

ORGANIZATION:	Community Action Coalition for South Central Wisconsin, Inc.
PROGRAM/LETTER:	B Housing Counseling/Financial Services

PROGRAM BUDGET

1. 2010 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	24,077	24,077	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	217,822	69,358	4,750	2,250	141,464
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	241,899	93,435	4,750	2,250	141,464

2. 2011 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	59,162	59,162	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	182,737	36,338	5,950	2,500	137,949
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	241,899	95,500	5,950	2,500	137,949

*OTHER GOVT 2011

Source	Amount	Terms
CSBG	50,737	If increase in City \$, will shift CSBG into direct benefits due to funding cuts
ESG 2010-2011	40,000	July 1- June 30. Total contract is \$95,722: \$40,000 will be used in 2011
ESG 2011-2012	60,000	July 1- June 30. We hope contract is \$100,000/ \$40,000 used in 2011
EFSP (FEMA)	22,000	eviction prevention payments
Public Serice Commission	10,000	telephone payments / part of housing/budget counseling
TOTAL	182,737	

**OTHER 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

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2012 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2011 request.

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

3. PROGRAM UPDATE: If requesting more than 2011, describe any major changes being proposed for the program/service in 2012, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (with spaces)

4. 2012 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2011-2012.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2011 and 2012.

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

200 characters (with spaces)

5. 2012 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 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

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PRIORITY STATEMENT:	CDBG: X Access to Community Resources - Informational Services

DESCRIPTION OF SERVICES

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

Housing Counseling assists those who have low and moderate income with information and referral, landlord mediation, housing searches, and budget counseling. Housing counseling is a non-monetary resource that expands individual access and resources to improve housing tenure. The service is needed because low to moderate income persons having difficulty securing or maintaining housing, need to know how to connect to an array of housing options available. In 2009, Community Action Coalition for South Central Wisconsin, Inc. (CAC) provided information and referral to 10,261 households. An additional 5,539 informational services were made face-to-face at community locations. In 2009, 452 households received financial assistance from CAC to secure or maintain housing. 77% of participants who received financial assistance maintained stable housing for 12 months. 96% who received financial assistance had income less than 30% of County Median Income.

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

Housing Counseling increases access to community resources that help low and moderate income households make informed housing-related decisions. For those who receive financial assistance, housing and budget counseling helps them to obtain or retain stable housing. Some of the primary Housing Counseling services provided and the expected impacts are as follows:

- Information and referrals – to provide information on affordable housing options and, if CAC is unable to provide a service to eliminate barriers to obtaining or retaining housing, CAC will identify and help participants connect with other agencies, landlords and/or public assistance programs available in the community to meet their needs;
- Budget counseling – Monthly income and expenses are completed by the participant as part of the Financial Assistance application. When CAC awards an eviction prevention or entry-cost grant to someone, a budget counseling session is conducted by CAC with the participant.
- Mediation between the participant and the landlord (and sometimes other housing-related service providers) – to arrange repayment plans and/or negotiate agreements in order to obtain, maintain and retain housing;
- Help with applications for housing and/or related services;
- Provision of interpreters – in the case that the participant is LEP
- Rides to search and apply for housing.

All of these services create increased access to information and housing, thereby reducing homelessness.

8. **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.

CAC will provide 10,000 individuals with housing information, referrals, and housing counseling specific to their household's needs (including budgeting assistance, landlord/tenant mediation and supportive services); 325 households who receive financial assistance to secure or maintain housing will be provided with housing and budget counseling. CAC staff will conduct follow up to report at least 6 months of retained housing. Service hours will be based on 2 Financial Services Specialists working 1 FTE total (1 FTE = 2,080 hrs) and 1 Family Development Manager working .12 FTE (250 hrs)

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

The CAC Office is open 8:00 a.m. – 4:30 p.m., Monday – Friday, which is when the majority of services are provided. However, service hours may occasionally vary according to the needs of the participant and the hours of availability of landlords and referral agencies with whom CAC will be working on the participant's behalf.

