

Program Area Goal & Priority

**Children and Families C1: Professional Development**

		Totals				
Agency	Program Name	2012 Funding	2013 Request	\$ change	% change	2014 Request
Community Coordinated Child Care (4-Cs)	A. Launching Into Literacy & Math	\$14,374	\$14,375	\$1	0.01%	\$14,375
	B. Latino Child Care Project	\$27,795	\$27,795	\$0	0.00%	\$27,795
Dane County Parent Council	B. Wingspan	\$0	\$25,263	\$0	0.00%	\$25,263
<b>TOTALS</b>		<b>\$42,169</b>	<b>\$67,433</b>	<b>\$1</b>	<b>0.01%</b>	<b>\$67,433</b>



**Staff Comments:** 4Cs has a high capacity for providing high quality resources to early childhood professionals such as trainings, a resource room with teacher materials and YoungStar consultation. The 4C Board and administrators have shown competence in providing services.

**11. Is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**

**Staff Comments:** The overall agency budget is reasonable and realistic and leverages many funding streams (WI DCF, WI DPI and United Way, City of Madison) to provide early care resources for Madison and the surrounding communities. The program budget includes United Way allocations and user fees. No hourly wage is included.

**12. Does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?**

**Staff Comments:** Collaborating partners (MMSD, City of Madison, UW, area centers, Madison Public library, DCPC Head Start) volunteer to plan and carry through the Launching into Literacy and Math trainings. Some professionals donate their time to provide trainings for no cost.

**13. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?**

**Staff Comments:** The Launching Into Literacy and Math training materials are offered in English, Spanish and Hmong. Personal verbal invites are extended to Hmong speakers. Sessions are translated into Spanish and Hmong. In 2012 sessions were offered with simultaneous translation. Active outreach efforts for African American populations should be undertaken.

---

**Follow up questions for Agency:**

**Staff Recommendation**

Not recommend for consideration

Recommend for consideration

Recommend with Qualifications  
**Suggested Qualifications:**

Program Description:

**Community Coordinated Child Care**  
***Launching into Literacy and Math***

**Program Synopsis**

4-C, with a collaborative committee that includes the City of Madison, Madison Metropolitan School District, Madison Public Library, Dane County Parent Council and UW Office of Child Care, staff from Madison accredited programs and others, annually creates three six-hour training institutes that train child care staff, including staff from Madison Accredited centers, to better prepare children birth to age five, especially those at risk, for success in reading and math.

Goal	Customer / Participant	Geography
<input type="radio"/> Crisis Intervention/ Safety	<input checked="" type="radio"/> Children	<input type="radio"/> County or greater
<input checked="" type="radio"/> Children/Families	<input type="radio"/> Youth	<input checked="" type="radio"/> Madison
<input type="radio"/> Workforce Preparedness	<input type="radio"/> Family	<input type="radio"/> CD Target Area
<input type="radio"/> Older Adults	<input type="radio"/> Older Adult	<input type="radio"/> Neighborhood
<input type="radio"/> Access to Resources		<input type="radio"/> NRT Neighborhood
<input type="radio"/> Youth		
<input type="radio"/> Neighborhoods		

**Agency and Management History**

4-C, Community Coordinated Child Care, has been successfully supporting the early childhood field for over 39 years, and serves up to twenty counties in Wisconsin. Services include but are not limited to Resource and Referral, County certification of family child care providers, the Child and Family Food Program, YoungStar assessments, Latino child care outreach and resources and child care data collection. The agency strives to advance community investment for children to create a foundation for their development. A significant portion of this work is with multi-ethnic, low income, and at risk populations in all service areas. 4-C is led by a skilled management team with numerous years of successful experience in early childhood education and/or management of non-profit agencies.

**Benchmarks/Outcome Measure to comparable Projects**

To increase the early literacy and math knowledge/skills of more than 500 providers (250 from City Accredited) with a 90% positive evaluation. Also, to improve the quality of preschool literacy and math preparation for 600 low income children of the 3,000 children served in City Accredited Programs.

Evaluations provided by attendees at trainings indicating an increase in knowledge gained resulting in a change in daily practice. 4-C obtains data from the state and city related to the number of low income children attending each program where staff has attended LILM as well as the number of Head Start enrollees.

Performance History	2009	2010	2011	2012 (est.)
# of participants			882	800
CD funds expended			\$14,374	\$14,374

Sources: CR Allocations, Agency Service Reports

### **Program Development**

For the past ten years, the LILM events have changed the daily practices of hundreds of early childhood teachers in Madison. Bringing the latest research-based practices and national speakers to continually re-energize and inform professionals is key. Last year 45% of the teachers enrolled in LILM programs were from City Accredited programs. The city covers about 38% of the cost, about equal to the percent of City Accredited staff. 4-C provides much of the administrative staffing for LILM. The impact of LILM is impressive; in 2010 a total of 525 professionals attended one or more of the LILM sessions. 3,000 children enrolled in accredited programs benefit from their teacher attending LILM and changing the way they work with children in their care.

### **Program Design**

Launching Into Literacy & Math (LILM) is a collaborative committee that includes staff from 4-C, the City of Madison, Madison Schools, United Way, Madison Public Library, Head Start/DCPC (including Early Head Start), UW Child Care, DCAEYC, Children's Service Society, Satellite Family Child Care and several child care center directors (from Animal Crackers, St Mary's, & Meriter Children's Center). Learning to read, write and think mathematically is a continual developmental process that begins at birth when infants begin to communicate with adults. High quality early childhood experiences build the foundation for successful learning in school and throughout life. Young children acquire literacy and mathematical thinking skills through frequent, meaningful, hands-on experiences in which they interact with nurturing adults in pleasurable and supportive ways. The Launching Into Literacy and Math Training Institutes provide essential training in these methods, resources and networking opportunities for the Early Care and Education professionals who teach our youngest citizens.

### **Reward**

Children, birth to age five, especially those at risk, are prepared for success in reading and math..

### **Risk**

Public funds may be decreased based on other priorities.

ORGANIZATION:	<b>Community Coordinated Child Care, Inc (4-C)</b>
PROGRAM/LETTER:	<b>A Launching into Literacy and Math (LILM)</b>
OBJECTIVE STATEMENTS:	<b>OCS: Children and Families B1: Specialized Train/Consult (ECCEC)</b>

**DESCRIPTION OF SERVICES**

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

Learning to read, write and think mathematically is a continual developmental process that begins at birth when infants begin to communicate with adults. Young children acquire literacy and mathematical thinking skills through frequent, meaningful, hands-on experiences in which they interact with nurturing adults in engaging and supportive ways. The Launching into Literacy and Math Institutes provide essential training in these methods, resources, and networking opportunities for the early care and education professionals who teach our youngest citizens. Given the recent spotlight on the achievement gap regarding mathematics and reading performance (WSAS) and the knowledge that these skills begin building at birth, LILM strives to provide quality, evidence based trainings to those who work with our youngest children, particularly those at greatest risk. This proposal is for 4,500 units of LILM training, with 2,000 for City Madison accredited programs.

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

4-C, with a collaborative committee that includes the City of Madison, Madison Schools, Madison Public Library, Head Start/DCPC, and others, annually creates three six-hour training institutes on strategies that prepare children birth to age five, especially those at risk, for success in reading and math. For the past ten years, the LILM events have changed the daily practices of hundreds of early childhood teachers in Madison. Bringing the latest research-based practices and national speakers to continually energize and inform professionals is key. 4-C provides much of the administrative staffing for LILM, including processing registrations and payments. The impact of LILM is impressive - in 2011, 474 professionals attended one or more of the LILM sessions and over 1670 children (based on enrollment capacity) benefitted from their teacher attending LILM.

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 program begins in the preceding June with planning for the next year. Programs and speakers are determined by the committee. October begins actual registrations with brochures mailed and outreach efforts to 900 providers. Registration occurs through January with 400+ registrations for LILM and over 900 registrations for individual sessions. During this time, scholarship applications are also processed. The actual training sessions occur in January, February and March. Evaluations are completed following each Saturday session.

