Targeted Services (CSC)										
	Contact: Brenda K. Konkel	New Prg?	No	Phone:	608-257-0143	Email:	bkonkel@tenantresourcecenter.org					
B												
	Contact:	New Prg?		Phone:		Email:						
C	Mediation	CDBG: J. Access to Community Resources - Homeless										
	Contact: Brenda K. Konkel	New Prg?	No	Phone:	608-257-0143	Email:	bkonkel@tenantresourcecenter.org					
D	Coordinated Intake	CDBG: J. Access to Community Resources - Homeless										
	Contact: Brenda K. Konkel	New Prg?	Yes	Phone:	608-257-0143	Email:	bkonkel@tenantresourcecenter.org					
E	Homeless Day Shelter	CDBG: J. Access to Community Resources - Homeless										
	Contact: Brenda K. Konkel	New Prg?	Yes	Phone:	608-257-0143	Email:	bkonkel@tenantresourcecenter.org					
F	Program F	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
G	Program G	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
H	Program H	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS								Non-City	
				A	B	C	D	E	F	G	H		
DANE CO HUMAN SVCS	104,490	95,000	95,000	41,000	0	0	0	0	0	0	0	0	54,000
DANE CO CDBG	0	0	20,280	20,280	0	0	0	0	0	0	0	0	0
MADISON-COMM SVCS	54,521	54,521	62,801	62,801	0	0	0	0	0	0	0	0	0
MADISON-CDBG	10,953	10,953	204,588	0	0	11,171	35,510	157,907	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0	0	0	0	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER GOVT	46,490	87,425	60,000	60,000	0	0	0	0	0	0	0	0	0
FUNDRAISING DONATIONS	27,533	25,000	55,000	0	0	0	0	30,000	0	0	0	0	25,000
USER FEES	19,998	20,000	20,000	0	0	0	0	0	0	0	0	0	20,000
OTHER	8,156	18,267	156,355	0	0	12,000	0	144,355	0	0	0	0	0
TOTAL REVENUE	272,141	311,166	674,024	184,081	0	23,171	35,510	332,262	0	0	0	0	99,000

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

The Tenant Resource Center is a nonprofit, 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.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

Overview :The Tenant Resource Center (TRC) is an organization with deep roots in the Madison community. Over the past 31 years, the TRC has shifted the culture of tenancy in Madison. When first formed, the TRC would often see tenants who would immediately move out upon receipt of a 5-day Cure or Quit Notice, without attempting to re-pay the amount owed or otherwise settle the issue. Now, by and large, tenants do not immediately move, but inform themselves and then attempt to either resolve the violation or work out some resolution with the landlord. The TRC is a foundational element of Madison tenancy. We offer a variety of programs (below) to support tenants and landlords, and have the institutional knowledge necessary to fully resolve a wide array of concerns that clients may bring to us. For example, when David Goldsby (featured in an article in The Cap Times) recently came into the TRC, he needed information regarding a complicated rent abatement/foreclosure case gone wrong, as well as the support of an organization that could help him advocate for himself in his near-homelessness. The TRC was able to work with the judge and the sheriff, and assist David in fighting his illegal eviction. This wouldn't have been possible if the TRC weren't positioned to know the minute changes in foreclosure laws, nor the specific workings of the rent abatement and eviction processes in Madison (which vary by county). This level of service is dependent on the availability of staff. In other situations, we are able to refer clients to local agencies that best meet their needs, and thus we empower clients and support affordable housing in Madison.

Current Programs: The TRC has been an informing and empowering presence in the Dane County community since 1981. Our current programming includes:

- *Housing Counseling: We give free information on tenant-landlord rights and responsibilities to both tenants and landlords statewide who call, email or drop by our main and campus offices. We have sample letters, forms and brochures on most major topics. We maintain detailed information on our website. This program is staffed by volunteers and salaried Housing Resource Specialists, with support from the Executive Director.
- *Housing Help Desk: The TRC staffs an office at the Dane County Job Center where we distribute information on housing vacancies, low-income and subsidized housing, emergency housing, emergency rental assistance, as well as basic information on tenant-landlord rights and responsibilities. This office was established in 1998, and is staffed on a rotating basis by our salaried Housing Resource Specialists who also administer our Housing Crisis Fund that provides eviction prevention dollars for our clients.
- *Mediation (HMS): The TRC administers a program where certified volunteer mediators facilitate negotiations between tenants and landlords both out of court and during the Small Claim Court eviction hearings each week, in order to prevent homelessness. This program was established in 1995 as a joint project between the TRC and the Apartment Association of South Central Wisconsin. In 2011, HMS provided assistance to 569 eviction cases, approximately 18% of all residential evictions filed (a percentage that has increased steadily over the years).
- *Community Outreach: The TRC staff engages in a high degree of community outreach by responding to requests for presentations, giving interviews to reporters, participating in community coalitions, and interfacing directly with organizations where a relationship enhances services to all our clients. This year, we will begin a series of videos on housing counseling topics and recent legislative changes. Also in 2012, we are increasing our efforts to reach at-risk senior tenants by a series of presentations which we hope to carry forward to 2013.
- *Housing Law Seminars: The TRC provides 8- to 12- hour long housing law seminars throughout the state on tenant-landlord law. Held at least ten times each year, these seminars target groups of tenant advocates, property managers and landlords, service providers, case managers, legal professionals and law enforcement officers.

Staff: TRC's Executive Director has 20 years experience in housing counseling. Once a private practice attorney and a Madison alderperson, Brenda Konkel provides much of the institutional knowledge that's so valuable to the clients that use the TRC's services. Additional staff includes 3 full-time Bilingual Housing Resource Specialists (bilingual in Spanish/English), 1 Office Manager (bilingual in Hmong/English), 1 part time Housing Resource Specialist, 2 part time development and program coordination staff, and a core group of incredible, committed volunteers (equivalent in time to one full time staff member). With the proposed funding, TRC has ample personnel with relevant knowledge and experience to fully provide the proposed services.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?	12
How many Board meetings has your governing body or Board of Directors scheduled for 2012?	12
How many Board seats are indicated in your agency by-laws?	9 to 11

Please list your current Board of Directors or your agency's governing body.

Name	Kia Stern			
Home Address	5663 King James Ct #103, Fitchburg			
Occupation	TRC volunteer housing counselor			
Representing				
Term of Office	1 year	From:	06/2011	To: 07/21012
Name	Deborah Percival Garver			
Home Address	2810 Center Ave, Madison			
Occupation	Grief counselor & Special Education Assistant			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Rudy Moore			
Home Address	713 Orton Ct, Madison			
Occupation	Attorney and Landlord			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Andrew Peterson			
Home Address	N8269 County Rd J, New Glarus			
Occupation	Psychotherapist			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Colin Gillis			
Home Address	1242 Morrison Ct #2, Madison			
Occupation	Associate Lecturer at UW-Madison, Rainbow Bookstore Cooperative Staff, Vol HC			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Michael Donnelly			
Home Address	1141 E Johnson St., Madison			
Occupation	Business Manager for Dane 101, Landlord, Epic			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Lara Rosen			
Home Address	410 Castle Pl #2, Madison			
Occupation	Budget Analyst, State of Wisconsin			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Kari Ehrhardt			
Home Address	4817 Sheboygan Ave #206, Madison			
Occupation	Asst. Deputy Clerk, WI Supreme Ct & Shelter Worker			
Representing				
Term of Office		From:	06/2011	To: 07/21012

AGENCY GOVERNING BODY cont.

Name

Charlie Breunig

Home Address

1334 Morrison St #2, Madison

Occupation

Bookseller & Volunteer Housing Counselor

Representing

Term of Office

	From:	06/2011	To:	07/21012
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Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To:	mm/yyyy
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Name

Home Address

Occupation

Representing

Term of Office

	From:	mm/yyyy	To:	mm/yyyy
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Name

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Term of Office

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AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

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Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

5. STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current staff, board and volunteers.

Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	8	100%	9	100%	13	100%
GENDER						
MALE	1	13%	5	56%	5	38%
FEMALE	6	75%	4	44%	8	62%
UNKNOWN/OTHER	1	13%	0	0%	0	0%
TOTAL GENDER	8	100%	9	100%	13	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	0	0%
18-59 YRS	8	100%	9	100%	10	77%
60 AND OLDER	0	0%	0	0%	3	23%
TOTAL AGE	8	100%	9	100%	13	100%
RACE*						0
WHITE/CAUCASIAN	6	75%	8	89%	11	85%
BLACK/AFRICAN AMERICAN	0	0%	1	11%	2	15%
ASIAN	1	13%	0	0%	0	0%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	0	0%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0	0%
MULTI-RACIAL:	1	13%	0	0%	0	0%
Black/AA & White/Caucasian	0	0%	0	0%	0	0%
Asian & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & Black/AA	1	100%	0	0%	0	0%
BALANCE/OTHER	0	0%	0	0%	0	0%
TOTAL RACE	8	100%	9	100%	13	100%
ETHNICITY						
HISPANIC OR LATINO	1	13%	0	0%	1	8%
NOT HISPANIC OR LATINO	7	88%	9	100%	12	92%
TOTAL ETHNICITY	8	100%	9	100%	13	100%
PERSONS WITH DISABILITIES	0	0%	1	11%	1	8%

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

This chart describes your agency's total expense budget for 3 separate years.

Where possible, use audited figures for 2011 Actual.

The subtotals for the 2012 BUDGET and 2013-14 PROPOSED must equal the amounts entered in the ACCOUNT CATEGORIES on the NonCityBudget and program budget worksheets. The "ERROR" message appears until the sum of the line items equals the amount of the subtotals that have aggregated from your NonCityBudget and program budget worksheets.

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	156,870	173,680	407,970
Taxes	15,791	13,286	31,210
Benefits	13,157	24,893	57,405
SUBTOTAL A.	185,818	211,859	496,585
B. OPERATING			
All "Operating" Costs	57,244	75,434	97,566
SUBTOTAL B.	57,244	75,434	97,566
C. SPACE			
Rent/Utilities/Maintenance	23,481	8,873	34,873
Mortgage (P&I) / Depreciation / Taxes	0	0	0
SUBTOTAL C.	23,481	8,873	34,873
D. SPECIAL COSTS			
Assistance to Individuals	11,666	15,000	45,000
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other:	0	0	0
SUBTOTAL D.	11,666	15,000	45,000
SPECIAL COSTS LESS CAPITAL EXPENDITURE	11,666	15,000	45,000
TOTAL OPERATING EXPENSES	278,209	311,166	674,024
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

42.0%

Divide the number of resignations or terminations in calendar year 2011 by 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.

<p>3 positions turned over in 2011 and with a small staff, that is devastating. All of the staff left for better paying jobs. Of the three staff members that went on to other jobs, one had worked for TRC for 14 years, one had worked at the TRC for 2 years and one has worked here less than a year, but had been on staff previously. The last time we had this level of turnover was in 1995 when we only had 1.5 staff persons. We hope to minimize staff turnover by making our salaries more competitive, but that is extremely difficult with flat funding and increasing needs.</p>

8. PERSONNEL DATA: Personnel Schedule

a. Personnel Schedule

List each staff position by title. Seasonal Employees should be entered in seasonal section. Indicate if the position meets the Living Wage Exception with an asterisk (*).

Indicate the number of 2013 Proposed Full-Time Equivalents (FTEs) in each staff position, across all agency programs.