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

CAC Housing Counseling/Financial Services will promote access to community resources for any low and moderate income individuals regardless of English proficiency, age, race, ethnicity, and ability. In 2009, 452 households received housing counseling with financial assistance: 63% were African-American, 24% White, 11% Multi-race and 96% of households had income below 30% of Median. 48% had a disabling condition.

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

Service location is CAC Offices located at 1717 N. Stoughton Rd, Madison and will be delivered either by telephone or personal interview on-site.

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

CAC is an active member of the Homeless Services Consortium (HSC), an organization of approximately 40 non-profit agencies, public and private funders committed to the prevention of homelessness. CAC keeps abreast of service delivery changes in the community by attending HSC meetings and by having a strong referral relationship with Dane County Department of Human Services. CAC provides housing case management and financial services throughout Madison and Dane County; working at several Joining Forces for Families sites. The CAC Intake line is staffed by a rotation of CAC Housing Caseworkers and Financial Services Specialists who are able to provide accurate and reliable information and referral. CAC is listed with United Way of Dane County 2-1-1 as a clearinghouse agency for housing information. CAC is the lead agency for the City ESG Rentable Program, which provides financial assistance for homelessness prevention. CAC works with 9 partner agencies to disburse funds.

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

CAC coordinates delivery of Housing Counseling/Financial Services with numerous community agencies to provide referrals and information that best addresses the needs of households and promotes access to stable housing. Coordination is facilitated by sharing City ESG dollars for financial assistance through the Rentable Program. Information and Referral for housing information is coordinated by members of the Homeless Services Consortium referring individuals to CAC for a centralized Intake process. Housing Counseling/Financial Services also coordinates with other CAC programs in an effort to provide a continuum of services based on the specific needs of each household.

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

N/A

15. Number of volunteers utilized in 2010?

0
0

Number of volunteer hours utilized in this program in 2010?

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16. 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.

Approximately 85% of Housing Counseling participants have 0-30% Median Income. They have few prospects for negotiating rental and utility agreements without assistance. Some are LEP and require translation services to navigate the housing application process and need assistance in mediation to deal with landlord / tenant issues. CAC provides interpreters on an as needed basis. The CAC Intake process, staffed by Housing Caseworkers and Financial Services Specialists provides housing assistance while connecting individuals to a variety of community resources; including but not limited to healthcare, mental health providers, substance abuse programs, financial literacy services and other organizations that provide financial assistance. CAC provides Housing Counseling, information and referral services during regular business hours: Monday – Friday, 8:00 a.m. – 4:30 p.m. Appointments are also made during after-hours to accommodate the needs of the household. When an Intake worker is busy working with an individual and not able to answer an incoming call, voice mail is available and individuals are called back on the same day to ensure that information is as accessible as possible.

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

CAC has provided housing services to low-income individuals and families since 1968 and case management services since 1996. The agency regularly employs a total of 32 staff (27 in Dane County and 5 in Jefferson County); and added 7.5 positions in 2009-2010 to specifically operate American Recovery and Reinvestment Act programs. The Family Development division of CAC has 3.0 FTE housing caseworkers, 2.0 Financial Services Specialists, and 1.0 FTE Housing Caseworker Coordinator providing programs dedicated to financial assistance, housing case management, housing counseling, information, referral and financial literacy. CAC is an active member in local organizations and coalitions such as the Homeless Services Coalition (HSC) and the Dane County Continuum of Care (COC). In 2009, CAC became the lead agency for City of Madison and Dane County Homeless Prevention and Rapid Re-Housing Grants, which have been a coordinated effort with many partners to direct funds and assistance to those at risk of becoming homeless. CAC has also been a recipient of funding from the City ESG grant for many years, and the lead-agency for the Rentable Program. Both Financial Services Specialists are HQS Certified (Housing Quality Standards). Housing Caseworkers have varied educational backgrounds, but each one has been in the field of housing and working with low-income families for over 10 years.