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

4-C office hours are 8:00AM-4:30PM, Monday through Friday. Planning, registration, committee meetings and evaluations activities occur throughout the year. LILM institutes are held on three Saturdays from 7:30AM-3:30PM, one each in January, February, and March.

ORGANIZATION:	<b>Community Coordinated Child Care, Inc (4-C)</b>
PROGRAM/LETTER:	<b>A Launching into Literacy and Math (LILM)</b>

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

The majority of attendees in 2011 were older (age 30+) female child care staff or family child care providers. Ethnically they were 3% Asian, 3% African-American, 11% Hispanic, 65% Caucasian, with the balance not reporting or reporting "other." (United Way funds cover part of the cost of the program allowing providers outside the City of Madison to attend).

6. LOCATION: Location of service and intended service area.

Planning meetings are held at 4-C. The Institute sessions are held at the Bishop O'Connor Center in Madison. Outreach efforts concentrate on Dane County, specifically Madison child care programs.

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

The LILM registrations brochure is mailed to all regulated child care group and family programs in Dane County. Registration information can be downloaded from the LILM website. Committee members reach out to programs serving large populations of low income children/families and offer partial scholarship for their staff to attend the Institute. We have also connected with family support groups to inform them about LILM. The brochure and scholarship application is translated into Spanish and mailed out to over 50 Latino providers. Hmong family providers are personally contacted and invited to LILM and can receive assistance to complete the registration or scholarship forms. Sessions at each Saturday Institute are translated into Spanish and Hmong. Starting in 2012, we offered sessions in Spanish and Hmong as well as sessions with simultaneous translation, as has been offered in the past.

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

Launching into Literacy and Math (LILM) is a collaborative committee that includes staff from 4-C, the City of Madison, Madison Schools, United Way, Madison Public Library, Head Start/DCPC (including Early Head Start), UW Child Care, DCAEYC, Children's Service Society, Satellite Family Child Care, several child care center directors (from Animal Crackers, St Mary's, KinderCare) and family child care. Our group highly values collaboration and we feel this has contributed to 11 successful years of high quality training. LILM announces the dates of the Institute sessions in advance through community newsletters and the City of Madison's Early Childhood Memo and coordinates the Institute sessions to not conflict with other early childhood conferences.

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

Volunteers are utilized on the collaborative committee and at each of the three Institute sessions. They play an essential role with our Hmong and Latino participants, both in providing outreach as well during registration the day of the trainings. The day of the Institutes, volunteers serve as session hosts, oversee the registration table, and direct participants throughout the day.

10. Number of volunteers utilized in 2011?

21
----

Number of volunteer hours utilized in this program in 2011?

550
-----

ORGANIZATION:	<b>Community Coordinated Child Care, Inc (4-C)</b>
PROGRAM/LETTER:	<b>A Launching into Literacy and Math (LILM)</b>

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.

We offer institute sessions in English, Spanish, and Hmong so that participants can receive training in their native language. There is a small committee supporting our work with the Hmong population that continues to explore if the current format meets the group's cultural needs. In 2012, the Steering Committee offered sessions in Spanish and Hmong, which was the first time sessions were available in a participant's native language without the use of translation. Cost is a major barrier for many child care staff and underwriting funds from the City of Madison and the United Way keep LILM affordable. Some of the funding through United Way allowed us to establish a limited number of scholarship funds to enable low income participants to attend. The scholarship covers half the cost of the registration fee (\$12.50 of the \$25.00) and the scholarship forms have been translated into Spanish and Hmong. Scholarship information was included in the registration packets mailed to all regulated programs in Dane County and committee members shared the scholarship forms with programs when a need was demonstrated.

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

4-C has been a member of the collaborative group since its inception. Kirsten Suer, the Professional Development Manager, has served on the committee for two years. 4-C has played a key role in the Steering Committee (along with City of Madison and MMSD staff) to coordinate activities and provide administrative support. 4-C staff process all registration forms/payments from participants who need to be registered into specific sessions. Most recently 4-C has been integral in the Outreach Committee, which strives to increase awareness and participation of the Institute in programs that serve low income families. This past year, the Outreach Committee developed a scholarship process and form for providing up to half the cost of the registration fees for any participant for whom cost is a prohibitive factor for attending. Launching into Literacy and Math has grown from 138 participants attending one or more sessions in 2000-2001 to 512 in 2010-2011. Early care and education professionals attend this training in part due to the proven track record for quality professional development. They have learned practical skills and ideas to incorporate into their work with children. LILM was written into the professional development plan for MMSD 4K staff and contracted programs.

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

Up to 15 hours of continuing education can be applied toward the requirements for certification/licensing. The training is aligned with the WMEELS Domains for Language and Mathematical Thinking.

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

Staff Title	FTE	Credentials/Qualifications
PD Manager	0.03	Bachelor's Degree and 1 year experience in Early Childhood Education
Administrative Assistant	0.05	Experience in a clerical field and computer skills
Early Childhood Specialist	0.01	Bachelor's Degree and 1 year experience in Early Childhood Education
Resource Room Specialist	0.05	Associate Degree and 1 year experience in Early Childhood Education
Administrative Assistant	0.03	Experience in a clerical field and computer skills



ORGANIZATION:	Community Coordinated Child Care, Inc (4-C)
PROGRAM/LETTER:	A Launching into Literacy and Math (LILM)

15. CONTRIBUTING RESEARCH

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

This program is designed to train child care providers in early literacy and math practices based on current knowledge of the importance of quality early care in promoting school readiness. Two critical areas of research are addressed through this program: promoting school readiness and improving the training and education of early care providers. It is understood that children, particularly low-income and minority children who receive high quality early care and education are better prepared for school ("Early Care and Education: Effects on Ethnic and Racial Gaps in School Readiness," 2005). Language development has been shown to improve in environments that include shared reading, targeted phonological skills development, and print rich environment ("Promoting Language and Literacy in Early Childhood Care and Education Settings," 2004). These early literacy components are taught through group trainings offered as part of a collaborative effort of early care and education organizations throughout Madison. By training early care and education staff, as outlined by the Child Care and Early Education Research Connections policy brief, "Impact of Training and Education for Caregivers of Infants and Toddlers (2005), children will receive higher quality care which results in their positive early development. LILM also meets the best practice frameworks outlined by the Wisconsin Model Early Learning Standards, a research-based model supported by many collaborating partners throughout Wisconsin. By connecting the LILM trainings with 15 hours of continuing education credits, this program is meeting research standards that demonstrate improved quality when training is tied to professional credit.

16. 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?	65.0%
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	X
Other	X

17. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

This is collected from registration and evaluation forms submitted by participants. The number of low income children benefitting is determined by WI Shares data provided from the state, aggregated by program and melded with city subsidy counts and Head Start site enrollments.

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

The fee to attend each of the institutes is \$25.00. Scholarship funds are available and are widely used by our Hmong and Spanish speaking participants. In 2012, 3 Hmong providers (100%) and 29 Spanish speaking providers (67%) utilized the scholarship. Many child care group centers have built LILM into their professional development plans for the staff to attend and some have even utilized YoungStar microgrants to subsidize the cost.