Indicate the total salaries for all FTEs in that staff position. **Do NOT include payroll taxes or benefits in this table.**

Indicate base hourly wage for each position. **All positions in city funded programs must meet City Living Wage requirements.**

The Madison Living Wage for 2013 will be **\$12.19 (hourly)**.

Staff Position/Category	2012		2013-14		Hourly Wage	2013-14 PROPOSED FTEs DISTRIBUTED BY PROGRAM									
	Est. FTE	Est. Salary	Proposed FTE	Proposed Salary		A	B	C	D	E	F	G	H	Non-City	
						FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	
Executive Director	1.00	47,762	1.00	50,000	24.04	0.20	0.00	0.05	0.00	0.20	0.00	0.00	0.00	0.55	
Office Manager	1.00	27,040	0.95	29,120	14.00	0.50	0.00	0.05	0.00	0.05	0.00	0.00	0.00	0.35	
Housing Resource Specialist	1.00	27,851	1.00	29,120	14.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75	
Housing Resource Specialist*	0.80	21,632	1.00	29,120	14.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75	
Housing Resource Specialist*	0.80	21,632	1.00	29,120	14.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75	
Housing Resource Specialist**	0.50	13,520	0.50	14,560	14.00	0.00	0.00	0.30	0.00	0.00	0.00	0.00	0.00	0.20	
Housing Resource Specialist**	0.25	6,963	0.25	7,280	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	
Housing Resource Specialist**	0.25	7,280	0.25	7,280	14.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	
Housing Resource Specialists	0.00	0	1.00	26,250	16.83	0.00	0.00	0.00	0.75	0.00	0.00	0.00	0.00	0.25	
Housing Resource Specialists	0.00	0	2.00	70,000	16.83	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	
Housing Resource Specialist	0.00	0	0.50	29,120	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
* Hired in March	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
** Part-time staff	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	5.60	173,680	9.45	320,970		1.45	0.00	0.40	0.75	2.25	0.00	0.00	0.00	4.60	
TOTAL PERSONNEL COSTS:				320,970											

b. Seasonal Employees

Seasonal/Project Employee ONLY	Nbr of Weeks	Total Hours	Hourly Wage	Seasonal Earnings		A	B	C	D	E	F	G	H	Non-City
						# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0		0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

1. **Project Name/Title:** Coordinated Intake
2. **Agency Name:** Tenant Resource Center, Inc. (TRC)
3. **Requested Amount:** 2013: \$35,510
2014: \$35,510 (Prior Year Level \$0)
4. **Project Type:** New or Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**

J. Access to Community Resources – Homeless

6. **Product/Service Description:**

TRC's proposal is to provide additional staffing at their three locations (TRC Administrative Office, Job Center Housing Help Desk, UW Campus location) to accommodate walk-in requests for assistance to help complete applications for eviction prevention and emergency homeless services. TRC would create a uniform intake application, using questions from current eviction prevention, emergency shelter and transitional/permanent housing programs so that they can provide screening for area programs. TRC proposes to employ .75 FTE for this purpose.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

500 households will receive assessments and referrals to end their housing crisis
20 Homeless Services Consortium (HSC) agencies will work with TRC to integrate necessary client information to complete a valid assessment

8. **Staff Review:**

HUD has been in the process of codifying a number of current practices into new programs. For example, the old Emergency Shelter Program has become the Emergency Solutions Program with different eligibility rules. So far HUD has published a final rule on the Homeless and At-Risk of Homelessness definitions and an interim rule on the Emergency Solution Grant (ESG) program. As a requirement for receiving HUD funding in the new ESG program, HUD indicates that each continuum of care will be required to have a coordinated/centralized intake and assessment process that will provide a crisis response to persons who are homeless or at-risk of homelessness. HUD has indicated that further direction will be given when the COC rules are published (anticipated before the end of the year). HUD has indicated that this coordinated/centralized system should be locally designed.

As a result, an ad hoc group made up of Homeless Services Consortium agency and funder staff are meeting to discuss how a Dane County coordinated assessment system might operate. While no decisions have been made by this committee or the Homeless Services Consortium on a model for providing this service, the expanded use of 211 and additional case management staff to conduct need assessments, problem-solve, and provide follow-up have been discussed. The group has also agreed that the current process should change so that the question should be "what services will help prevent or end this household's housing crisis" rather than "is this household right for my agency's program".

TRC's Help Desk is a primary access point for families with children in need of housing resources who are either homeless or at risk. TRC's proposal to provide this service at their three locations may be more effective if they use the Help Desk location exclusively, ensure that adequate staff is available and allow both phone contacts as well as walk-ins.

Additional questions –

- 1) TRC indicates that they will work with HSC agencies to move towards a uniform intake process. While this might be desirable, it is unclear whether this should be a task for this new coordinated intake position.
- 2) It is not clear how TRC will collaborate with United Way's 211 program and the Community Action Coalition or what, if any, services will be provided to the client besides making referrals to local agencies; how would this change the current practice of making referrals at a TRC location?
- 3) Is it necessary to (re)create a coordinated real-time services inventory to be accessed by various agencies (as described in Program Activities); how would this differ from the 211 website?
- 4) What would be the outcome benefit(s) of having this funded position other than creating a uniform

application and referring households in need to area programs; will there be follow-up with the households served and will they obtain or maintain stable housing?

ESG funds could be used to fund this activity as it is eligible and Tenant Resource Center has complied in the past with ESG regulations requiring a homeless or former homeless person serving on an agency's policy making body.

The Community Action Coalition has also submitted an application for a Coordinated Intake program.

As the HSC committee has not made a decision on what the local coordinated assessment model should look like, evaluating a pilot such as the ones proposed by TRC (and CAC) may assist in determining what the local model should look like.

Total Cost/Total Beneficiaries Equals:	$\$35,510 / 500 = \71
CD Office Funds/CD-Eligible Beneficiaries Equals:	$\$35,510 / 500 = \71
CD Office Funds as Percentage of Total Budget:	100%

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	D Program D - Coordinated Intake
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

In 2011, 3069 individuals were served in shelter, but 2003 were turned away (possibly duplicated), with an estimated 5,072 people being homeless in the City of Madison. For families, only 394 were served in shelter last year, the lowest number of families served since 1997. National research has shown that centralized intake is a key factor in the success of homelessness prevention and rapid re-housing programs. As a result, HUD is moving in a direction of centralized intake for homeless services. HUD's goal is to have a system that is less fragmented and uses resources more efficiently. Locally, if done correctly, it would provide a better experience for those seeking services by reducing repetitiveness in applying for programs and making the system more efficient for those who use it. Being homeless or at risk of being homeless creates a high amount of stress; reducing the time spent chasing services will provide a better outcome for the people we serve on a daily basis

2. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

In partnership with the United Way of Dane County, Community Action Coalition of South Central Wisconsin and our partners in the Homeless Services Consortium, the TRC proposes to be a primary (but not solo) point of contact to help fill out common, basic applications for eviction prevention and homeless services. TRC has solicited applications from the YWCA, The Road Home, Porchlight, and Housing Initiatives and is reviewing them for overlapping information in order to combine common portions into a basic application, so that we may provide information gathering and screening beyond the dissemination of information we currently provide for men, women, and families looking for shelter & transitional housing. If funded, we will continue to gather applications from area agencies & will attempt to construct common application document that can be used by all agencies and which will guide staff in making appropriate referrals. Our services would be walk-in services at our three (or four) offices and Community Action would provide outreach to neighborhoods. Our agencies would not be the only way to access services, there would be no "wrong door" to the system; they would be primary options with staff available to assist, in TRC's case, without appointment. Additionally, we would only make referrals, not determine if people would be admitted to various agencies; that decision would remain with their staff. Clients would benefit from people having information about availability of beds and lengths of waiting lists, greatly increasing the likelihood of success with the referrals.

3. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

The Tenant Resource Center works with over 150 people per year who are currently homeless or have been in the past year at the Housing Help Desk and through our housing counseling services. Additionally, we talk to over 1,000 people who are at risk of homelessness. That number excludes the nearly 600 mediations we provide at small claims court. Our goal would be to have the Housing Help Desk return to the hours of 8 - 4:30 (currently 10 - 2) and provide intake, assessment, and referral services for at least 250 people who are currently homeless and 250 at risk of homeless.

4. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Housing Help Desk (1819 Aberg Ave) Monday - Friday 8 - 4:30. Tenant Resource Center (1202 Williamson St. Suite 102) Monday - Friday 9 - 6. UW Campus hours vary. We also provide information via email.

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	D Program D - Coordinated Intake

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

We have staff members w ho speak both Hmong and Spanish and w ould be able to provide services in those languages. 15% of the people w e serve at the Housing Help Desk or at our main office (excluding mediation) have one or more disabilities (w e do not distinguish betw een physical and cognitive disabilities). 52% of the people w e serve are very low income, an additional 27% are low income. 52% of the people w e serve are betw een the ages of 30 & 55 years old. 13% of the people w e serve are over 55 years old.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

This w ould be a general service for all people in the City of Madison and Dane County.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

Our primary outreach goals are: 1) To educate County staff at the Dane County Job Center so that they may refer appropriate clients to our services at the in-house Housing Help Desk (HHD), 2) to keep updated and accessible informaiton on our w idely-view ed w ebsite, for access by service proivders and clients w ith internet access, and 3) to w ork w ith United Way 2-1-1 in making sure that the informaiton on their site is up to date for service providers and clients. We have a current memorandum of understanding w ith United Way that refers most housing calls to the HHD. Our secondary outreach goals are to: have tables at summer festivals, send direct mail to donors, give media interview s, present to low -income communities, and engage in "free media" opportunities throughout the year to advertise all of the TRC's services.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

This proposal w as coordinated w ith United Way 2-1-1 and Community Action Coaltion of Southern Wisconsin. United Way 2-1-1 w ill assist w ith a w eb-based information and referral service. The TRC and the Community Action Coaltion w ill then w ork w ith the Homeless Services Consortium in order to coordinate a common intake process that can be used by multiple agencies to make sure that the referrals by Consortium agencies are consistent and appropriate. The goals are to coordinate information about the number of openings w ithin a program so that resources are not going unused, and to streamline application procedures so that homeless persons can better access resources.

9. VOLUNTEERS: How are volunteers utilized in this program?

This program w ould not directly utilize volunteers. How ever, our housing counseling service is done primarily by volunteers w ho w ould talk w ith people and, if appropriate, call in a staff person taff person to do the initial intake and referral.

10. Number of volunteers utilized in 2011?

0

Number of volunteer hours utilized in this program in 2011?

0

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	D Program D - Coordinated Intake

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

The primary barriers to services for many of the very low-income people we serve are transportation, childcare, time, phone service, etc. Combine that with special needs of persons who don't speak English as their first language, and mental or cognitive disabilities, and the barriers become at times insurmountable. A significant thing we have to offer is the three locations (one located within the Dane County Job Center where many people go to get other services) and the varied times of service. Additionally, we don't require appointments. As a walk-in service, people can see us whenever is convenient to their schedule. We also offer hours outside the traditional work times (8am - 6pm) as well as phone and e-mail services. Most of our staff speaks Spanish and our Office Manager is able to provide services in Hmong. Finally, we routinely work with people who need additional assistance in writing letters to their landlords or need help creating a specific plan. Our staff is experienced doing this with clients of varying literacy skills and cognitive abilities.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

The Tenant Resource Center already provides information and referral to over 6,500 people per year through the Housing Help Desk and Tenant Resource Center services (excluding mediation). We already provide referrals to many of the agencies involved in the Homeless Services Consortium and this project will help us ensure that the referrals we are making are appropriate and hopefully will enhance the communication between our organizations. We already have lists of shelter and transitional housing for single men, single women, and families. That information is given out on a regular basis and available on our website. Our staff is trained in basic tenant-landlord law and is able to help people when they face such things as illegal barriers to housing, wrongful termination from their housing, and security deposit non-returns so that they can find and maintain stable housing. Our staff was specifically chosen for their diversity and ability to speak additional languages. Our Executive Director has over 20 years experience providing housing counseling services to the community and managing and starting new programs. The Tenant Resource Center has been in existence since 1980 and is the direct descendant of the Madison Tenant Union that was formed in 1969.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

None. We are a HUD approved housing counseling agency.