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

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

Staff Title	FTE	City \$	Qualifications
2 Financial Svcs Specialists	1	Yes	familiarity with fair housing prac., able to provide housing info/refer.
1 Mgr of Family Development	0.12	Yes	able to conduct reporting and provide program oversight
1 Intake Worker	0.25	No	provide housing information and referral to CAC & other outside entities; coll

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CDBG DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "CDD Community Development Program Goals & Priorities". If not applying for CDBG Office Funds, go to Community Resources Description of Services Supplement (p. 7), or go to Demographics (p. 8).

20. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2011-2012.

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	25
Less than 30% of county median income	300
Total households to be served	325

21. If projections for 2012 will vary significantly from 2011, complete the following:

Income Level for 2012	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	25
Less than 30% of county median income	300
Total households to be served	325

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

N/A The Agency uses a direct cost allocation plan based on either FTE or square footage.

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

Activity Benchmark	Est. Month of Completion
Household (family) needs assessments	Jan - Dec
Information and referrals on housing options	Jan - Dec
Financial assessments and budget counseling	Jan - Dec
Tenant advocacy and mediation with landlord/property manager	Jan - Dec
Education regarding housing rights and responsibilities	Jan - Dec
Budget and housing counseling with those participants who are drawn for financial asst.	Jan - Dec
Quarterly & Yearend reporting	Jan - Dec
Follow-up reporting 6 months from date participant received financial assistance	Jan - Dec

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COMMUNITY RESOURCES DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "Community Resources Program Goals & Priorities" If not applying for CR Funds, go to Demographics (p. 8).

24. CONTRIBUTING RESEARCH

Please identify research or best practice frameworks you have utilized in developing this program.

2000 characters (with spaces)

25. ACCESS FOR LOW-INCOME INDIVIDUALS AND FAMILIES

What percentage of this program's participants do you expect to be of low and/or moderate income?

What framework do you use to determine or describe participant's or household income status? (check all that apply)

- Number of children enrolled in free and reduced lunch
- Individuals or families that report 0-50% of Dane County Median Income
- Individual or family income in relation to Federal Poverty guidelines
- Other

26. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

400 characters (with spaces)

27. PLEASE DESCRIBE YOUR USER FEE STRUCTURE AND ANY ACCOMMODATIONS MADE TO ADDRESS ACCESS ISSUES FOR LOW INCOME INDIVIDUALS AND FAMILIES.

N/A

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28. DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2009. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	#	%	PARTICIPANT DESCRIPTOR	#	%
TOTAL	884	100%	AGE		
MALE	351	40%	<2	0	0%
FEMALE	533	60%	2 - 5	171	19%
UNKNOWN/OTHER	0	0%	6 - 12	141	16%
			13 - 17	119	13%
			18 - 29	76	9%
			30 - 59	345	39%
			60 - 74	29	3%
			75 & UP	3	0%
			TOTAL AGE	884	100%
			RACE		
			WHITE/CAUCASIAN	236	27%
			BLACK/AFRICAN AMERICAN	535	61%
			ASIAN	1	0%
			AMERICAN INDIAN/ALASKAN NATIVE	6	1%
			NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%
			MULTI-RACIAL:	0	0%
			Black/AA & White/Caucasian	0	0%
			Asian & White/Caucasian	0	0%
			Am Indian/Alaskan Native & White/Caucasian	0	0%
			Am Indian/Alaskan Native & Black/AA	0	0%
			BALANCE/OTHER	106	12%
			TOTAL RACE	884	100%
			ETHNICITY		
			HISPANIC OR LATINO	28	3%
			NOT HISPANIC OR LATINO	856	97%
			TOTAL ETHNICITY	884	100%
			PERSONS WITH DISABILITIES	158	18%
			RESIDENCY		
			CITY OF MADISON	698	79%
			DANE COUNTY (NOT IN CITY)	186	21%
			OUTSIDE DANE COUNTY	0	0%
			TOTAL RESIDENCY	884	100%

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

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29. PROGRAM OUTCOMES

Number of unduplicated individual participants served during 2009.	884
Total to be served in 2011.	750

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

If applying to OCS, please refer to your research and/or posted resource documents if appropriate.