ORGANIZATION:	Community Coordinated Child Care, Inc (4-C)
PROGRAM/LETTER:	A Launching into Literacy and Math (LILM)

**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 %
<b>TOTAL</b>	476	100%	1	100%	<b>RESIDENCY</b>				
MALE	16	3%	0	0%	CITY OF MADISON	283	59%		
FEMALE	417	88%	1	100%	DANE COUNTY (NOT IN CITY)	169	36%		
UNKNOWN/OTHER	43	9%	0	0%	OUTSIDE DANE COUNTY	24	5%		
					TOTAL RESIDENCY	476	100%		
					<b>AGE</b>				
					<2	0	0%		
					2 - 5	0	0%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	60	13%		
					30 - 59	323	68%		
					60 - 74	93	20%		
					75 & UP	0	0%		
					TOTAL AGE	476	100%		
					<b>RACE</b>				
					WHITE/CAUCASIAN	334	70%	1	100%
					BLACK/AFRICAN AMERICAN	14	3%	0	0%
					ASIAN	14	3%	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	114	26%	0	0%
					TOTAL RACE	476	100%	1	100%
					<b>ETHNICITY</b>				
					HISPANIC OR LATINO	56	12%	0	0%
					NOT HISPANIC OR LATINO	420	88%	1	100%
					TOTAL ETHNICITY	476	100%	1	100%
					<b>PERSONS WITH DISABILITIES</b>	6	1%	0	0%

Part. = Participant

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

ORGANIZATION:	<b>Community Coordinated Child Care, Inc (4-C)</b>
PROGRAM/LETTER:	<b>A Launching into Literacy and Math (LILM)</b>

**PROGRAM OUTCOMES**

Number of unduplicated individual participants served during 2011.	476
Total to be served in 2013.	450

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: To increase the early literacy and math knowledge of more than 450 providers (250 from City of Madison Accredited programs) with a 90% positive evaluation.

Performance Indicator(s): Evaluations are provided to the attendees following the training via e-mail or mail where they can indicate an increase in knowledge gained resulting in a change in daily practice.

Proposed for 2013:	Total to be considered in	450	Targeted % to meet perf. measures	90%
	perf. measurement		Targeted # to meet perf. measure	405
Proposed for 2014:	Total to be considered in	450	Targeted % to meet perf. measures	90%
	perf. measurement		Targeted # to meet perf. measure	405

Explain the measurement tools or methods: Attendees fill out an evaluation form at the event rating the training from 1 to 5 related to specific content areas or perceived uses/outcomes that will result from the training.

Outcome Objective # 2: To improve the quality of preschool literacy and math preparation for 600 low income children of the 3000 children served in City Accredited programs.

Performance Indicator(s): Number of low income children by program based on state and city data related to subsidy recipients and Head Start

Proposed for 2013:	Total to be considered in	600	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	600
Proposed for 2014:	Total to be considered in	600	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	600

Explain the measurement tools or methods: 4-C will obtain data from the state and city related to the number of low income children attending each program where staff have attended LILM as well as the number of Head Start enrollees. This will be an underestimate but is the most efficient way to measure the impact given budget restraints.

ORGANIZATION:	Community Coordinated Child Care, Inc. (4-C)
PROGRAM/LETTER:	A Program A: Launching Into Literacy and Math

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	14,374	6,570	5,714	390	1,700
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	10,155	6,300	2,255	400	1,200
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	27,000	500	22,510	760	3,230
OTHER	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>51,529</b>	<b>13,370</b>	<b>30,479</b>	<b>1,550</b>	<b>6,130</b>

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	14,375	6,770	5,515	390	1,700
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	10,155	6,490	2,065	400	1,200
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	28,000	520	23,360	790	3,330
OTHER**	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>52,530</b>	<b>13,780</b>	<b>30,940</b>	<b>1,580</b>	<b>6,230</b>

\*OTHER GOVT 2013

Source	Amount	Terms
N/A	0	
	0	
	0	
	0	
	0	
<b>TOTAL</b>	<b>0</b>	

\*\*OTHER 2013

Source	Amount	Terms
N/A	0	
	0	
	0	
	0	
	0	
<b>TOTAL</b>	<b>0</b>	

ORGANIZATION:	<b>Community Coordinated Child Care, Inc. (4-C)</b>
PROGRAM/LETTER:	<b>A Program A: Launching Into Literacy and Math</b>

**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.) 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.

200 characters (w ith spaces) (2 lines max.) 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	14,375	6,770	5,515	390	1,700
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	10,155	6,490	2,065	400	1,200
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	29,000	930	23,820	820	3,430
OTHER**	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>53,530</b>	<b>14,190</b>	<b>31,400</b>	<b>1,610</b>	<b>6,330</b>

\*OTHER GOVT 2014

Source	Amount	Terms
N/A	0	
	0	
	0	
	0	
	0	
<b>TOTAL</b>	<b>0</b>	

\*\*OTHER 2014

Source	Amount	Terms
N/A	0	
	0	
	0	
	0	
	0	
<b>TOTAL</b>	<b>0</b>	

**PROPOSAL REVIEW: Staff Review for 2013-2014**  
**For Community Resources Proposals to be Submitted to the**  
**Community Services Committee, Early Childhood Care and Education Committee**  
**and Committee on Aging**

1. **Program Name:** B. Latino Child Care Project
2. **Agency Name:** Community Coordinated Child Care
3. **Requested Amounts:** 2013: \$27,795  
2014: \$27,795                      **Prior Year Level: \$27, 795**

4. **Project Type:** New                       **Continuing**

5. **Framework Plan Objective Most Directly Addressed by Proposed by Activity:**
- |  |  |
|--|--|
| <input type="checkbox"/> I. Youth Priority | <input checked="" type="checkbox"/> VI Children & Families |
| <input type="checkbox"/> II. Access        | <input type="checkbox"/> VII Seniors                       |
| <input type="checkbox"/> III Crisis        |  |

**Comment:** Fits in Program Area VI – Support for quality child care. Submitted as an A1 priority, moved to CI.

6. **Anticipated Accomplishments (Proposed Service Goals)**  
Create 36 slots in family child care homes accessible for low income Latino children by certifying 12 new family child care providers over the 2 year cycle; 12 trainings/workshops will be presented.
7. **To what extent does the proposal meet the Objectives of the Community Development Division, Community Resources Program Goals and Objectives for 2013-2014?**

**Staff Comments:** Although submitted as an A1 priority - Provide affordable, stable, quality child care. Staff recommend that the program be considered as a C1 priority –Provide professional development opportunities that improve the quality of child care in Madison. The Latino Child Care Project provides caregivers with basic training, support and resources in providing child care. One outcome will be 6 providers becoming Dane County Certified annually. This project serves as many as 120 providers each year.

8. **Does the proposal incorporate an innovative and/or research based program design?**

**Staff Comments:** The proposal refers to CLASP Charting Progress for Babies in the Child Care Project, “current research, coupled with the growing diversity of the infant/toddler population, suggests a need to increase the multilingual and multicultural capacity of the birth to three workforce” (“Support a Diverse and Culturally Competent Workforce”, 2008). Training and technical assistance has been indicated as an important tool in increasing cultural diversity and improving core competencies in the child care workforce.

9. **Does the proposal include service goals and outcome objectives that are realistic and measurable and are likely to be achieved within the proposed timeline? What will be the impact on the identified need or problem?**

**Staff Comments:** Service goals are similar to previous goals and seem reasonable. Outcome objectives again remain similar however these goals were not previously met. The impact will be the creation of bilingual and culturally appropriate child care by Latino providers to better serve low-income children in their care. This will also increase the availability of regulated care for this targeted population.

**10. Does the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?**

**Staff Comments:** 4C is a long time child care referral and resource agency serving Dane and nearby counties. The Latino Project has been in existence for 10 years and continues to hire bi-lingual staff to support the effort. The 4C Board and administrators have shown competence in providing services. In 2011, service goals were surpassed both in providers served and workshops provided. Outcome objectives were met by 50%. (3 rather than 6 providers regulated).

**11. Is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**

**Staff Comments:** The agency and program budget seems reasonable and realistic. The Latino Child Care Project is supported with United Way allocation, user fees and city dollars. The agency has demonstrated the ability in fiscal planning and management. The agency currently has a contract with the State of WI for YoungStar consultations as well as a contract for County certification and the DPI food program for child care providers. No hourly wage is included.