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Housing Resource Specialist	0.75	Ability to work well in a positive manner with a diverse group of clients.

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	D Program D - Coordinated Intake

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	200
Less than 30% of county median income	300
Total households to be served	500

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	250
Less than 30% of county median income	350
Total households to be served	600

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Our cost allocation plan is primarily based on direct staff hours spent on programs. Rent, supplies, phone, copying and printing are determined by space used and staff hours spent on the program.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Coordinated agency intake form to meet their needs and simplify client interface with services	Feb/March
Create coordinated real-time services inventory to be accessed by various agencies	April
Continuous updating of materials for accurate referrals	on-going

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	D Program D - Coordinated Intake

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	500	100%	0.75	100%	RESIDENCY				
MALE	250	50%	0	0%	CITY OF MADISON	425	85%		
FEMALE	250	50%	0	0%	DANE COUNTY (NOT IN CITY)	75	15%		
UNKNOWN/OTHER	0	0%	0.75	100%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	500	100%		
					AGE				
					<2	0	0%		
					2 - 5	0	0%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	125	25%		
					30 - 59	300	60%		
					60 - 74	75	15%		
					75 & UP	0	0%		
					TOTAL AGE	500	100%		
					RACE				
					WHITE/CAUCASIAN	200	40%	0.75	100%
					BLACK/AFRICAN AMERICAN	200	40%	0	0%
					ASIAN	20	4%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	60	12%	0	0%
					Black/AA & White/Caucasian	50	83%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	10	17%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	20	4%	0	0%
					TOTAL RACE	500	100%	0.75	100%
					ETHNICITY				
					HISPANIC OR LATINO	50	10%	0	0%
					NOT HISPANIC OR LATINO	450	90%	0.75	100%
					TOTAL ETHNICITY	500	100%	0.75	100%
					PERSONS WITH DISABILITIES	200	40%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	D Program D - Coordinated Intake

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	500
Total to be served in 2013.	500

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

Outcome Objective # 1:	Create a coordinated intake form that is useful to all members of the Homeless Services Consortium and accessible for clients.
Performance Indicator(s):	We will integrate all required intake information from the agencies of the Homeless Services Consortium.

Proposed for 2013:	Total to be considered in	20	Targeted % to meet perf. measures	95%
	perf. measurement		Targeted # to meet perf. measure	19
Proposed for 2014:	Total to be considered in	20	Targeted % to meet perf. measures	95%
	perf. measurement		Targeted # to meet perf. measure	19

Explain the measurement tools or methods:	We will strive to have agencies collaborate in this process through the Homeless Service Consortium and we expect a high level of cooperation through encouragement from the City. The exact number of agencies and programs could vary depending upon their intake process.
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Outcome Objective # 2:	Decrease the number of rejections and denials of services due to better updated and more appropriate referrals, as well as increasing the likelihood of success with the applications that are filled out
Performance Indicator(s):	Follow up surveys with clients to measure their success in being admitted to a program and developing a methodology with the agencies to track people denied from their services that matches with the coordinated intake system

Proposed for 2013:	Total to be considered in	500	Targeted % to meet perf. measures	0%
	perf. measurement		Targeted # to meet perf. measure	0
Proposed for 2014:	Total to be considered in	500	Targeted % to meet perf. measures	0%
	perf. measurement		Targeted # to meet perf. measure	0

Explain the measurement tools or methods:	The first year we would seek to obtain a base line measurement of people turned away from services due to not being qualified for the program. In subsequent years, we would seek to reduce that measurement over time.
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ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	D Coordinated Intake

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	35,510	29,510	5,000	1,000	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	35,510	29,510	5,000	1,000	0

*OTHER GOVT 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	D Coordinated Intake

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (w ith spaces) (2 lines max.)

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

1. **Project Name/Title:** Homeless Day Shelter
2. **Agency Name:** Tenant Resource Center, Inc. (TRC)
3. **Requested Amount:** 2013: \$157,907
2014: \$157,907 (Prior Year Level \$0)
4. **Project Type:** New or Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**
J. Access to Community Resources - Homeless

6. **Product/Service Description:**

Proposal is for a consumer-managed daytime resources center located in a central location that would initially be open 30 hours per week during weekdays all year long. The proposed center would provide space for showers, laundry, storage of personal belongings, phones, computers, lockers, mailboxes, meeting rooms, a place to sleep during the day for those who work nights, a play area for kids, a small kitchen and refrigerator to store medications. The facility would be managed by staff using people who use services there to help maintain the facility.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

100 (or 600) individuals will use the service provided by the day center; this needs clarification from the application

8. **Staff Review:**

Proposal is for a resource center that would include 2 FTEs with experience working with homeless persons with AODA and/or mental health issues. The proposed model for operation includes getting input from homeless persons who use the services at the site in the planning for services and daytime operations.

The number of persons proposed to benefit from the service is unclear. On page 6, TRC indicates that they will serve 600 individuals. However, under the Outcome Objectives, it is stated that they will serve 100 individuals of which 50 will access resources and volunteer their skills.

The proposal states that the need for such a facility is based on the use of a temporary day center operated by Porchlight during the winter months on East Washington Avenue. Daily use at the Porchlight-run center (next door to the Occupy Madison site) was reported as high as 100 persons per day. The East Washington Avenue center was donated space from the City. Since there are currently no plans by the City to provide this space again or by Porchlight to reopen a similar center for the 2012-13 winter months, funding of this proposal for 2013 will not duplicate the temporary shelter operated by Porchlight in 2011-2012.

A site for the resource center has not been identified to date. The application does not indicate any specifics about what would make a desirable space such as square footage, amenities, prioritized uses if a perfect site cannot be found, affordable rent and utilities. Some specifics would assist CDD staff in evaluating this project and the proposed budget. TRC has initiated the search for a site in a central location which likely describes the downtown/State Street area. Locating such a program in this area can be difficult. Porchlight was unsuccessful in their attempts to relocate Hospitality House from Grace Church to another downtown location.

The budget for this project includes income of \$174,335 in fundraising and other grants. Questions regarding the budget:

- 1) What is the likelihood that this project could go forward without the \$174,335 in fundraising and other funds and how would the proposed project be different?
- 2) What kind of space can be leased for \$12,000 if the private funds are not available to supplement the City funds?
- 3) What fundraising and grant opportunities are being considered; how was this dollar amount determined?
- 4) For this project, how are Special Costs defined?

TRC indicates that an outcome objective will be to serve 50 people per day in a facility open at least 30 hours per week. There is no indication of an anticipated outcome such as number of persons who obtain housing, retain housing, obtain benefits, find employment, etc. for this activity.

ESG funds could be used to fund this activity as it is eligible and Tenant Resource Center has complied in the past with ESG regulations requiring a homeless or former homeless person serving on an agency's policy making body.

Total Cost/Total Beneficiaries Equals:	\$332,262 / 100 individuals = \$3,323
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$157,907 / 100 individuals = \$1,579
CD Office Funds as Percentage of Total Budget:	48%

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	E Homeless Day Shelter
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. **NEED FOR PROGRAM:** Please identify local community need or gap in service that the proposed program will address.

Currently homeless people have to navigate a series of programs and locations in order to get basic needs met, requiring research and access to information to find out where you can take a shower, do your laundry, get a meal, find a bus ticket, get a razor to shave, get a free phone, etc. There is currently no place to leave belongings when people go to work, or to store winter boots and jackets. Computer access is found primarily at libraries and is limited. Housing and job searches are complicated without access to a phone (for return calls) or to mail. Modes of resolving problems that many people take for granted, such as making a copy, faxing, or emailing, are all difficult. Where can a homeless person go for help filling out an application for FoodStamps, veteran's benefits or social security? While some services are available, it is impossible to access them cohesively. This increases the barriers to becoming stable, and leads to continued homelessness.

2. **SERVICE DESCRIPTION -** Describe the service(s) provided including your expectations of the impact of your activities.

Services: The concept is to have a day shelter that is open during the hours the shelters are closed. This location would include showers, laundry, storage, phones (and places to charge them), computers, lockers, mailboxes, meeting rooms, a place to sleep during the day (for people who work at night), a play area for kids, a small kitchen for people to prepare food obtained from food pantries, and a refrigerator to store medications such as insulin. The day shelter would be run by staff and volunteers who let homeless people determine their needs, and provide access to information and resources to help them achieve their goals. The facility would be managed by staff but would use volunteers, including people who use the services there, to help maintain the facility. The people who use services would have a say in running the facility and making sure that their needs are being met. Impact: The impact would be to 1) To provide basic services in a humane and caring way, 2) reduce the need for bus tickets to get basic tasks accomplished, 3) provide self-determination and responsibility for people who are currently homeless to accomplish the goals they want to meet, 4) allow homeless people to have direct input into the services they need, 5) provide a place for coordinated intake for housing and homelessness programs, and 6) provide a warm and dry place to be in the cold Wisconsin winters.

3. **PROPOSED PROGRAM CONTRACT GOALS:** Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

The temporary day shelter with limited services was providing service to over 100 people per day last winter, which was mild by Wisconsin standards. With additional services and a consistent presence, the day shelter would likely meet and exceed that goal. This would not just be a warming shelter. This facility would invite people to work on goals, contribute to the facility, get basic needs met (which may include the need for a nap or a warm place to be) or otherwise be engaged in constructive activities. Unduplicated clients are currently unknown.

4. **SERVICE HOURS:** Frequency, duration of service and hours and days of service availability.

With adequate staffing and volunteers, the ultimate goal would be to have the facility open 6am - 7pm, Monday - Sunday. To begin, the services would probably not be available during all of those hours or on weekends.

ORGANIZATION:

Tenant Resource Center

PROGRAM/LETTER:

E Homeless Day Shelter

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

The goal of the facility would be to serve anyone who is homeless, not just a subset of the population as it is usually divided up into single women, single men, families, people with mental health or AODA issues. Based on our experience working with the homeless, we would expect a large population of people with cognitive and physical disabilities, people who are extremely low-income or have no income (although many of whom will have jobs) and a large number of older, unemployed adults.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

We are currently seeking a building in which to provide this service with assistance from staff at the Madison Police Department.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

Due to the nature of homelessness, word of mouth is often the best type of outreach. However, in the initial days, we would make sure the Homeless Services Provider Group is informed of the services, and we would do outreach to the programs currently in existence and invite them in to the facility. We would also distribute flyers at the shelters, meal sites and through other services that are available to the homeless.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

Tenant Resource Center is a member of the Homeless Services Consortium and would provide monthly updates to that group that includes both service providers and funding agencies. We would also, if awarded that grant, provide coordinated intake for the Homeless Service Consortium in conjunction with the Community Action Coalition and United Way 2-1-1 Center. However, the most important piece of this is coordinating with the people who use the services. We have already included homeless people in the design of the services needed and a mock design of a potential building.