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

Outcome Objective # 1: Assist 325 low-income households in Madison to obtain and retain affordable housing through provision of referrals, housing and budget counseling and case management specific to the household's needs, of which 75% will report that they have maintained housing for 6 months

Performance Indicator(s): 50% of households receiving housing counseling and financial assistance will be sampled and it will be reported that they have obtained and retained housing for 6 months.

Proposed for 2011:	Total to be considered in	164	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	123
Proposed for 2012:	Total to be considered in	164	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	123

Explain the measurement tools or methods: Part of housing counseling and financial assistance is the follow-up process, where caseworkers and financial services specialists will contact the participants and/or landlords to report effectiveness of services and whether the household that received assistance is still residing in the rental for which they received assistance. The reason why CAC is proposing a 50% sample is either landlord and/or participants can often be difficult to get ahold of for follow-up, so CAC can reasonably expect to be able to reach at least half of these households and/or landlords.

Outcome Objective # 2: Information, referral and housing counseling will be provided to 10,000 low-to-moderate households which will increase housing stability

Performance Indicator(s): All persons who call or walk-in for housing assistance, will complete an Intake process, in which needs of the household are logged and they are provided with housing counseling is provided

Proposed for 2011:	Total to be considered in	10000	Targeted % to meet perf. measures	90%
	perf. measurement		Targeted # to meet perf. measure	9000
Proposed for 2012:	Total to be considered in	10000	Targeted % to meet perf. measures	90%
	perf. measurement		Targeted # to meet perf. measure	9000

Explain the measurement tools or methods: CAC has an Intake process which centralizes all inquiries via phone or walk-in. The Intake process consists of a standard Intake form, call log book and Information & Referral book. All households are logged and number of households served with information and referral are recorded monthly.

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. CONTACT INFORMATION

A	Community Gardens		
	Contact:	Chris Brockel	Phone: 608-246-4730 Email: chrisb@cacscw.org
B	Housing Counseling/Financial Services		
	Contact:	Greta Hansen	Phone: 608-246-4730 Email: ghansen@cacsc.org
C	Program C		
	Contact:		Phone: Email:
D	Program D		
	Contact:		Phone: Email:
E	Program E		
	Contact:		Phone: Email:
F	Program F		
	Contact:		Phone: Email:
G	Program G		
	Contact:		Phone: Email:
H	Program H		
	Contact:		Phone: Email:
I	Program I		
	Contact:		Phone: Email:
J	Program J		
	Contact:		Phone: Email:
K	Program K		
	Contact:		Phone: Email:
L	Program L		
	Contact:		Phone: Email:

3. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2009 ACTUAL	2010 BUDGET	2011 PROPOSED	2011 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS	188,507	170,493	170,543	0	0	0	0
DANE CO CDBG	0	0	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0	0	0
MADISON-CDBG	67,766	67,766	119,162	60,000	59,162	0	0
UNITED WAY ALLOC	209,487	189,987	168,500	0	0	0	0
UNITED WAY DESIG	13,713	13,634	63,000	0	0	0	0
OTHER GOVT	1,133,740	4,408,903	2,124,345	70,689	182,737	0	0
FUNDRAISING DONATIONS	120,147	640,995	749,272	12,000	0	0	0
USER FEES	1,803	13,107	118,500	1,000	0	0	0
OTHER	193,612	254,191	80,000	80,000	0	0	0
TOTAL REVENUE	1,928,775	5,759,076	3,593,322	223,689	241,899	0	0