**12. Does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?**

**Staff Comments:** 4-C collaborates with many community agencies and groups including Satellite, State Child Care Licensing, Latino Support Network (LaSup), Latino Children and Families Council, Centro Hispano, Madison Public Health Department, Centro Guadalupe, Madison Metropolitan School District, Dane County Department of Human Services, and Madison College

**13. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?**

**Staff Comments:** The focus is on Latino child care. The agency has hired appropriate staff and developed community connections to ensure that the services are accessible to low income, Spanish speaking providers and families.

---

**Follow up questions for Agency:**

**Staff Recommendation**

Not recommend for consideration

Recommend for consideration

Recommend with Qualifications  
**Suggested Qualifications:**

Program Description:

**Community Coordinated Child Care**  
***Latino Child Care Project***

**Program Synopsis**

The Latino Child Care Project works to develop increased amounts of high quality regulated child care for the fast growing Latino community in Madison so that their families can access existing child care subsidies

Goal	Customer / Participant	Geography
<input type="radio"/> Crisis Intervention/ Safety	<input checked="" type="radio"/> Children	<input type="radio"/> County or greater
<input checked="" type="radio"/> Children/Families	<input type="radio"/> Youth	<input checked="" type="radio"/> Madison
<input type="radio"/> Workforce Preparedness	<input type="radio"/> Family	<input type="radio"/> CD Target Area
<input type="radio"/> Older Adults	<input type="radio"/> Older Adult	<input type="radio"/> Neighborhood
<input type="radio"/> Access to Resources		<input type="radio"/> NRT Neighborhood
<input type="radio"/> Youth		
<input type="radio"/> Neighborhoods		

**Agency and Management History**

4-C, Community Coordinated Child Care, has been successfully supporting the early childhood field for over 39 years, and serves up to twenty counties in Wisconsin. Services include but are not limited to Resource and Referral, County certification of family child care providers, the Child and Family Food Program, YoungStar assessments, Latino child care outreach and resources and child care data collection. The agency strives to advance community investment for children to create a foundation for their development. A significant portion of this work is with multi-ethnic, low income, and at risk populations in all service areas. 4-C is led by a skilled management team with numerous years of successful experience in early childhood education and/or management of non-profit agencies.

**Benchmarks/Outcome Measure to comparable Projects**

The goal is to create 36 slots in family child care homes accessible for low income Latino children. This will be accomplished by certifying 12 new family child care providers over the 2 year cycle. 4-C provides 12 trainings a year.

When individuals apply for certification their information is loaded into a state online database (CCPC). This database also verifies if/when the individual is approved and certified. Enrolled children can be counted via CACFP, site visits or the WI Shares system.

Performance History	2009	2010	2011	2012 (est.)									
# of participants			120	50 500 consultations									
CD funds expended	\$27,795	\$27,795	\$36,062	\$36,062									

Sources: CR Allocations, Agency Service Reports



### **Program Development**

The Latino Child Care Project has worked for ten years to develop increased amounts of high quality regulated child care for the fast growing Latino community in Madison so that their families can access existing child care subsidies. Building upon 4-C's Certification and Food Program departments, the Latino Child Care Project does this by building and supporting an infrastructure for Spanish-speaking child care providers in order to increase the supply of Latino family child care providers. The growing Spanish-speaking population in Madison indicates a need for both bilingual and culturally appropriate child care services. Information about orientations for prospective child care providers as well as information on trainings and workshops is distributed by 4-C via fliers written in Spanish. Information is also forwarded to other community groups (such as Satellite and LaSup) to be disseminated

### **Program Design**

The growing Spanish-speaking population in Madison indicates a need for both bilingual and culturally appropriate child care services. This involves maintaining and developing community collaborations and partnerships to improve the quality and quantity of Spanish-speaking and bilingual child care services. This is done through recruitment, technical assistance, and training that is relevant, culturally sensitive, and accessible. This program will increase the supply of child care over 2 years by 12 providers with slots for 36 children under 6 while working to increase the quality and stability of care provided by 50 existing providers providing care to approximately 300 other Spanish-speaking children. This will be done by adding outreach, recruitment and targeted training resources to complement 4-C's existing Certification and Food Program departments.

### **Reward**

Increased amounts of high quality, regulated child care for the fast growing Latino community in Madison.

### **Risk**

Public funds may be decreased based on other priorities.

ORGANIZATION:	<b>Community Coordinated Child Care, Inc (4-C)</b>
PROGRAM/LETTER:	<b>B Latino Child Care Project</b>
OBJECTIVE STATEMENTS:	<b>OCS: Children and Families A1: Child Care (ECCEC)</b>

**DESCRIPTION OF SERVICES**

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

Due to the growth of the Latino population, a major gap exists for Spanish-speaking early childhood services. Birth data indicates there are 3,736 Latino children under the age of six born in Dane County and it is estimated at least 1,500-1,800 need childcare. There are also 2,303 Latino school age children under age 12. While Latinos have the lowest per capita income, only 351 children under age 6 are on state subsidies - 79% of which were living in Madison zip codes. 35% of these children are in family child care (as opposed to 22% for non-Latino families.) Of these children in family child care, 79% were in Spanish-speaking homes served or created by the Latino Project. In the city of Madison the Spanish-speaking family child care providers had a total enrollment of 288 children. After 10 years of work, there is still a need to increase the availability of child care for the growing number of low income Latino families in the City of Madison.

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

The Latino Child Care Project has worked for over ten years to increase the availability of high quality regulated child care for the Latino community in Madison. The growing Spanish-speaking population in Madison indicates a need for both bilingual and culturally appropriate child care services. The Latino Child Care Project has been building and supporting an infrastructure for Spanish-speaking child care providers by maintaining and developing community collaborations and partnerships. In an effort to enhance the Latino Child Care Project, 4-C will be adding a family education component. As 4-C continues to create and maintain a pool of regulated Spanish-speaking family child care providers, there is an increasing awareness to reach out to parents and families to educate them about the importance of their child's experiences during the first three years of their lives and why this makes finding quality child care so important. This aims to bridge the gap between the early care and education child care providers offer and how parents reinforce this at home to ensure continuity and consistency for the children. In addition, this is a way to potentially reach individuals who are providing unregulated or friend and family care.

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.

Our goal is to create 36 slots in family child care homes accessible for low income Latino children. This will be accomplished by certifying 12 new family child care providers over the 2 year cycle. In addition, 4-C will offer 12 trainings/workshops a year to child care providers and/or parents and families. Each training/workshop will be an average of 2 hours in length.

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

4-C's office is open Monday-Friday 8:00 am to 4:30 pm. The majority of workshops, training, events, etc. are held at night or on the weekends to accommodate schedules of child care providers and families.

ORGANIZATION:	<b>Community Coordinated Child Care, Inc (4-C)</b>
PROGRAM/LETTER:	<b>B Latino Child Care Project</b>

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

The population served by this program are LEP, w ith their primary language being Spanish. In addition, the majority of individuals participating w ould be considered low income. Most participants are female ranging in age from 18 years of age and up. Many individuals w ere not born in the US and thus need assistance w orking across cultures.

6. LOCATION: Location of service and intended service area.

Services are offered both at the 4-C office in the City of Madison, as w ell as at community locations across the city.

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

Information about orientations for prospective child care providers as w ell as information on trainings and w orkshops is distributed by 4-C via fliers, email, and social media. Information is also forw arded to other community groups – for example the Latino Support Netw ork is a great w ay to link to a multitude of programs in the community. Also, w ord of mouth and referrals are key w ith this program. In terms of neighborhoods to reach out to, neighborhood indicator information show s that there are currently 4-5 family child care providers in each of the follow ing neighborhoods: Burr Oaks, Badger, Arbor McKee, Prairie, Orchard Ridge, Pumpkin Hollow and Sycamore. All of these areas have either high percentages of Latino families (15-28%) or over 200% grow th rates for Latinos the past 10 years. All but Burr Oaks have child care capacity versus need for children under age 5 that is far below the cityw ide average of 52% w ith tw o neighborhoods in the 8-9% range.