9. VOLUNTEERS: How are volunteers utilized in this program?

There are currently many community volunteers running programs to help the homeless and we would invite those volunteers to join in these efforts. Additionally, there has been a high interest in this facility and we believe that many volunteers will come forward to assist in keeping it open longer hours. Finally, the people who use the services would also volunteer themselves.

10. Number of volunteers utilized in 2011?

0

Number of volunteer hours utilized in this program in 2011?

0

ORGANIZATION:

Tenant Resource Center

PROGRAM/LETTER:

E Homeless Day Shelter

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

The barriers to homeless services are often insurmountable when added to the challenges of being homeless in the first place. Logistics, such as transportation to and from offices with limited hours, are a major one we would remove by placing these resources in a central location. Another barrier homeless persons frequently report to us is not having a chance to have input and build genuine relationships with the agencies and people providing homeless services. Because homeless persons have been involved in this proposal, we feel we have already removed many of the cultural and socioeconomic barriers they experience in accessing resources. The Tenant Resource Center already has a diverse staff with a range of talents and skills, including the ability to speak both Spanish and Hmong. We would hire people with skills in the areas of AODA and mental health issues, and have space for existing providers to offer these skills, as well as basic medical services such as STI testing and nutritional counseling. We recognize the importance of treating specific-need populations individually. We also recognize that many needs are common to all homeless persons, and we believe that the greatest success will come from using a harm reduction philosophy to engage people in finding solutions to their own, most pressing problems, as they identify them.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

We currently serve about 150 literally homeless people per year, helping them find and apply for housing and financial assistance. We have found that many people need help filling out applications, or writing a simple letter explaining a history of bad credit, which we can easily do. However, many would need access to showers or have a safe place for their medications and belongings before they could meet with a landlord, or spend a day at the Job Center. The services we are able to provide are minimal compared to our what our clients need. At this facility we would provide a vastly expanded set of basic resources, and build long-term relationships with people who need case management, or even just a sense of safety and belonging, in order to identify their problems, goals, and strategies. We are also hopeful that with a coordinated intake system, we would be able to provide a streamlined way for people to apply for services and get informed and accurate referrals. Our Executive Director has experience starting many new programs including the Housing Help Desk, the Housing Mediation Service, and a series of statewide Housing Law seminars, and was a primary force in developing the Social Justice Center. With over 20 years of experience, she has been fundraising for years, has managed hundreds of staff and volunteers, has trained thousands of people on tenant-landlord laws, and has the experience and community connections to make this happen. She has realistic expectations of both the challenges inherent in starting this program and the risks homeless persons face without it.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

None. Once a building is found, there will likely be a regulatory maze of issues to sort out. Our Exec Dir has extensive experience working with various facets of City Gov. to make this happen.

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Case Manager/Outreach	1	Experience with AODA issues and persons who are homeless
Case Manager/Outreach	1	Experience with Mental Health issues and persons who are homeless
Executive Director	0.2	
Office Manager	0.05	

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	E Homeless Day Shelter

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	100
Less than 30% of county median income	500
Total households to be served	600

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	250
Less than 30% of county median income	750
Total households to be served	1000

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

We allocate staff time by actual time sheets. Operational costs are determined by the level of funding and a formula based on staff direct time allocations. Rent, supplies, telephone, copying and printing are determined by the space used. We will have to re-evaluate that practice for this program.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Limited services while the building is being retrofitted/renovated & staff hired	Jan - March
Gathering additional resources needed for referrals, computerizing the system	Jan - March
Assessment of additional needs	Jan
Assessment of additional needs	April
Assessment of additional needs	July
Assessment of additional needs	October
Volunteer training	Jan - Dec
Fundraising	Jan - Dec

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	E Homeless Day Shelter

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	600	100%	2	100%	RESIDENCY				
MALE	500	83%	1	50%	CITY OF MADISON	550	92%		
FEMALE	100	17%	1	50%	DANE COUNTY (NOT IN CITY)	50	8%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	600	100%		
					AGE				
					<2	0	0%		
					2 - 5	0	0%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	100	17%		
					30 - 59	400	67%		
					60 - 74	100	17%		
					75 & UP	0	0%		
					TOTAL AGE	600	100%		
					RACE				
					WHITE/CAUCASIAN	250	42%	2	100%
					BLACK/AFRICAN AMERICAN	200	33%	0	0%
					ASIAN	25	4%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	10	2%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	5	1%	0	0%
					MULTI-RACIAL:	110	18%	0	0%
					Black/AA & White/Caucasian	50	45%	0	0%
					Asian & White/Caucasian	50	45%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	5	5%	0	0%
					Am Indian/Alaskan Native & Black/AA	5	5%	0	0%
					BALANCE/OTHER	0	0%	0	0%
					TOTAL RACE	600	100%	2	100%
					ETHNICITY				
					HISPANIC OR LATINO	75	13%	0	0%
					NOT HISPANIC OR LATINO	525	88%	2	100%
					TOTAL ETHNICITY	600	100%	2	100%
					PERSONS WITH DISABILITIES	200	33%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:

Tenant Resource Center

PROGRAM/LETTER:

E Homeless Day Shelter

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	600
Total to be served in 2013.	600

Complete the following for each project outcome. No more than two outcomes per project will be reviewed.

Refer to the instructions for detailed descriptions of what should be included in the table below.

Outcome Objective # 1:

Open a homeless day shelter where people can access basic needs such as showers, computers, phones, etc., as well as housing counseling and case management. Hours limited.

Performance Indicator(s):

A minimum of 50 people per day will access resources and volunteer their skills towards setting up and maintaining the space/program. The shelter will be open for a minimum of 30 hours/week.

Proposed for 2013:

Total to be considered in	100	Targeted % to meet perf. measures	0%
perf. measurement		Targeted # to meet perf. measure	0

Proposed for 2014:

Total to be considered in	200	Targeted % to meet perf. measures	0%
perf. measurement		Targeted # to meet perf. measure	0

Explain the measurement tools or methods:

Guests will sign in and we will track volunteer hours of people utilizing the services and the services used. The numbers listed here are small because we don't have a current location which will determine how well the services are used.

Outcome Objective # 2:

Expand hours for original services and add services from other useful agencies, such as AODA counseling, STI testing, pro bono legal services, etc. People utilizing the facility will help determine what additional services are needed.

Performance Indicator(s):

Day shelter open whenever overnight shelters are closed. Monthly participation from 5 other agencies. 75 or more people using services and volunteering daily to maintain the program.

Proposed for 2013:

Total to be considered in		Targeted % to meet perf. measures	0%
perf. measurement		Targeted # to meet perf. measure	0

Proposed for 2014:

Total to be considered in		Targeted % to meet perf. measures	0%
perf. measurement		Targeted # to meet perf. measure	0

Explain the measurement tools or methods:

People who use the services would help determine what additional services are needed through an advisory council that would assist in soliciting additional services. Surveys, focus groups and other input would be solicited to determine what was desired and then we would base our assessment on the success of getting those programs into the facility.

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	E Homeless Day Shelter

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	157,907	110,907	25,000	12,000	10,000
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	30,000	30,000	0	0	0
USER FEES	0	0	0	0	0
OTHER**	144,355	87,355	25,000	12,000	20,000
TOTAL REVENUE	332,262	228,262	50,000	24,000	30,000

*OTHER GOVT 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2013

Source	Amount	Terms
Fundraising	144,355	Grants, fundraising etc.
	0	
	0	
	0	
TOTAL	144,355	

ORGANIZATION:	Tenant Resource Center
PROGRAM/LETTER:	E Homeless Day Shelter

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (w ith spaces) (2 lines max.)

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	Tenant Resource Center
Mailing Address	1202 Williamson St., Suite 102, Madison, WI 53703
Telephone	608-257-0143 (No housing counseling calls, please)
FAX	608-286-0804
Admin Contact	Brenda Konkel
Financial Contact	Brenda Konkel
Website	www.tenantresourcecenter.org
Email Address	bkonkel@tenantresourcecenter.org
Legal Status	Private: Non-Profit
Federal EIN:	39-1360105
State CN:	
DUNS #	102264210



2. SIGNATURE PAGE

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.

LIVING WAGE ORDINANCE

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. The Madison Living Wage for 2013 will be **\$12.19 (hourly)**. This reflects a 3% increase over Madison Living Wage for 2012, and is consistent with prior annual increases.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

3. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above

DATE

AGENCY CONTACT INFORMATION

ORGANIZATION **Tenant Resource Center**

1. AGENCY CONTACT INFORMATION

A	Housing Counseling, Outreach and Education	OCS: Access to Resources A1: Targeted Services (CSC)										
	Contact: Brenda K. Konkel	New Prg?	No	Phone:	608-257-0143	Email:	bkonkel@tenantresourcecenter.org					
B												
	Contact:	New Prg?		Phone:		Email:						
C	Mediation	CDBG: J. Access to Community Resources - Homeless										
	Contact: Brenda K. Konkel	New Prg?	No	Phone:	608-257-0143	Email:	bkonkel@tenantresourcecenter.org					
D	Coordinated Intake	CDBG: J. Access to Community Resources - Homeless										
	Contact: Brenda K. Konkel	New Prg?	Yes	Phone:	608-257-0143	Email:	bkonkel@tenantresourcecenter.org					
E	Homeless Day Shelter	CDBG: J. Access to Community Resources - Homeless										
	Contact: Brenda K. Konkel	New Prg?	Yes	Phone:	608-257-0143	Email:	bkonkel@tenantresourcecenter.org					
F	Program F	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
G	Program G	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						
H	Program H	Select an Objective Statement from the Drop-Down										
	Contact:	New Prg?		Phone:		Email:						

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS								Non-City	
				A	B	C	D	E	F	G	H		
DANE CO HUMAN SVCS	104,490	95,000	95,000	41,000	0	0	0	0	0	0	0	0	54,000
DANE CO CDBG	0	0	20,280	20,280	0	0	0	0	0	0	0	0	0
MADISON-COMM SVCS	54,521	54,521	62,801	62,801	0	0	0	0	0	0	0	0	0
MADISON-CDBG	10,953	10,953	204,588	0	0	11,171	35,510	157,907	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0	0	0	0	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER GOVT	46,490	87,425	60,000	60,000	0	0	0	0	0	0	0	0	0
FUNDRAISING DONATIONS	27,533	25,000	55,000	0	0	0	0	30,000	0	0	0	0	25,000
USER FEES	19,998	20,000	20,000	0	0	0	0	0	0	0	0	0	20,000
OTHER	8,156	18,267	156,355	0	0	12,000	0	144,355	0	0	0	0	0
TOTAL REVENUE	272,141	311,166	674,024	184,081	0	23,171	35,510	332,262	0	0	0	0	99,000

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

The Tenant Resource Center is a nonprofit, 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.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

Overview: The Tenant Resource Center (TRC) is an organization with deep roots in the Madison community. Over the past 31 years, the TRC has shifted the culture of tenancy in Madison. When first formed, the TRC would often see tenants who would immediately move out upon receipt of a 5-day Cure or Quit Notice, without attempting to re-pay the amount owed or otherwise settle the issue. Now, by and large, tenants do not immediately move, but inform themselves and then attempt to either resolve the violation or work out some resolution with the landlord. The TRC is a foundational element of Madison tenancy. We offer a variety of programs (below) to support tenants and landlords, and have the institutional knowledge necessary to fully resolve a wide array of concerns that clients may bring to us. For example, when David Goldsby (featured in an article in The Cap Times) recently came into the TRC, he needed information regarding a complicated rent abatement/foreclosure case gone wrong, as well as the support of an organization that could help him advocate for himself in his near-homelessness. The TRC was able to work with the judge and the sheriff, and assist David in fighting his illegal eviction. This wouldn't have been possible if the TRC weren't positioned to know the minute changes in foreclosure laws, nor the specific workings of the rent abatement and eviction processes in Madison (which vary by county). This level of service is dependent on the availability of staff. In other situations, we are able to refer clients to local agencies that best meet their needs, and thus we empower clients and support affordable housing in Madison.