REVENUE SOURCE	2011 PROPOSED PROGRAMS CONT.						
	E	F	G	H	I	J	K
DANE CO HUMAN SVCS	0	0	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0	0	0
MADISON-CDBG	0	0	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0	0	0
OTHER GOVT	0	0	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0	0	0
USER FEES	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0	0	0

REVENUE SOURCE	2011 PROPOSED PROGRAMS CONT.						Non-City
	L						
DANE CO HUMAN SVCS	0						170,543
DANE CO CDBG	0						0
MADISON-COMM SVCS	0						0
MADISON-CDBG	0						0
UNITED WAY ALLOC	0						168,500
UNITED WAY DESIG	0						63,000
OTHER GOVT	0						1,870,919
FUNDRAISING DONATIONS	0						737,272
USER FEES	0						117,500
OTHER	0						0
TOTAL REVENUE	0						3,127,734

AGENCY ORGANIZATIONAL PROFILE

4. 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 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; helping communities develop respectful and responsive approaches to addressing poverty; and increasing our agency's capacity to foster its mission and achieve program goals.

5. AGENCY EXPERIENCE AND QUALIFICATIONS

6000 characters (w th spaces)Organization Mission and Scope of Programs and Services

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 1600 nationwide, 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 44 years, CAC programs have provided essential services to assist low -income individuals achieve greater self sufficiency and promote low -income individuals access to community resources. Programs are focused in five core areas: homelessness prevention and housing stability; food and nutrition; skill building in employment and income management; community inclusion and leadership; and emergency services. Specific examples of programs in these core areas include: housing case management and advocacy; transitional and permanent housing; financial assistance grants to prevent homelessness; food procurement and distribution to pantries and meal sites; coordination of community and food pantry gardens; financial literacy skill building; employability skills training; automobile car loans for low -income workers; one-on-one advocacy for community members with disabilities; promotion of neighborhood leadership; and a free clothing center. All programs of service reflect CAC's mission "to develop economic and social capacities of individuals, families and communities to reduce poverty."

CAC has been providing landlord and tenant mediation and housing counseling since 1968 and housing case management since 1997. CAC has been providing services and leadership in community garden development since 1980. The number of community gardens in Madison has more than doubled since 2008, to include 53 community gardens and 13 pantry gardens. CAC has been a leader, an authority and an innovator in making these gardens a reality for the all Madison residents.

CAC uses a results oriented management approach (ROMA) and assesses its programs via program progress reports (PPRs). These PPRs are prepared mid-year and annually, reviewed by the CAC board of directors, and reported to the state twice a year. In addition, every three years, CAC does a community needs assessment; the next one is scheduled for September, 2010. Topics covered in the 2007 assessment were: 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. Based on the results of this assessment, CAC works with an extensive network of community partners, including United Way agencies in Dane, Jefferson and Waukesha Counties (CAC service area), to develop and/or support needed programs, taking care not to duplicate what is already being offered.

CAC continually works to refine, restructure and expand programs to efficiently meet the needs of the communities we serve. Staff regularly attend training sessions provided by the City, County, United Way and the Wisconsin Association of Community Action Programs. CAC often works with other organizations to develop and implement programs, as well as provide technical assistance and give advice on community wide projects.

6. AGENCY GOVERNING BODY

How many Board meetings were held in 2009?

	7
How many Board meetings has your governing body or Board of Directors scheduled for 2010?	6
How many Board seats are indicated in your agency by-laws?	18

How many Board meetings has your governing body or Board of Directors scheduled for 2010?