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

4-C collaborates w ith many community agencies and groups including Satellite, State Child Care Licensing, Latino Support Netw ork (LaSup), Latino Children and Families Council, Centro Hispano, Madison Public Health Department, Centro Guadalupe, Madison Metropolitan School District, Dane County Department of Human Services, and Madison College. Activities include collaborating on outreach and educational events (such as " El Día de Los Niños" and the Latino Health Fair); assistance w ith outreach to identify potential family child care providers; and coordination w ith trainings and referrals to Satellite for accreditation. 4-C also collaborates w ith and is funded by The United Way to reach out to the Spanish Speaking population living in Dane County but outside of the City of Madison.

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

Volunteers are used mainly at special events, and sometimes at trainings/w orkshops. They consist mostly of Latino child care providers w ho help plan, organize, and assist. As the Latino Project w idens to include parent education, there may be an increased opportunity to family child care providers to volunteer their time and know ledge.

10. Number of volunteers utilized in 2011?

6
---

Number of volunteer hours utilized in this program in 2011?

6
---

ORGANIZATION:	<b>Community Coordinated Child Care, Inc (4-C)</b>
PROGRAM/LETTER:	<b>B Latino Child Care Project</b>

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.

A main goal of The Latino Child Care Project is to assist individuals in getting over many of the barriers that exist for them associated with language and cultural differences. In order for individuals to be successful and increase their knowledge, it's important to present information in a person's primary language as well as in a way that appropriately addresses any cultural differences. 4-C's bilingual staff are skilled in being able to break down the barriers that exist for potential and existing child care providers to be able to achieve their full potential as caregivers and educators of young children. Some examples of how this is done are one-to-one technical assistance and smaller groups for provider orientation sessions (which provides the opportunity to focus on the provider's culture as it relates to providing care and for additional discussion about how the US approach to early education and care differs from other countries).

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

4-C as an agency has been an established child care resource and referral agency for the past 40 years. 4-C has been contracting with Dane County to administer the Certification Program since 1984. The Latino Child Care Project has been implemented by 4-C for the past ten years. Over this time, 4-C has been able to integrate bilingual staff into various departments in the agency as well as translate numerous materials and resources. 4-C and specifically the Latino Child Care Project has been able to establish themselves in the Latino community as a trusted resource.

Bilingual Specialists who work with the program have an associates degree and 2 years of experience or 4 years of prior experience in Social Work, Child and Family Studies, Early Childhood Education, or a related field. It is a requirement that a Bilingual Specialist is fluent in both English and Spanish. In addition, they have an ability to relate to a diverse population and display strong conflict resolution skills.

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

Family child care providers that are regulated follow either DCF202 Certification Standards or DCF250 Licensing Standards.

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

Staff Title	FTE	Credentials/Qualifications
Manager	.01	Bachelor's Degree + 1 year of experience or 5 years experience
Bilingual Specialist	.05	Associate's Degree + 2 years of experience or 4 years experience
Bilingual Specialist	.40	Associate's Degree + 2 years of experience or 4 years experience
Administrative Assistant	.02	Associate's Degree + 1 year of experience or 3 years experience

ORGANIZATION:	Community Coordinated Child Care, Inc (4-C)
PROGRAM/LETTER:	B Latino Child Care Project

15. CONTRIBUTING RESEARCH

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

According to a report put out by the CLASP Charting Progress for Babies in Child Care Project, "current research, coupled with the growing diversity of the infant/toddler population, suggests a need to increase the multilingual and multicultural capacity of the birth to three workforce" ("Support a Diverse and Culturally Competent Workforce", 2008). Training and technical assistance has been indicated as an important tool in increasing cultural diversity and improving core competencies in the child care workforce. The 4-C Latino Project has used this research to establish a program where technical assistance and training has been utilized to increase the workforce of Latino child care providers. By establishing this infrastructure over the past decade, 4-C has addressed the need for bilingual and culturally appropriate child care services for the growing Latino population in Madison. An additional report by the CLASP Charting Progress for Babies in Child Care Project reports that "one in seven children under age 3 has a parent who is limited English proficient (LEP) or has difficulty reading, speaking or understanding English" ("Provide Information on Infant/Toddler Care, 2009). Research demonstrates that cultural and linguistic continuity between the home and child care settings helps support healthy child development ("Support a Diverse and Culturally Competent Workforce", 2008). The 4-C Latino Project supports this research by increasing the capacity of Spanish-speaking family child care providers in Madison. According to the report "Continuity in Early Childhood: A Framework for Home, School, and Community Linkages," families are an integral part of the home, school, and community partnership, and the primary decision makers concerning their children's care and education. By reaching out to parents as well as child care providers the Latino Project aims to help build and strengthen this continuity.

16. 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? 79.0%

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	X

17. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

On an annual basis 4-C collects enrollment data from all of the regulated child care programs and also obtains a file from the state with data on every child enrolled in Wisconsin Shares for that month.  
 Note: this is an unduplicated count for a single month- a yearly total would likely be higher.

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

An application to be a certified child care provider is \$75; however individuals can apply for a fee reduction. Fees for trainings, workshops, events, etc. vary, but are usually no or low-cost (with the exception of CPR) due to funding from the City of Madison and United Way to support the cost. 4-C feels it is important to charge a minimal fee as it creates a sense of investment and commitment for the participant.

ORGANIZATION:	Community Coordinated Child Care, Inc (4-C)
PROGRAM/LETTER:	B Latino Child Care Project

**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 %
<b>TOTAL</b>	92	100%	2	100%	<b>RESIDENCY</b>				
MALE	10	11%	0	0%	CITY OF MADISON	92	100%		
FEMALE	82	89%	2	100%	DANE COUNTY (NOT IN CITY)	0	0%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	92	100%		
					<b>AGE</b>				
					<2	0	0%		
					2 - 5	0	0%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	43	47%		
					30 - 59	46	50%		
					60 - 74	3	3%		
					75 & UP	0	0%		
					TOTAL AGE	92	100%		
					<b>RACE</b>				
					WHITE/CAUCASIAN	91	99%	2	100%
					BLACK/AFRICAN AMERICAN	0	0%	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	1%	0	0%
					TOTAL RACE	92	100%	2	100%
					<b>ETHNICITY</b>				
					HISPANIC OR LATINO	90	98%	1	50%
					NOT HISPANIC OR LATINO	2	2%	1	50%
					TOTAL ETHNICITY	92	100%	2	100%
					<b>PERSONS WITH DISABILITIES</b>	0	0%	0	0%

Part. = Participant

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

ORGANIZATION:	<b>Community Coordinated Child Care, Inc (4-C)</b>
PROGRAM/LETTER:	<b>B Latino Child Care Project</b>

**PROGRAM OUTCOMES**

Number of unduplicated individual participants served during 2011.	92
Total to be served in 2013.	75

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: 36 spaces in regulated child care for children under age 6 will be created by regulating 12 new Spanish-speaking child care providers.

Performance Indicator(s): An individual fluent in Spanish will meet either certification or licensing standards.

Proposed for 2013:	Total to be considered in	<input type="text" value="6"/>	Targeted % to meet perf. measures	<input type="text" value="100%"/>
	perf. measurement		Targeted # to meet perf. measure	6
Proposed for 2014:	Total to be considered in	<input type="text" value="6"/>	Targeted % to meet perf. measures	<input type="text" value="100%"/>
	perf. measurement		Targeted # to meet perf. measure	6

Explain the measurement tools or methods: When individuals apply for certification or licensing their information is loaded into a state online database (WISCCRS). This database verifies if/when the individual is approved for regulation.

Outcome Objective # 2: 75 Spanish-speaking child care providers and parents/family members will increase their knowledge and skills through targeted trainings/workshops.

Performance Indicator(s): 85% of providers attending workshops will indicate that they have learned new skills and intend to use these skills in their daily practice.