Current Programs: The TRC has been an informing and empowering presence in the Dane County community since 1981. Our current programming includes:

- *Housing Counseling: We give free information on tenant-landlord rights and responsibilities to both tenants and landlords statewide who call, email or drop by our main and campus offices. We have sample letters, forms and brochures on most major topics. We maintain detailed information on our website. This program is staffed by volunteers and salaried Housing Resource Specialists, with support from the Executive Director.
- *Housing Help Desk: The TRC staffs an office at the Dane County Job Center where we distribute information on housing vacancies, low-income and subsidized housing, emergency housing, emergency rental assistance, as well as basic information on tenant-landlord rights and responsibilities. This office was established in 1998, and is staffed on a rotating basis by our salaried Housing Resource Specialists who also administer our Housing Crisis Fund that provides eviction prevention dollars for our clients.
- *Mediation (HMS): The TRC administers a program where certified volunteer mediators facilitate negotiations between tenants and landlords both out of court and during the Small Claim Court eviction hearings each week, in order to prevent homelessness. This program was established in 1995 as a joint project between the TRC and the Apartment Association of South Central Wisconsin. In 2011, HMS provided assistance to 569 eviction cases, approximately 18% of all residential evictions filed (a percentage that has increased steadily over the years).
- *Community Outreach: The TRC staff engages in a high degree of community outreach by responding to requests for presentations, giving interviews to reporters, participating in community coalitions, and interfacing directly with organizations where a relationship enhances services to all our clients. This year, we will begin a series of videos on housing counseling topics and recent legislative changes. Also in 2012, we are increasing our efforts to reach at-risk senior tenants by a series of presentations which we hope to carry forward to 2013.
- *Housing Law Seminars: The TRC provides 8- to 12- hour long housing law seminars throughout the state on tenant-landlord law. Held at least ten times each year, these seminars target groups of tenant advocates, property managers and landlords, service providers, case managers, legal professionals and law enforcement officers.

Staff: TRC's Executive Director has 20 years experience in housing counseling. Once a private practice attorney and a Madison alderperson, Brenda Konkel provides much of the institutional knowledge that's so valuable to the clients that use the TRC's services. Additional staff includes 3 full-time Bilingual Housing Resource Specialists (bilingual in Spanish/English), 1 Office Manager (bilingual in Hmong/English), 1 part time Housing Resource Specialist, 2 part time development and program coordination staff, and a core group of incredible, committed volunteers (equivalent in time to one full time staff member). With the proposed funding, TRC has ample personnel with relevant knowledge and experience to fully provide the proposed services.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?	12
How many Board meetings has your governing body or Board of Directors scheduled for 2012?	12
How many Board seats are indicated in your agency by-laws?	9 to 11

Please list your current Board of Directors or your agency's governing body.

Name	Kia Stern			
Home Address	5663 King James Ct #103, Fitchburg			
Occupation	TRC volunteer housing counselor			
Representing				
Term of Office	1 year	From:	06/2011	To: 07/21012
Name	Deborah Percival Garver			
Home Address	2810 Center Ave, Madison			
Occupation	Grief counselor & Special Education Assistant			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Rudy Moore			
Home Address	713 Orton Ct, Madison			
Occupation	Attorney and Landlord			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Andrew Peterson			
Home Address	N8269 County Rd J, New Glarus			
Occupation	Psychotherapist			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Colin Gillis			
Home Address	1242 Morrison Ct #2, Madison			
Occupation	Associate Lecturer at UW-Madison, Rainbow Bookstore Cooperative Staff, Vol HC			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Michael Donnelly			
Home Address	1141 E Johnson St., Madison			
Occupation	Business Manager for Dane 101, Landlord, Epic			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Lara Rosen			
Home Address	410 Castle Pl #2, Madison			
Occupation	Budget Analyst, State of Wisconsin			
Representing				
Term of Office		From:	06/2011	To: 07/21012
Name	Kari Ehrhardt			
Home Address	4817 Sheboygan Ave #206, Madison			
Occupation	Asst. Deputy Clerk, WI Supreme Ct & Shelter Worker			
Representing				
Term of Office		From:	06/2011	To: 07/21012

AGENCY GOVERNING BODY cont.

Name

Charlie Breunig

Home Address

1334 Morrison St #2, Madison

Occupation

Bookseller & Volunteer Housing Counselor

Representing

Term of Office

From: 06/2011 To: 07/21012

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy To: mm/yyyy

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Occupation

Representing

Term of Office

From: mm/yyyy To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy To: mm/yyyy

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

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Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

5. STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current staff, board and volunteers.

Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	8	100%	9	100%	13	100%
GENDER						
MALE	1	13%	5	56%	5	38%
FEMALE	6	75%	4	44%	8	62%
UNKNOWN/OTHER	1	13%	0	0%	0	0%
TOTAL GENDER	8	100%	9	100%	13	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	0	0%
18-59 YRS	8	100%	9	100%	10	77%
60 AND OLDER	0	0%	0	0%	3	23%
TOTAL AGE	8	100%	9	100%	13	100%
RACE*						0
WHITE/CAUCASIAN	6	75%	8	89%	11	85%
BLACK/AFRICAN AMERICAN	0	0%	1	11%	2	15%
ASIAN	1	13%	0	0%	0	0%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	0	0%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0	0%
MULTI-RACIAL:	1	13%	0	0%	0	0%
Black/AA & White/Caucasian	0	0%	0	0%	0	0%
Asian & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & Black/AA	1	100%	0	0%	0	0%
BALANCE/OTHER	0	0%	0	0%	0	0%
TOTAL RACE	8	100%	9	100%	13	100%
ETHNICITY						
HISPANIC OR LATINO	1	13%	0	0%	1	8%
NOT HISPANIC OR LATINO	7	88%	9	100%	12	92%
TOTAL ETHNICITY	8	100%	9	100%	13	100%
PERSONS WITH DISABILITIES	0	0%	1	11%	1	8%

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

This chart describes your agency's total expense budget for 3 separate years.

Where possible, use audited figures for 2011 Actual.

The subtotals for the 2012 BUDGET and 2013-14 PROPOSED must equal the amounts entered in the ACCOUNT CATEGORIES on the NonCityBudget and program budget worksheets. The "ERROR" message appears until the sum of the line items equals the amount of the subtotals that have aggregated from your NonCityBudget and program budget worksheets.

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	156,870	173,680	407,970
Taxes	15,791	13,286	31,210
Benefits	13,157	24,893	57,405
SUBTOTAL A.	185,818	211,859	496,585
B. OPERATING			
All "Operating" Costs	57,244	75,434	97,566
SUBTOTAL B.	57,244	75,434	97,566
C. SPACE			
Rent/Utilities/Maintenance	23,481	8,873	34,873
Mortgage (P&I) / Depreciation / Taxes	0	0	0
SUBTOTAL C.	23,481	8,873	34,873
D. SPECIAL COSTS			
Assistance to Individuals	11,666	15,000	45,000
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other:	0	0	0
SUBTOTAL D.	11,666	15,000	45,000
SPECIAL COSTS LESS CAPITAL EXPENDITURE	11,666	15,000	45,000
TOTAL OPERATING EXPENSES	278,209	311,166	674,024
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

42.0%

Divide the number of resignations or terminations in calendar year 2011 by 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.

3 positions turned over in 2011 and with a small staff, that is devastating. All of the staff left for better paying jobs. Of the three staff members that went on to other jobs, one had worked for TRC for 14 years, one had worked at the TRC for 2 years and one has worked here less than a year, but had been on staff previously. The last time we had this level of turnover was in 1995 when we only had 1.5 staff persons. We hope to minimize staff turnover by making our salaries more competitive, but that is extremely difficult with flat funding and increasing needs.

8. PERSONNEL DATA: Personnel Schedule

a. Personnel Schedule

List each staff position by title. Seasonal Employees should be entered in seasonal section. Indicate if the position meets the Living Wage Exception with an asterisk (*).

Indicate the number of 2013 Proposed Full-Time Equivalents (FTEs) in each staff position, across all agency programs.

Indicate the total salaries for all FTEs in that staff position. Do NOT include payroll taxes or benefits in this table.

Indicate base hourly wage for each position. All positions in city funded programs must meet City Living Wage requirements.

The Madison Living Wage for 2013 will be \$12.19 (hourly).

Table with columns: Staff Position/Category, 2012 Est. FTE, 2012 Est. Salary, 2013-14 Proposed FTE, 2013-14 Proposed Salary, Hourly Wage, and 2013-14 PROPOSED FTEs DISTRIBUTED BY PROGRAM (A-H, Non-City). Includes rows for Executive Director, Office Manager, Housing Resource Specialist, and a TOTAL row. Subtotal: TOTAL PERSONNEL COSTS: 320,970.

b. Seasonal Employees

Seasonal/Project Employee ONLY	Nbr of Weeks	Total Hours	Hourly Wage	Seasonal Earnings		A	B	C	D	E	F	G	H	Non-City
						# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0		0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**STAFF REVIEW OF PROPOSALS FOR
2013 – 2014 Funding Process**

1. **Project Name/Title:** **Second Chance Tenant Education Workshops**
2. **Agency Name:** **YWCA of Madison, Inc.**
3. **Requested Amount:** **2013: \$22,000**
2014: \$22,000 **(Prior Year Level \$20,600)**
4. **Project Type:** **New** **Continuing**

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**

J. Access to Community Resources - Homeless

6. **Product/Service Description:**

The proposal is to pay for staff costs associated with organizing tenant education workshops and providing case management to workshop graduates who request this service. The Second Chance Tenant Education Workshop is a 6-hour session offered twice monthly designed to help persons who are homeless and those at-risk of homelessness providing information to help them obtain and maintain stable housing. Workshop presenters are from the Tenant Resource Center, local landlords, The Fair Housing Center of Greater Madison, local credit unions and YWCA staff.

7. **Anticipated Accomplishments (Numbers/Type/Outcome):**

200 homeless or at-risk households will graduate from the Second Chance Tenant Education Workshops
15 adults who graduate will participate in case management
80% of those who participate in case management will maintain housing at the six month mark

8. **Staff Review:**

The Second Chance Tenant Education Workshops have been successful in meeting their goals because the groups are kept small and there is adequate time to work one-on-one with each participant on their specific situation. Each participant is provided a copy of their credit report which shows them exactly what a landlord may see regarding their financial history. The 6 hour workshop is broken into 2 three-hour sessions. This program also receives ESG funds through Wisconsin Division of Housing; the current contract provides \$14,600 for workshop operations. Current outcome objectives for the workshop are: 200 homeless or at-risk households will graduate from the Second Chance Tenant Education Workshops; 110 youth will attend SKILLS sessions; and 95% of those who attend will report that the program helped them find and maintain housing. YWCA has a history of meeting or exceeding their goals.