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	Bette Barnes - Chair of Personnel Committee			
Home Address	2211 Chadbourne, Madison, WI 53726			
Occupation	Retired Professor			
Representing	Madison-Area Urban Ministry			
Term of Office		From:	01/1990	To: 01/2011
Name	Bob Salov - Treasurer			
Home Address	2103 Pleasant Drive			
Occupation	Shadowfax			
Representing	Public Appointee, Dane County Executive			
Term of Office		From:	06/2008	To:
Name	Chris Hodge			
Home Address	5133 Golden Leaf Trail, Madison, WI 53704			
Occupation	Educator			
Representing	Dane County Low-Income Representative			
Term of Office		From:	08/2009	To: 08/2012
Name	Melissa A. Scholz - Plans, Priorities & Development Committee Member			
Home Address	2115 Adams St., Madison, WI 53711			
Occupation	Attorney, Owner of Non-Profit Law			
Representing	Public Appointee, City of Madison Mayor			
Term of Office		From:	03/2009	To: 03/2012
Name	Reg Emshoff - President			
Home Address	Capital Valuation Association, 10 E. Doty St. #1002, Madison, WI 53703			
Occupation	Attorney			
Representing	Dane County Low-Income Representative			
Term of Office		From:	01/1981	To: 01/2011
Name	Tom Lopez - Chair Plans, Priorities & Development Committee			
Home Address	Bus: Kraft Oscar Mayer, 910 Mayer Ave., Madison, WI 53704			
Occupation	Marketing Director - Kraft Oscar Mayer			
Representing	Community Organization - Dane County			
Term of Office		From:	10/2007	To: 10/2010
Name	V. Richard Wildermuth - Past President			
Home Address	755 Braxton Pl. #A606, Madison, WI 53715			
Occupation	Self-Employed			
Representing	Dane County Low-Income Representative			
Term of Office		From:	01/1999	To: 01/2011
Name	Cynthia Pike - Secretary			
Home Address	2434 Fox River Pkwy, Waukesha, WI 53186			
Occupation	Public Health Nurse			
Representing	Public Appointee, City of Waukesha Mayor			
Term of Office		From:	04/2004	To:

AGENCY GOVERNING BODY cont.

Name	Kathi Cauley				
Home Address	1541 Annex Rd, Jefferson, WI 53549				
Occupation	Director, Jefferson County Human Services				
Representing	Public Appointee, Jefferson County Board Supervisor				
Term of Office		From:	03/2010	To:	03/2013
Name	John Woodbury				
Home Address	523 W. Puermer St., Jefferson, WI 53549				
Occupation	President, Fort Atkinson Food Pantry				
Representing	Community Organization - Jefferson County				
Term of Office		From:	02/2010	To:	02/2013
Name	Joyce Hughes - Vice President				
Home Address	1505 E. Main Street, Watertown, WI 53094				
Occupation	Retired Educator				
Representing	Public Appointee, Jefferson County City of Watertown Mayor				
Term of Office		From:	06/2007	To:	10/2010
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

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Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

7. 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	41	100%	10	100%	880	100%
GENDER						
MALE	16	39%	4	40%	361	41%
FEMALE	25	61%	6	60%	519	59%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	41	100%	10	100%	880	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	114	13%
18-59 YRS	39	95%	4	40%	598	68%
60 AND OLDER	2	5%	6	60%	168	19%
TOTAL AGE	41	100%	10	100%	880	100%
RACE*						0
WHITE/CAUCASIAN	25	61%	8	80%	625	71%
BLACK/AFRICAN AMERICAN	5	12%	1	10%	202	23%
ASIAN	4	10%	0	0%	35	4%
AMERICAN INDIAN/ALASKAN NATIVE	3	7%	0	0%	0	0%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	1	10%	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	4	10%	0	0%	18	2%
TOTAL RACE	41	100%	10	100%	880	100%
ETHNICITY						
HISPANIC OR LATINO	4	10%	0	0%	9	1%
NOT HISPANIC OR LATINO	37	90%	10	100%	871	99%
TOTAL ETHNICITY	41	100%	10	100%	880	100%
PERSONS WITH DISABILITIES	6	15%	1	10%	106	12%

*These categories are identified in HUD standards.