Proposed for 2013:	Total to be considered in	<input type="text" value="75"/>	Targeted % to meet perf. measures	<input type="text" value="85%"/>
	perf. measurement		Targeted # to meet perf. measure	63.75
Proposed for 2014:	Total to be considered in	<input type="text" value="75"/>	Targeted % to meet perf. measures	<input type="text" value="85%"/>
	perf. measurement		Targeted # to meet perf. measure	63.75

Explain the measurement tools or methods: Participants at trainings/workshops are given a written evaluation. These anonymous evaluations (written in Spanish) will allow participants to indicate whether they learned something new, whether they will apply it in their daily practice, as well as their demographic information. Statistics are kept regarding attendance, topic, location, etc.

ORGANIZATION:	Community Coordinated Child Care, Inc. (4-C)
PROGRAM/LETTER:	B Program B: Latino Child Care Project

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	27,795	22,860	735	1,100	3,100
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	9,870	7,490	770	410	1,200
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	2,000	0	1,220	230	550
OTHER	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>39,665</b>	<b>30,350</b>	<b>2,725</b>	<b>1,740</b>	<b>4,850</b>

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	27,795	23,545	50	1,100	3,100
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	9,870	7,715	545	410	1,200
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	3,000	0	1,935	265	800
OTHER**	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>40,665</b>	<b>31,260</b>	<b>2,530</b>	<b>1,775</b>	<b>5,100</b>

\*OTHER GOVT 2013

Source	Amount	Terms
N/A	0	
	0	
	0	
	0	
	0	
<b>TOTAL</b>	<b>0</b>	

\*\*OTHER 2013

Source	Amount	Terms
N/A	0	
	0	
	0	
	0	
	0	
<b>TOTAL</b>	<b>0</b>	



ORGANIZATION:	<b>Community Coordinated Child Care, Inc. (4-C)</b>
PROGRAM/LETTER:	<b>B Program B: Latino Child Care Project</b>

**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.) 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.

200 characters (w ith spaces) (2 lines max.) 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	27,795	23,545	50	1,100	3,100
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	9,870	7,715	545	410	1,200
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	4,000	1,000	1,935	265	800
OTHER**	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>41,665</b>	<b>32,260</b>	<b>2,530</b>	<b>1,775</b>	<b>5,100</b>

\*OTHER GOVT 2014

Source	Amount	Terms
N/A	0	
	0	
	0	
	0	
	0	
<b>TOTAL</b>	<b>0</b>	

\*\*OTHER 2014

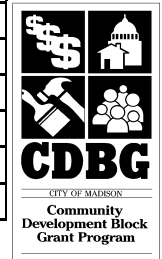
Source	Amount	Terms
N/A	0	
	0	
	0	
	0	
	0	
<b>TOTAL</b>	<b>0</b>	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	Community Coordinated Child Care, Inc. (4-C)	
Mailing Address	5 Odana Court, Madison, WI 53719	
Telephone	608-271-9181	
FAX	608-271-5380	
Admin Contact	Jody Bartnick, Executive Director	
Financial Contact	Rebecca Strome, Business Manager	
Website	www.4-c.org	
Email Address	jody.bartnick@4-c.org	
Legal Status	Private: Non-Profit	
Federal EIN:	39-1165742	
State CN:		
DUNS #	16-407-8321	



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: Jody Bartnick, Executive Director

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

DATE 5/29/2012

AGENCY CONTACT INFORMATION

ORGANIZATION **Community Coordinated Child Care, Inc. (4-C)**

1. AGENCY CONTACT INFORMATION

A	Program A: Launching Into Literacy and Math	OCS: Children and Families B1: Specialized Train/Consult (ECCEC)										
	Contact: Kirsten Suer	New Prg?	No	Phone:	608-216-7032	Email:	kirsten.suer@4-c.org					
B	Program B: Latino Child Care Project	OCS: Children and Families A1: Child Care (ECCEC)										
	Contact: Brianne Heidke	New Prg?	No	Phone:	608-216-7014	Email:	brianne.heidke@4-c.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	414,700	379,200	379,200	0	0	0	0	0	0	0	0	0	379,200
DANE CO CDBG	0	0	0	0	0	0	0	0	0	0	0	0	0
MADISON-COMM SVCS	82,527	42,169	42,170	14,375	27,795	0	0	0	0	0	0	0	0
MADISON-CDBG	0	0	0	0	0	0	0	0	0	0	0	0	0
UNITED WAY ALLOC	29,486	20,025	20,025	10,155	9,870	0	0	0	0	0	0	0	0
UNITED WAY DESIG	3,791	4,325	4,000	0	0	0	0	0	0	0	0	0	4,000
OTHER GOVT	1,314,261	1,479,600	1,452,270	0	0	0	0	0	0	0	0	0	1,452,270
FUNDRAISING DONATIONS	24,352	32,160	40,200	0	0	0	0	0	0	0	0	0	40,200
USER FEES	98,686	68,000	70,660	28,000	3,000	0	0	0	0	0	0	0	39,660
OTHER	5,356	33,700	33,700	0	0	0	0	0	0	0	0	0	33,700
<b>TOTAL REVENUE</b>	<b>1,973,159</b>	<b>2,059,179</b>	<b>2,042,225</b>	<b>52,530</b>	<b>40,665</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,949,030</b>

**3. AGENCY ORGANIZATIONAL PROFILE**

a. AGENCY MISSION STATEMENT

The mission of 4-C is to ensure that every child has access to high quality early care and education through integrated support and expertise.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

4-C has been successfully supporting the early care and education community for over 40 years. The agency strives to advance community investment for children to create a foundation for their success. A significant portion of this work is with multi-ethnic, low-income, and at risk populations in all service areas. 4-C is led by a skilled management team with numerous years of successful experience in early care and education and/or management of non-profit agencies. Experience and qualifications of key staff participating in proposed programs include.

Kirsten Suer, Professional Development Manager - Kirsten holds a M.Ed. in Early Childhood Education, with a focus on emergent literacy and curriculum development; and has over 11 years of experience in the early care and education profession, which includes 3 years at 4-C. Kirsten is a recognized and approved Master Trainer by Wisconsin's Recognition System for the Childhood Care and Education Profession (The Registry) and is approved to train Wisconsin Model Early Learning Standards, CSEFEL Pyramid Model for Social Emotional Competence, Strengthening Families/Protective Factors, Shaken Baby Syndrome, and Sudden Infant Death Syndrome.

Brianne Heidke, Certification Manager - Brianne holds a BS in Child and Family Studies and has 11 years experience in early care and education with the 4-C Professional Development and Certification departments.

Wanda Rodriguez, Bilingual Certification Specialist - Wanda has earned credits toward a degree in bilingual/bicultural education, is fluent in Spanish, and has worked at 4-C in the Child and Adult Care Food Program and Certification departments for the last 6 years.

Jody Bartnick, Executive Director - Jody has a MBA in Finance, a BA in Management and Communications, and an AA in Child Growth and Development. Jody has 17 years of early care and education experience, which includes 6 years at 4-C.