Participants are referred to the workshops by emergency shelter program staff. Other common referral sources have been the Tenant Resource Center, Dane County Job Center, ARC, Head Start, Porchlight Hospitality House, Middleton Outreach Ministry, and YSOSW Briarpatch. SKILLS receive referrals from MMSD, youth group homes and Girls Inc.

The proposal includes the SKILLS program which is a modified "Second Chance Workshop" for youth attending Madison alternative high schools. The value of this program is to give youth information that will help them become successful and independent renters. Eligible participants of the workshops must be homeless or at-risk of homelessness as defined and documented according to HUD regulations. While the Second Chance Workshops have been funded with ESG funds in the past, further discussion would need to take place to determine if the SKILLS participants would be eligible participants. Another option would be to use City money to fund the SKILLS presentations.

Total Cost/Total Beneficiaries Equals:	\$84,982 / 200 households = \$425
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$22,000 / 200 households = \$110
CD Office Funds as Percentage of Total Budget:	26%

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ORGANIZATION:	YWCA Madison
PROGRAM/LETTER:	A Second Chance Tenant Education & Financial Education/S.K.I.L.L.S.
OBJECTIVE STATEMENTS:	CDBG: J Access to Community Resources - Homeless

DESCRIPTION OF SERVICES

1. **NEED FOR PROGRAM:** Please identify local community need or gap in service that the proposed program will address.

In a Homeless Services Consortium's (HSC) recent needs assessment, the YWCA Second Chance Tenant Education Program/S.K.I.L.L.S. was included in the 3rd highest priority, which is, "Assistance in finding housing/ability to maintain housing--supportive services for families, single adults and unaccompanied youth." In 2006, the HSC released "A Community Plan to Prevent & End Homelessness in Dane County", which is updated annually. One of the strategies of the plan is to improve access to financial education & counseling services, with the intended outcome of increasing the number of households who complete financial literacy & tenant education classes each year. The same Plan also indicates the need for increased case management services. With this program, some landlords have indicated a willingness to give families, whose housing applications would otherwise be rejected, a "second chance". This program helps people find and keep housing, reducing the need for homeless services.

2. **SERVICE DESCRIPTION -** Describe the service(s) provided including your expectations of the impact of your activities.

The Second Chance Workshop consists of two, 3-hour sessions. Graduates from this program receive information on finding and maintaining affordable housing in Dane County, creating and sticking to a spending plan, understanding a credit report and building good credit, learning how to communicate effectively with landlords and understanding the legal rights and responsibilities of tenants in Dane County. Presenters from the Tenant Resource Center, local landlords, The Fair Housing Center of Greater Madison, local credit unions and the YWCA engage participants in discussion and group activities. Because of increased awareness, people who are at risk of becoming homeless, either for the first time or again, will increase their skill level such that they will be more successful in maintaining housing independently. Some graduates of these workshops are eligible for short-term or long-term case management where they can meet one-on-one with YWCA staff to work on budgeting for their new apartment, credit repayment plans, assistance with finding and maintaining housing and other goal setting. S.K.I.L.L.S. (Student Knowledge of Independent Living and Life Skills) provides these workshops in a 4-week curriculum at some of the alternative schools (Transitional Learning Center, SAPAR, Work & Learn Stephens and Work & Learn Lapham). Students receive lessons on apartment renting, tenant rights and responsibilities, checking and saving accounts and credit from YWCA staff and volunteer credit union and financial education professionals.

3. **PROPOSED PROGRAM CONTRACT GOALS:** Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

200 adults will graduate from the 2nd Chance Tenant Education program. 110 youth will attend SKILLS. 95% of those who attend either program will report that the program helped them find & maintain housing. 22 Second Chance workshops (2 sessions each) and 44 SKILLS classes will be provided. 15 adults who have graduated from the workshop will receive long term case management, 80% of which will maintain housing at least 6 mos. The case manager will meet with each family every 2 weeks for 1 hour for 1 year, followed by 6 mo. reviews. 2,975 service hours.

4. **SERVICE HOURS:** Frequency, duration of service and hours and days of service availability.

The 2nd Chance Workshop, held twice a month, is 6 hours long over two days and is offered during the daytime and evening hours. During the year, 22 Second Chance workshops will be offered (2 sessions each). The Second Chance case manager meets with families for 1 hour every 2 weeks for 1 year. SKILLS is one hour for four weeks for each location each semester, for a total of 44 classes. 2975 hrs

ORGANIZATION:	YWCA Madison
PROGRAM/LETTER:	A Second Chance Tenant Education & Financial Education/S.K.I.L.L.S.

5. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

The Second Chance Program serves low -income, homeless, and near-homeless adults w ho have had challenges maintaining their housing many have experience domestic violence and/or have a disability. The SKILLS Program serves at-risk high school youth in the Madison Metropolitan School District in certain alternative high school programs.

6. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

2nd Chance w orkshops are held at the YWCA. SKILLS classes take place in MMSD alternative program sites. Case management takes place at the YWCA & home visits. Service area is the Madison area.

7. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

Second Chance Tenant Education/SKILLS use mailing lists to community resources and area landlords, that are updated every 6 months. We are adding an e-mail list to community resources so they can receive information about the Second Chance Tenant Education Workshop new schedules. The Second Chance Workshop also has information and an application online to help w ith registration. Both programs are promoted through the Homeless Services Consortium agencies and all the local shelters refer to the program. Other common referral sources w ho are on our mailing list are the Tenant Education Center, Dane Co. Job Center, ARC, Head Start, Hospitality House, Middleton Outreach Ministry, Briarpatch, and many other social service agencies.

8. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

The YWCA collaborates w ith the Apartment Association of South Central Wisconsin, Wisconsin Management, and a handful of small private landlords in Madison. Some landlords w il give families, w hose housing applications w ould otherw ise be rejected, a "second chance" & w ill rent to them if they graduate from the program. Wisconsin Management presents information on how to be a good tenant. Other w orkshop presenters include the Tenant Resource Center and the Fair Housing Center of Greater Madison w ho discuss landlord/tenant and fair housing rights and responsibilities. Dane County Credit Union and the Dane County UW Extension Financial Education Center conduct the financial portion of the w orkshop. We collaborate w ith many agencies (including JFF, CAC, shelters, ARC, MOM, Head Start, local youth group homes & Girls Inc.) on assisting w ith eviction prevention, credit repair, ongoing supportive services, & housing search. SKILLS is provided in conjunction w ith MMSD.

9. VOLUNTEERS: How are volunteers utilized in this program?

Volunteer presenters from Dane County Credit Union and Dane County UW Extension Financial Services Center provide information on budget and credit. A property manager from Wisconsin Management volunteers to present information on how to be a successful tenant and communicating w ith a landlord. SKILLS utilizes volunteer financial presenters w ho provide information on budgeting, banking, and credit.

10. Number of volunteers utilized in 2011?

14
180

Number of volunteer hours utilized in this program in 2011?

ORGANIZATION:	YWCA Madison
PROGRAM/LETTER:	A Second Chance Tenant Education & Financial Education/S.K.I.L.L.S.

11. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

2nd Chance serves very low -income, diverse families who have many barriers to securing housing, jobs & other resources in our community. A majority of participants of the Second Chance Tenant Education Program are homeless or at risk of homelessness. In 2011, 10% of the participants were chronically homeless. The YWCA is on a bus line and easily accessible to individuals without a vehicle. SKILLS serves diverse, at-risk youth with the goal of addressing barriers before they result in homelessness. The Second Chance/SKILLS workshops are held in locations that are accessible to participants with physical impairments or disabilities. The classroom materials are presented in a manner that can appeal to visual, auditory or kinetic learners. Participants with mental and learning impairments or disabilities may receive accommodations to assist them with processing the information. Other barriers participants face include mental health, cognitive delays, AODA, and domestic violence concerns. Staff receive training on how to accommodate individuals with these concerns. Spanish speakers are accommodated with interpreters during Second Chance Workshops. Program coordinators and staff attend Racial Justice and Trauma Informed Care trainings to ensure that service is provided in a culturally competent manner. Playgroups are provided during 2nd Chance workshops so that parents without childcare may attend.

12. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

The YWCA Madison is committed to providing safe, affordable housing for low -income women, emergency shelter for homeless families, Racial Justice programming, education and training to ensure economic security for women, and enrichment programs for girls to grow healthy, strong, and confident. YWCA Madison staff has, collectively, over 100 years of experience providing service to low -income, homeless and near-homeless people. The Second Chance/S.K.I.L.L.S. Program coordinator and Second Chance Assistant are experienced workshop facilitators, knowledgeable about current and past tenant/landlord laws and ordinances and have built collaborative relationships with many landlords in Dane County. The Second Chance/ S.K.I.L.L.S Program Coordinator has a Bachelor degree in Human Services and has had 6 years of experience with working with the low -income population. The Second Chance Program Assistant has an Associates degree in Human Services and is working towards her Bachelor's degree in Social Work. The Housing Director, who oversees the Second Chance/SKILLS program, has a MSSW, a LCSW social work license, and has worked at the YWCA for 31 years. The CEO has a MSW & 14 years of experience as a non-profit CEO. The YWCA is well-equipped to continue providing this program because our housing experience, our strong relationship with the program collaborators as well as with landlords, and because of our 13 years history providing these workshops.

13. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

The Housing Director and CEO are Licensed Certified Social Worker (LCSW) in the state of Wisconsin.

14. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	Credentials/Qualifications
Housing Director	0.05	MSW & social work license or commensurate experience
2nd Chance/SKILLS Coord.	1	Bachelor's degree & social work license or commensurate experience
2nd Chance Assistant	0.08	Associate Degree & social work license or commensurate experience

ORGANIZATION:	YWCA Madison
PROGRAM/LETTER:	A Second Chance Tenant Education & Financial Education/S.K.I.L.L.S.

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2013-2014.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	200 (not including SKILLS)
Total households to be served	0

16. If projections for 2014 will vary significantly from 2013, complete the following:

Income Level for 2014	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	200 (not including SKILLS)
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Costs are charged direct as much as possible. Indirect costs are captured in a cost pool then allocated to the benefitting programs based on an allocation of direct program personnel costs.

18. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
2nd Chance AM class first week-Success in housing; Tenant Rights; Budgeting (3 hours)	once per month
2nd Chance AM class second week-Landlord information; credit; quiz (3 hours)	once per month
2nd Chance PM class first week- Success in housing; budgeting; Fair housing (3 hours)	Once per month
2nd Chance PM class second week- Landlord information; Credit; Quiz (3 hours)	Once per month
Case Management is provided to 2nd Chance families for 1 hour every 2 weeks for 1 year	Ongoing
SKILLS- Week 1 is apartment renting (1 hour)	One month in the fall
SKILLS- Week 2 is Tenant Law (1 hour)	semester and one
SKILLS- Week 3 is Checking and Savings (1 hour)	month in the spring
SKILLS- Week 4 is Credit (1 hour)	semester in 4 schools.

ORGANIZATION:	YWCA Madison
PROGRAM/LETTER:	A Second Chance Tenant Education & Financial Education/S.K.I.L.L.S.