8. AGENCY EXPENSE BUDGET

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

Where possible, use audited figures for 2009 Actual. The 2010 Budget and 2011 Proposed Budget will autofill from information you provided elsewhere in the application.

Account Description	2009 ACTUAL	2010 BUDGET	2011 PROPOSED
A. PERSONNEL			
Salary	1,088,091	1,257,183	1,115,823
Taxes	113,160	126,299	112,008
Benefits	208,989	288,737	248,609
SUBTOTAL A.	1,410,240	1,672,219	1,476,440
B. OPERATING			
All "Operating" Costs	184,472	270,105	228,326
SUBTOTAL B.	184,472	270,105	228,326
C. SPACE			
Rent/Utilities/Maintenance	160,673	156,744	165,363
Mortgage (P&I) / Depreciation / Taxes	4,637	4,637	4,637
SUBTOTAL C.	165,310	161,381	170,000
D. SPECIAL COSTS			
Assistance to Individuals	2,774,405	3,345,726	1,610,556
Subcontracts, etc.	39,929	289,032	89,000
Affiliation Dues	18,376	20,613	19,000
Capital Expenditure	30,014	0	0
Other:	3,666,269	1,324,209	1,185,014
SUBTOTAL D.	6,528,993	3,655,371	1,718,556
		ERROR	ERROR
SPECIAL COSTS LESS CAPITAL EXPENDITURE	6,498,979	3,655,371	1,718,556
TOTAL OPERATING EXPENSES	8,259,001	5,759,076	3,593,322
E. TOTAL CAPITAL EXPENDITURES	30,014	0	0

9. PERSONNEL DATA: List Percent of Staff Turnover

15.0%

Divide the number of resignations or terminations in calendar year 2009 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.

After ARRA funding ends in September, 2010, CAC will experience approximately 6 layoffs.

ORGANIZATION:

Community Action Coalition for South Central Wisconsin, Inc.

PROGRAM BUDGET

1. 2010 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	170,493	146,493	6,000	0	18,000
DANE CO CDBG	0	0	0	0	0
UNITED WAY ALLOC	188,487	94,989	32,153	42,845	18,500
UNITED WAY DESIG	13,634	13,634	0	0	0
OTHER GOVT	4,128,831	761,551	156,459	38,505	3,172,316
FUNDRAISING DONATIONS	626,345	415,436	54,135	62,281	94,493
USER FEES	12,107	0	0	0	12,107
OTHER	154,000	2,000			152,000
TOTAL REVENUE	5,293,897	1,434,103	248,747	143,631	3,467,416

2. 2011 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	170,543	154,543	6,000	0	10,000
DANE CO CDBG	0	0	0	0	0
UNITED WAY ALLOC	168,500	110,500	38,000	0	20,000
UNITED WAY DESIG	63,000	13,000	0	50,000	0
OTHER GOVT*	1,870,919	500,000	43,712	0	1,327,207
FUNDRAISING DONATIONS	737,272	448,208	121,064	37,000	131,000
USER FEES	117,500	0	0	65,000	52,500
OTHER**	0	0	0	0	0
TOTAL REVENUE	3,127,734	1,226,251	208,776	152,000	1,540,707

*OTHER GOVT 2011

Source	Amount	Terms
CSBG (Comm Svcs Block Grant)	835,082	
TEFAP Commodities	747,000	
ESG/HPP/THP/SSSG (Jefferson)	46,720	
COC (Dane & Jefferson)	603,190	
WHEDA	335,000	
TOTAL	ERROR	

**OTHER 2011

Source	Amount	Terms
(More Other Gov't) WETAP-DOT	85,000	
(More Other Gov't) ESG/AIDS/ARCW	17,625	
(More Other Gov't) EFSP (Food & Je	54,500	
(More Other Gov't) Porchlight	7,300	
(More Other Gov't) HPRPs	132,602	
TOTAL	ERROR	