4-C has been working on creating greater levels of agency efficiencies by cross-training staff. For example, one staff member is working 50% as a Bilingual Nutrition Specialist and 50% as a Bilingual Certification Specialist. Likewise, another staff position outlines 75% as a Certification Specialist and 25% Training Specialist. This model not only creates efficiencies and continuity, but allows staff members to gain professional development opportunities during an economic time with tight budgets. Additionally, this model strengthens capacity within the community and communication for 4-C 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 13

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

<b>Name</b>	<b>Jimmy Kauffman</b>				
Home Address	350 N. Westmount Drive, Sun Prairie, WI 53590				
Occupation	Senior Vice President, Retail Banking				
Representing	Associated Bank				
Term of Office	1	From:	01/2010	To:	12/2012
<b>Name</b>	<b>Jim Triatik</b>				
Home Address	1314 Emil, Madison, WI 53713				
Occupation	Vice President, Architect/Project Manager				
Representing	Kenneth F. Sullivan Co.				
Term of Office	1	From:	01/2010	To:	12/2012
<b>Name</b>	<b>Carrie Leonard</b>				
Home Address	7335 Lone Cedar Court, Sauk City, WI 53583				
Occupation	CPA				
Representing	Johnson Block & Co.				
Term of Office	1	From:	01/2010	To:	12/2012
<b>Name</b>	<b>Christine Wittleder</b>				
Home Address	1803 Dunnwood Way, Oregon, WI 53575				
Occupation	Compensation Analyst				
Representing	University of WI Hospitals & Clinics				
Term of Office	1	From:	01/2010	To:	12/2012
<b>Name</b>	<b>Sharon Gundersen</b>				
Home Address	10841 Diamond Circle, Blue Mounds, WI 53517				
Occupation	Sales Representative				
Representing	Ad Madison				
Term of Office	1	From:	01/2013	To:	12/2015
<b>Name</b>	<b>Jennifer Peters</b>				
Home Address	135 Johnson St., Oregon, WI 53575				
Occupation	Human Resources Manager				
Representing	Cascade Asset Management				
Term of Office	1	From:	01/2010	To:	12/2012
<b>Name</b>	<b>Ann Marie Schmitz</b>				
Home Address	6693 Sunset Drive, Verona, WI 53593				
Occupation	Owner				
Representing	Once Upon A Time Child Care Center				
Term of Office	1	From:	01/2011	To:	12/2013
<b>Name</b>	<b>Arielle Silver-Karsh</b>				
Home Address	2605 Gregory St., Madison, WI 53711				
Occupation	Attorney				
Representing	State of Wisconsin				
Term of Office	1	From:	01/2010	To:	12/2012

AGENCY GOVERNING BODY cont.

<b>Name</b>	<b>Steven Soloman</b>			
Home Address	1017 Applegate Road, Suite 100, Madison, WI 53713			
Occupation	President			
Representing	Direct Networks			
Term of Office	1	From:	01/2012	To: 12/2014
<b>Name</b>	<b>Stephanie Udell</b>			
Home Address	P.O. Box 46217, Madison, WI 53744-6217			
Occupation	Senior Manager, Product Management			
Representing	Cuna Mutual Group			
Term of Office	1	From:	01/2012	To: 12/2014
<b>Name</b>				
Home Address				
Occupation				
Representing				
Term of Office		From:		To:
<b>Name</b>				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>				
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

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
<b>TOTAL</b>	34	100%	9	100%	59	100%
<b>GENDER</b>						
MALE	1	3%	3	33%	10	17%
FEMALE	33	97%	6	67%	49	83%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	34	100%	9	100%	59	100%
<b>AGE</b>						
LESS THAN 18 YRS	0	0%	0	0%	0	0%
18-59 YRS	30	88%	9	100%	55	93%
60 AND OLDER	4	12%	0	0%	4	7%
TOTAL AGE	34	100%	9	100%	59	100%
<b>RACE*</b>						0
WHITE/CAUCASIAN	33	97%	9	100%	45	76%
BLACK/AFRICAN AMERICAN	0	0%	0	0%	4	7%
ASIAN	0	0%	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	1	3%	0	0%	10	17%
TOTAL RACE	34	100%	9	100%	59	100%
<b>ETHNICITY</b>						
HISPANIC OR LATINO	2	6%	0	0%	7	12%
NOT HISPANIC OR LATINO	32	94%	9	100%	52	88%
TOTAL ETHNICITY	34	100%	9	100%	59	100%
<b>PERSONS WITH DISABILITIES</b>	1	3%	0	0%	1	2%

\*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
<b>A. PERSONNEL</b>			
Salary	1,121,945	1,202,840	1,221,400
Taxes	96,210	97,630	99,000
Benefits	149,625	72,860	74,430
<b>SUBTOTAL A.</b>	<b>1,367,780</b>	<b>1,373,330</b>	<b>1,394,830</b>
<b>B. OPERATING</b>			
All "Operating" Costs	563,360	334,894	293,590
<b>SUBTOTAL B.</b>	<b>563,360</b>	<b>334,894</b>	<b>293,590</b>
<b>C. SPACE</b>			
Rent/Utilities/Maintenance	56,445	56,740	57,625
Mortgage (P&I) / Depreciation / Taxes	32,245	32,400	32,400
<b>SUBTOTAL C.</b>	<b>88,690</b>	<b>89,140</b>	<b>90,025</b>
<b>D. SPECIAL COSTS</b>			
Assistance to Individuals	37,500	18,000	18,000
Subcontracts, etc.	0	0	0
Affiliation Dues	3,500	3,500	3,500
Capital Expenditure	0	0	0
Other: Indirect Costs	229,520	240,315	242,280
<b>SUBTOTAL D.</b>	<b>270,520</b>	<b>261,815</b>	<b>263,780</b>
<b>SPECIAL COSTS LESS CAPITAL EXPENDITURE</b>	<b>270,520</b>	<b>261,815</b>	<b>263,780</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>2,290,350</b>	<b>2,059,179</b>	<b>2,042,225</b>
<b>E. TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

7. PERSONNEL DATA: List Percent of Staff Turnover

9.0%

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.) 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	
Executive Director	1.00	65,370	1.00	67,330	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
Manager	6.45	302,800	6.45	311,885	0.00	0.06	0.03	0.00	0.00	0.00	0.00	0.00	0.00	6.36	
Certification Specialist	3.25	113,080	3.25	116,470	0.00	0.00	0.60	0.00	0.00	0.00	0.00	0.00	0.00	2.65	
Early Childhood Specialist	9.00	338,110	10.00	431,455	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.98	
Nutrition Specialist	4.50	152,680	4.50	157,260	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.50	
Referral Specialist	3.00	95,310	3.00	98,170	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	
Administrative Assistant	5.25	158,630	5.25	163,390	0.00	0.25	0.04	0.00	0.00	0.00	0.00	0.00	0.00	4.96	
	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	32.45	1,225,980	33.45	1,345,960		0.33	0.67	0.00	0.00	0.00	0.00	0.00	0.00	32.45	
<b>TOTAL PERSONNEL COSTS:</b>				<b>1,347,000</b>											

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
Data Assistant	8	80	13.00	1,040	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
	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	8	80		1,040	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00

**PROPOSAL REVIEW: Staff Review for 2013-2014  
For Community Resources Proposals to be Submitted to the  
Community Services Committee, Early Childhood Care and Education Committee  
and Committee on Aging**

1. **Program Name:** B.Wingspan
2. **Agency Name:** Dane County Parent Council
3. **Requested Amounts:**     **2013: \$25,263**  
  **2014: \$25,263**                     **Prior Year Level: \$0**
4. **Project Type:**    New                      Continuing
5. **Framework Plan Objective Most Directly Addressed by Proposed by Activity:**  
 I. Youth Priority    VI Children & Families  
 II. Access    VII Seniors  
 III Crisis

**Comment:** Proposal fits Program Area VI- training of child care staff. Submitted as A1 Priority; staff recommend change to Priority C1.

6. **Anticipated Accomplishments (Proposed Service Goals)**  
The program will focus on developing quality care in unregulated and license exempt care. Staff will work with 10 providers through bi-monthly consultations, sharing of equipment and resources, training support/mentor networking and program assessment tools, with providers using at least 4 resources. New providers will be added as openings occur.

7. **To what extent does the proposal meet the Objectives of the Community Development Division, Community Resources Program Goals and Objectives for 2013-2014?**

**Staff Comments:** . It was submitted as A1 Priority – Availability of affordable, stable, quality care for low-income or homeless children. We recommend Priority C1 – Professional development opportunities to improve quality of care. Providers will be supported but no direct care will be provided; better meets the C1 objective of providing quality care through professional development.