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2011. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	253	100%	3	100%	RESIDENCY				
MALE	201	79%	0	0%	CITY OF MADISON	236	93%		
FEMALE	52	21%	3	100%	DANE COUNTY (NOT IN CITY)	15	6%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	2	1%		
					TOTAL RESIDENCY	253	100%		
					AGE				
					<2	0	0%		
					2 - 5	0	0%		
					6 - 12	0	0%		
					13 - 17	66	26%		
					18 - 29	133	53%		
					30 - 59	51	20%		
					60 - 74	2	1%		
					75 & UP	1	0%		
					TOTAL AGE	253	100%		
					RACE				
					WHITE/CAUCASIAN	72	28%	2	67%
					BLACK/AFRICAN AMERICAN	163	64%	1	33%
					ASIAN	1	0%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	5	2%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	1	0%	0	0%
					MULTI-RACIAL:	8	3%	0	0%
					Black/AA & White/Caucasian	8	100%	0	0%
					Asian & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%
					Am Indian/Alaskan Native & Black/AA	0	0%	0	0%
					BALANCE/OTHER	3	1%	0	0%
					TOTAL RACE	253	100%	3	100%
					ETHNICITY				
					HISPANIC OR LATINO	9	4%	0	0%
					NOT HISPANIC OR LATINO	244	96%	3	100%
					TOTAL ETHNICITY	253	100%	3	100%
					PERSONS WITH DISABILITIES	124	49%	0	0%

Part. = Participant

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:	YWCA Madison
PROGRAM/LETTER:	A Second Chance Tenant Education & Financial Education/S.K.I.L.L.S.

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	253
Total to be served in 2013.	310

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

Outcome Objective # 1:	People who are at risk of becoming homeless will increase their skill level such that they will be more successful in maintaining housing independently.
Performance Indicator(s):	95% of graduates will report that the Second Chance/SKILLS programs will help them find and maintain an apartment.

Proposed for 2013:	Total to be considered in	310	Targeted % to meet perf. measures	95%
	perf. measurement		Targeted # to meet perf. measure	294.5
Proposed for 2014:	Total to be considered in	310	Targeted % to meet perf. measures	95%
	perf. measurement		Targeted # to meet perf. measure	294.5

Explain the measurement tools or methods:	Participants will be asked to complete evaluations indicating the programs usefulness in this area. The number of unduplicated participants served by this program in 2011 was down due to the sudden passing of the program coordinator. We anticipate that the projected number of unduplicated participants to be served in 2013 will be similar to previous year where all programs were completed in their entirety.
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Outcome Objective # 2:	Through support from long-term case managers, people at risk of becoming homeless, either for the first time or again, will successfully maintain housing.
Performance Indicator(s):	80% of program graduates receiving long term case management will maintain rental housing for at least 6 months.

Proposed for 2013:	Total to be considered in	15	Targeted % to meet perf. measures	80%
	perf. measurement		Targeted # to meet perf. measure	12
Proposed for 2014:	Total to be considered in	15	Targeted % to meet perf. measures	80%
	perf. measurement		Targeted # to meet perf. measure	12

Explain the measurement tools or methods:	Program staff will make follow-up contacts to landlords and case managers to verify participants housing status at the 6 month mark.
---	--

ORGANIZATION:	YWCA Madison
PROGRAM/LETTER:	A Second Chance Tenant & Financial Education/SKILLS

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	20,600	20,600	0	0	0
UNITED WAY ALLOC	30,000	24,500	4,400	1,100	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	15,500	10,000	0	0	5,500
FUNDRAISING DONATIONS	17,245	12,213	4,840	192	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	83,345	67,313	9,240	1,292	5,500

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	22,000	22,000	0	0	0
UNITED WAY ALLOC	33,000	27,000	4,800	1,200	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	25,332	19,832	0	0	5,500
FUNDRAISING DONATIONS	4,650	0	4,500	150	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	84,982	68,832	9,300	1,350	5,500

*OTHER GOVT 2013

Source	Amount	Terms
ESG	19,832	anticipating ESG increase thru 6/30/13; restores the 2010/2011 48% cut
FEMA	5,500	application for new FEMA funds still pending
	0	
	0	
	0	
TOTAL	25,332	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	YWCA Madison
PROGRAM/LETTER:	A Second Chance Tenant & Financial Education/SKILLS

11. 2014 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2013 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

a. PROGRAM UPDATE: If requesting more than 2013, describe any major changes being proposed for the program/service in 2014, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces) (2 lines max.)

b. 2014 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2013-2014.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2013 and 2014.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (w ith spaces) (2 lines max.)

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

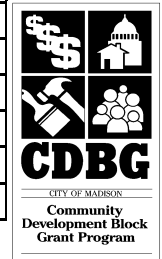
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	YWCA Madison	
Mailing Address	101 E. Mifflin Street, Suite 100	
Telephone	608-247-1436, option 2	
FAX	608-257-1439	
Admin Contact	Debra Schwabe, Development Director	
Financial Contact	Lu Ann Quella, CFO	
Website	www.ywcamadison.org	
Email Address	dschwabe@ywcamadison.org	
Legal Status	Private: Non-Profit	
Federal EIN:	39-0806303	
State CN:		
DUNS #	168504199	



2. SIGNATURE PAGE

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.

LIVING WAGE ORDINANCE

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. The Madison Living Wage for 2013 will be \$12.19 (hourly). This reflects a 3% increase over Madison Living Wage for 2012, and is consistent with prior annual increases.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

3. SIGNATURE

Enter name: Rachel Krinsky

By entering your initials in the box RK you are electronically signing your name and agreeing to the terms listed above

DATE 5/31/2012

AGENCY CONTACT INFORMATION

ORGANIZATION	YWCA Madison
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1. AGENCY CONTACT INFORMATION

A	Second Chance Tenant & Financial Education/SKILLS	CDBG: J. Access to Community Resources - Homeless										
	Contact: Torrie Kopp Mueller	New Prg?	No	Phone:	608-257-1436 x2	Email:	tkmueller@ywcamadison.org					
B	Third Street Family Resource Program	OCS: Access to Resources A1: Targeted Services (CSC)										
	Contact: Nancy Wrenn Bauch	New Prg?	No	Phone:	608-257-1436 x2	Email:	nwbauch@ywcamadison.org					
C	YW Transit Day Program	OCS: Access to Resources A1: Targeted Services (CSC)										
	Contact: Julie Larson	New Prg?	No	Phone:	608-257-1436 x3	Email:	jlarson@ywcamadison.org					
D	YW Transit Night Program	OCS: Domestic Violence, Sexual Assault, Crisis Intervention A1: Direct Service DV/SA (CSC)										
	Contact: Julie Larson	New Prg?	No	Phone:	608-257-1436 x3	Email:	jlarson@ywcamadison.org					
E	Comprehensive Employment Services	OCS/CDBG: X Adult Workforce Preparedness and Employment and Training A1 - Job Skills (CONF)										
	Contact: Julie Larson	New Prg?	No	Phone:	608-257-1436 x3	Email:	jlarson@ywcamadison.org					
F	Girls Inc.	OCS: Youth A1: Middle School Youth (CSC)										
	Contact: Debra Schwabe	New Prg?	No	Phone:	608-257-1436 x2	Email:	dschwabe@ywcamadison.org					
G	Driver's License Recovery Program	OCS: Access to Resources A1: Targeted Services (CSC)										
	Contact: Julie Larson	New Prg?	No	Phone:	608-257-1436 x3	Email:	jlarson@ywcamadison.org					
H	Restorative Justice	OCS: Youth B3: At-Risk Youth Comm. Engagement (CSC)										
	Contact: Colleen Butler	New Prg?	Yes	Phone:	608-257-1436 x2	Email:	cbutler@ywcamadison.org					

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS								Non-City
				A	B	C	D	E	F	G	H	
DANE CO HUMAN SVCS	195,796	195,797	195,797	0	0	0	5,194	0	0	25,000	0	165,603
DANE CO CDBG	0	0	0	0	0	0	0	0	0	0	0	0
MADISON-COMM SVCS	142,587	142,587	171,465	0	33,000	22,000	58,000	15,000	17,640	10,325	15,500	0
MADISON-CDBG	20,600	20,600	22,000	22,000	0	0	0	0	0	0	0	0
UNITED WAY ALLOC	774,128	729,183	772,740	33,000	19,500	0	38,500	40,000	36,000	0	15,500	590,240
UNITED WAY DESIG	20,472	17,000	18,000	0	0	0	0	0	0	0	0	18,000
OTHER GOVT	1,142,598	918,803	908,132	25,332	0	204,700	85,300	0	0	0	0	592,800
FUNDRAISING DONATIONS	1,701,038	805,235	788,934	4,650	77,800	0	0	6,798	116,021	2,600	41,065	540,000
USER FEES	619,325	136,827	127,200	0	0	56,200	13,000	0	0	0	0	58,000
OTHER	328,278	392,220	392,000	0	0	0	0	0	0	0	0	392,000
TOTAL REVENUE	4,944,822	3,358,252	3,396,268	84,982	130,300	282,900	199,994	61,798	169,661	37,925	72,065	2,356,643

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. The YWCA fulfills its mission by providing: safe, affordable housing, and emergency shelter; Racial & Restorative Justice programming to create a more just and inclusive community; education and training for finding, changing or maintaining a job; safe transportation solutions, and after-school empowerment programs for girls. The YWCA Madison is a nonprofit membership organization founded in 1909 as a member of the national YWCA, an autonomous women's movement.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

The YWCA Madison has been in continuous operation since 1909. The YWCA Madison is the largest provider of affordable housing for low-income women in Dane County. We are one of the oldest providers of emergency shelter for homeless families in Dane County. We have provided comprehensive employment and training programs designed for low-income women and minorities for the last decade. Our program staff are highly trained and participate in on-going staff development training. Staff attend relevant trainings to assure best practices and updated information. Our board of directors are recognized leaders from the community and provide leadership and oversight for the YWCA. Rachel Krinsky, YWCA CEO, received her Master's Degree in Social Work from the University of Utah in 1995 and is a Licensed Clinical Social Worker. She began as the YWCA Madison CEO in December 2011. Rachel's previous work included family and school counseling through Briarpatch, Inc. in Madison and counseling and case management services to people with HIV at the Utah AIDS Foundation in Salt Lake City. Before working for the YWCA Madison, Rachel served as Executive Director of The Road Home Dane County for over 11 years, helping homeless families reach stable housing. Board Members are recruited by a committee consisting of board and community members to ensure diversity in professional and racial backgrounds. Board members may serve up to 2-three year terms. A strategic plan is created by Board and staff every 3-5 years reflecting program goals and is reviewed twice a year to assure ongoing quality of programming. This strategic planning process has allowed the YWCA to identify the needs of the Madison Community and develop new programs to address those needs. The strength of the YWCA Madison is further bolstered through its membership in the YWCA of the USA. Membership in the YWCA of the USA provides access to hallmark programming best practices, a network of other YWCA and support staff through the regional associations within the national organization. Locally, the YWCA Madison provides service in conjunction with other area non-profits to increase efficiencies in programming and to reduce duplication of services. The YWCA Madison holds membership in the consortium of local housing providers, the mental health consortium, participates in employment and training councils such as the Allied Drive Partnership and EmployAlliance, and provides teen programs in conjunction with local community centers. The YWCA Madison provides services in a culturally competent manner and has the unique distinction of being a leader in the area of providing racial justice workshops. Staff attend YWCA racial justice workshops on a regular basis as well as other trainings offered in the community in the area of cultural competency. Current services at the YWCA are built on a long tradition of supporting the Madison Community. The YWCA began providing housing services over 100 years ago. In the beginning, there were two types of housing: rooms rented by the month and an affordable hotel for women needing a very temporary place to stay. Today, the YWCA provides emergency shelter, affordable housing for low-income single women and a program based housing program for single mothers with young children, three Housing First programs in the community that move families out of shelter and support them with case management and tenant education programming. To help individuals achieve self-sufficiency, the YWCA offers employment and training programs to address the underlying causes of poverty, such as unemployment and underemployment by providing education and training to individuals who encounter barriers to finding family supporting jobs. Since the YWCA began re-focusing energies on employment issues in 1996, the YWCA Madison has seen extraordinary growth in employment and training programs. YWCA Madison employment programs began by focusing on the Certified Nursing Assistant program and expanded to train women and people of color in the highway construction industry, provide job counselors and employment workshops. In 2004, programming was expanded further with a pre-apprenticeship program that prepares people for apprentice exams. Later, job readiness courses were added and transportation services to help individuals get to/from work. The YWCA Madison has long been dedicated to education and empowerment of young women. As early as 1910, the organization fulfilled this mission through Girl Reserves. In 1935 the program had transitioned to Y-Teens. Today, that tradition is kept alive through full membership in Girls Inc., a nationally recognized organization that serves girls from 9-18 and inspires them to be strong, smart and bold. Membership in Girls Inc. of the USA provides numerous resources, curriculums and best practices models to ensure the needs of girls are met.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?

11

How many Board meetings has your governing body or Board of Directors scheduled for 2012?

11

How many Board seats are indicated in your agency by-laws?

15-20

Please list your current Board of Directors or your agency's governing body.

Name	Ann Tieman - Chair			
Home Address	Monona, WI			
Occupation	Banker			
Representing	First Business Bank			
Term of Office	2nd Term	From:	09/2010	To: 08/2013
Name	Preeti Pachaury - Vice Chair			
Home Address	Madison, WI			
Occupation	Information Technology			
Representing	CUNA Mutual Group			
Term of Office	2nd Term	From:	09/2010	To: 08/2013
Name	Janice Mueller - Treasurer			
Home Address	Madison, WI			
Occupation	Retired			
Representing	Community Member			
Term of Office	2nd Term	From:	09/2010	To: 08/2013
Name	Malika Monger - Secretary			
Home Address	Madison, WI			
Occupation	Human Resources			
Representing	Madison College			
Term of Office	1st Term	From:	09/2010	To: 08/2013
Name	Magda Kmiecik - Member-at-Large			
Home Address	Madison, WI			
Occupation	Social Worker			
Representing	Center for Family Policy and Practice			
Term of Office	1st Term	From:	01/2011	To: 12/2013
Name	Lysa Thoeny - Immediate Past Chair			
Home Address	Lodi, WI			
Occupation	Accountant			
Representing	YMCA Dane County			
Term of Office	2nd Term	From:	09/2010	To: 08/2013
Name	Traici Brockman			
Home Address	Madison, WI			
Occupation	Primary Care Analyst			
Representing	WI Dept. of Health Services			
Term of Office	1st Term	From:	01/2012	To: 12/2015
Name	Francisca Brown			
Home Address	Fitchburg, WI			
Occupation	Marketing			
Representing	American Family			
Term of Office	1st Term	From:	09/2011	To: 08/2014

AGENCY GOVERNING BODY cont.

Name	Kathy Cramer Walsh			
Home Address	Madison, WI			
Occupation	Professor			
Representing	UW Madison			
Term of Office	1st Term	From:	09/2009	To: 08/2012
Name	Beth Curley			
Home Address	Madison, WI			
Occupation	Banker			
Representing	BMO Harris			
Term of Office	1st Term	From:	09/2010	To: 08/2013
Name	Allison Evans			
Home Address	Madison, WI			
Occupation	Event Specialist			
Representing	WPS			
Term of Office	1st Term	From:	01/2012	To: 12/2015
Name	Kristin Green			
Home Address	Verona, WI			
Occupation	Accountant			
Representing	Cogdell Spencer Erdman			
Term of Office	1st Term	From:	09/2011	To: 08/2014
Name	Fabiola Hamdan			
Home Address	Madison, WI			
Occupation	Social Worker			
Representing	Dane County Health and Human Services			
Term of Office	1st Term	From:	01/2012	To: 12/2015
Name	Jessica Harlan			
Home Address	Madison, WI			
Occupation	Purchasing Agent Sr.			
Representing	WI Dept of Workforce Development			
Term of Office	1st Term	From:	01/2012	To: 12/2015
Name	Stephanie Imhoff			
Home Address	Madison, WI			
Occupation	Accountant			
Representing	Bremser Group			
Term of Office	1st Term	From:	09/2011	To: 08/2014
Name	Beth Norman			
Home Address	Madison, WI			
Occupation	Financial Planner			
Representing	RBC Dain			
Term of Office	1st Term	From:	01/2010	To: 08/2013
Name	John Raihala			
Home Address	Madison, WI			
Occupation	Attorney			
Representing	Clifford & Raihala			
Term of Office	2nd Term	From:	09/2011	To: 08/2014

AGENCY GOVERNING BODY cont.

Name	Cindy Witt			
Home Address	Madison, WI			
Occupation	Financial Planner			
Representing	Morgan Stanley Smith Barney			
Term of Office	1st Term	From:	09/2010	To: 08/2013
Name	Sharon Younkin			
Home Address	Madison, WI			
Occupation	Academic Affairs			
Representing	UW Madison			
Term of Office	1st Term	From:	09/2011	To: 08/2014
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

5. STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current staff, board and volunteers.

Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	59	100%	19	100%	802	100%
GENDER						
MALE	14	24%	1	5%	200	25%
FEMALE	45	76%	18	95%	602	75%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	59	100%	19	100%	802	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	81	10%
18-59 YRS	55	93%	18	95%	681	85%
60 AND OLDER	4	7%	1	5%	40	5%
TOTAL AGE	59	100%	19	100%	802	100%
RACE*						0
WHITE/CAUCASIAN	39	66%	14	74%	570	71%
BLACK/AFRICAN AMERICAN	15	25%	4	21%	128	16%
ASIAN	1	2%	1	5%	56	7%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	32	4%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0	0%
MULTI-RACIAL:	3	5%	0	0%	16	2%
Black/AA & White/Caucasian	2	67%	0	0%	16	100%
Asian & White/Caucasian	1	33%	0	0%	0	0%
Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%	0	0%
Am Indian/Alaskan Native & Black/AA	0	0%	0	0%	0	0%
BALANCE/OTHER	1	2%	0	0%	0	0%
TOTAL RACE	59	100%	19	100%	802	100%
ETHNICITY						
HISPANIC OR LATINO	1	2%	2	11%	33	4%
NOT HISPANIC OR LATINO	58	98%	17	89%	769	96%
TOTAL ETHNICITY	59	100%	19	100%	802	100%
PERSONS WITH DISABILITIES	0	0%	0	0%	0	0%

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

This chart describes your agency's total expense budget for 3 separate years.

Where possible, use audited figures for 2011 Actual.

The subtotals for the 2012 BUDGET and 2013-14 PROPOSED must equal the amounts entered in the ACCOUNT CATEGORIES on the NonCityBudget and program budget worksheets. The "ERROR" message appears until the sum of the line items equals the amount of the subtotals that have aggregated from your NonCityBudget and program budget worksheets.

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	1,435,225	1,436,682	1,481,946
Taxes	134,767	128,723	133,675
Benefits	325,275	338,907	329,201
SUBTOTAL A.	1,895,267	1,904,312	1,944,822
B. OPERATING			
All "Operating" Costs	531,002	536,222	547,647
SUBTOTAL B.	531,002	536,222	547,647
C. SPACE			
Rent/Utilities/Maintenance	811,406	682,966	692,388
Mortgage (P&I) / Depreciation / Taxes	67,726	56,737	60,000
SUBTOTAL C.	879,132	739,703	752,388
D. SPECIAL COSTS			
Assistance to Individuals	20,015	7,450	8,411
Subcontracts, etc.	201,338	151,565	125,000
Affiliation Dues	62,152	19,000	18,000
Capital Expenditure	0	0	0
Other:	0	0	0
SUBTOTAL D.	283,505	178,015	151,411
SPECIAL COSTS LESS CAPITAL EXPENDITURE	283,505	178,015	151,411
TOTAL OPERATING EXPENSES	3,588,906	3,358,252	3,396,268
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

10.9%

Divide the number of resignations or terminations in calendar year 2011 by 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.

600 characters (with spaces) (6 lines max.)

8. PERSONNEL DATA: Personnel Schedule

a. Personnel Schedule

List each staff position by title. Seasonal Employees should be entered in seasonal section. Indicate if the position meets the Living Wage Exception with an asterisk (*).

Indicate the number of 2013 Proposed Full-Time Equivalents (FTEs) in each staff position, across all agency programs.

Indicate the total salaries for all FTEs in that staff position. **Do NOT include payroll taxes or benefits in this table.**

Indicate base hourly wage for each position. **All positions in city funded programs must meet City Living Wage requirements.**

The Madison Living Wage for 2013 will be **\$12.19 (hourly)**.

Staff Position/Category	2012		2013-14		Hourly Wage	2013-14 PROPOSED FTEs DISTRIBUTED BY PROGRAM									
	Est. FTE	Est. Salary	Proposed FTE	Proposed Salary		A	B	C	D	E	F	G	H	Non-City	
						FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
CEO	1.00	93,000	1.00	94,860	45.61	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.92	
Directors	6.27	352,007	7.27	407,636	26.96	0.07	0.06	0.60	1.05	0.32	1.02	0.07	0.17	3.91	
Coordinators	7.34	270,911	6.34	235,888	17.89	0.08	1.80	0.00	0.00	0.70	1.00	1.00	1.00	0.76	
Associates	5.99	246,359	5.99	251,286	20.17	1.00	0.00	0.30	0.70	0.00	0.00	0.00	0.00	3.99	
Case Managers	3.00	119,182	3.00	121,566	19.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	
Housing Counselor	1.00	39,727	1.00	40,522	19.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
Instructor	0.75	34,900	0.75	35,598	22.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75	
Drivers	5.60	141,098	5.60	143,920	12.36	0.00	0.00	3.20	2.40	0.00	0.00	0.00	0.00	0.00	
Housekeeper	0.21	5,962	0.21	6,082	13.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.21	
Program Assistant	1.00	25,966	1.00	34,866	16.76	0.00	0.00	0.07	0.07	0.00	0.00	0.00	0.00	0.86	
Night Security	0.37	10,192	0.37	10,396	13.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.37	
Receptionist	0.21	5,419	0.21	5,527	12.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.21	
Front Desk Staff	0.63	14,873	0.63	15,170	11.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.63	
Compliance Specialist	1.00	32,457	1.00	33,107	15.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
Maintenance Technician	0.21	6,772	0.21	6,908	15.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.21	
Accounting Assistant	1.00	34,183	1.00	34,866	16.76	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.84	
Child Care Workers	0.14	3,674	0.14	3,748	12.87	0.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	35.72	1,436,682	35.72	1,481,946		1.32	1.89	4.20	4.25	1.05	2.05	1.10	1.20	18.66	
TOTAL PERSONNEL COSTS:				1,481,946											

b. Seasonal Employees

Seasonal/Project Employee ONLY	Nbr of Weeks	Total Hours	Hourly Wage	Seasonal Earnings		A	B	C	D	E	F	G	H	Non-City
						# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS	# HRS
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0	0	0.00	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0		0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00