8. **Does the proposal incorporate an innovative and/or research based program design?**

**Staff Comments:** The program will focus on developing quality early care through professional development of licensed exempt and unregulated providers with those practices used with regulated care providers. *All Our Kin* (New Haven, CT) is serving as a model for the development of this program.

9. **Does the proposal include service goals and outcome objectives that are realistic and measurable and are likely to be achieved within the proposed timeline? What will be the impact on the identified need or problem?**

**Staff Comments:** Objective #1 is reasonable. Objective #2 focuses on parent education outcome with families learning about children’s developmental progress. Families will be better able to understand their child’s development.

10. **Does the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?**

**Staff Comments:** Wingspan is a program of Satellite Family Child Care System which currently accredits family CC providers for the City of Madison. The staff and program have a long standing reputation for professional development offered to family providers. The consultant will have a baseline

qualification of a CDA (Child Development Associate) and 5 years experience. Satellite has the capacity to provide this program.

**11. Is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**

**Staff Comments:** Only \$1,977 is dedicated to operations with the rest going toward staffing. No in-kind dollars are listed for support or other funds for additional materials and programming. Update: The agency received \$5000 from the Evjue Foundation to support this program. There are errors in the agency expense budget.

**12. Does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?**

**Staff Comments:** The program intends to coordinate efforts with Satellite for resources such as materials and kits. Volunteers will be utilized for training and mentoring similar to Satellite. In addition there are intentions to coordinate efforts with 4Cs and State Licensing. Possible support will be garnered from Children's Service Society and Easter Seals for implementing the Ages and Stages Questionnaire.

**13. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?**

**Staff Comments:** 75% of participants will be low or moderate income (defined by poverty level guidelines). The program anticipates the capacity to serve Spanish speaking families and providers. 13% of participants will be Black/African American, 3% Asian, 5% multi-racial, 30% other and 50% White.

---

**Follow up questions for Agency:**

**Staff Recommendation**

**Not recommend for consideration**

**Recommend for consideration**

**Recommend with Qualifications**

**Suggested Qualifications:** Agency expense budget needs clarification.

ORGANIZATION:	Dane County Parent Council, Inc.
PROGRAM/LETTER:	B Wingspan
OBJECTIVE STATEMENTS:	OCS: Access to Resources A1: Targeted Services (CSC)

**DESCRIPTION OF SERVICES**

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

Working parents need safe, reliable child care in order to increase self-sufficiency and improve their family's quality of life. Families in the low to moderate income range may not qualify for child care assistance and may have difficulty finding affordable quality child care. Often they turn to a legally unregulated or license-exempt Family, Friend or Neighbor (FFN) care provider; nearly half of all children in the US are served in this type of care. These care providers are often isolated and have limited access to needed support and resources. Still, they are providing a service for other working parents, while earning their own livelihood at home. The child care regulatory system can be difficult for FFN caregivers to navigate, especially when there are language, cultural, education and awareness barriers, thus limiting their quality and potential earnings. Those not prepared to move expeditiously toward accreditation, can not currently be served through the Satellite system.

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

Wingspan is a new program proposal to improve outcomes for children and families being served in legal unregulated or license-exempt family child care homes in the Madison area, as well as improving self sufficiency for these providers. A provider network will be developed and maintained, offering the following direct services to providers: bi-monthly home visits with a family child care consultant, play and care equipment and resource book loans, continuing education opportunities, support through networking and mentorship with other providers, administration of assessment tools, business support, and individualized assistance in navigating the formal regulation and support system. Direct services to enrolled families would include administration and follow-up of the Ages and Stages Questionnaire (parent-completed screening tool), consultation as needed, and access to trainings. The ASQ results will prompt relevant discussions on child development and appropriate practice between consultant and provider, as well as between provider and parent. When a child care provider is supported, they are more likely to provide consistent care, providing greater stability for the working parent. Wingspan offers a more accessible first step into the formal child care system, helping providers navigate the complex regulatory system. Providers who, with this support, are able to move into the existing formal child care system will increase their earning potential and quality of care, also making room for additional fledgling providers in this program.

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. Establish a network of 10 providers, offering support and quality improvement services including: bi-monthly consultation visits, equipment/curriculum kit loans, resource materials, training, support/mentor networking, and program assessment tools. Additional providers will join as others terminate, maintaining service to 10 providers annually.
  - 2. Program will serve 30 children, as unregulated providers can care for 3 children. ASQ screening, follow-up, and training opportunities will be offered to enrolled families.
- Estimated annual service hours: 1202 (see budget for detailed breakdown)

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

Provider visits between 8am-4pm Monday-Friday, with evening visits for second/third shift care. Phone consultation is also available during these hours. Evening trainings offered. Service continues through duration of the Wingspan program unless provider ceases caregiving or moves into the Satellite program. The ASQ and consultant follow-up are offered to families semi-annually.

ORGANIZATION:	Dane County Parent Council, Inc.
PROGRAM/LETTER:	B Wingspan

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

Wingspan families will have children 0-5 years of age, be of low to moderate income, and may have special needs. Providers will range from 18 to older adult and be of low to moderate income; mild challenges that do not inhibit ability to care for children independently may also be present. Providers may have difficulty accessing the existing support and regulation systems due to language, culture, education, knowledge and awareness of services. Spanish speaking LEP families and providers will be served; ideally, capacity to serve other language needs could be added if the need arises.

6. LOCATION: Location of service and intended service area.

Service area is greater Madison. Program housed in Satellite office at DCPC. Visits occur in provider homes. Trainings offered at DCPC. ASQ support for families may occur in provider or family home.

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

Satellite receives inquiries from unregulated or provisionally certified providers who find us more accessible than the formal regulatory system, but who, without full regulation, are not yet eligible for Satellite membership. Wingspan would enable us to answer, rather than deny, these calls for help that Satellite is already receiving. Beyond this, targeting new providers listed in 4-C's monthly update with a marketing mailing describing the Wingspan program and services would be the primary outreach. Placing an article in the Satellite newsletter, website and Facebook page, as well as perhaps the 4-C newsletter, announcing the Wingspan program may also yield leads. Advertising our training opportunities through T-net is another way to bring in new providers and tell them about the services we can offer. Soliciting referrals through current providers, DCPC outreach workers, Certification and Licensing specialist, YoungStar specialists, and other connections will also be effective.

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

Wingspan would have a great deal of coordination with the Satellite program, sharing equipment, curriculum units, resources, staff and trainings. Wingspan would coordinate with 4C and DCF to assist providers in navigating the Certification and Licensing processes. Currently, YoungStar specialists refer to Satellite providers ready to work toward accreditation, but in need of more assistance than YS can offer. Wingspan would give YS a place to refer providers on the other end of the spectrum who need intensive support and technical consulting beyond the YS limitations. County funding may also be able to refer providers to us who are caring for funded families and needing support and quality enhancement. Support from Children's Service Society of Wisconsin or Easter Seals of Wisconsin may be accessed to complete ASQ assessment for families. When referrals are needed based on ASQ assessments, we will coordinate with the appropriate community agencies to serve child needs.

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

Community members and providers volunteer their time and expertise in offering training opportunities and support group meetings for Satellite; we would expect the same for Wingspan. Current Satellite providers would also have the opportunity to serve as volunteer mentors for Wingspan providers.

10. Number of volunteers utilized in 2011?

NA

Number of volunteer hours utilized in this program in 2011?

NA

ORGANIZATION:	<b>Dane County Parent Council, Inc.</b>
PROGRAM/LETTER:	<b>B Wingspan</b>

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.

Satellite has a reputation of embracing diversity in the providers we serve and would carry this through to the Wingspan program. If providers are Spanish speaking, we will offer Wingspan services in Spanish. If the barrier is cultural, Wingspan will offer culturally sensitive consultation within the defined boundaries of the Wingspan policies. Learning about cultural differences may be one way to examine and demonstrate that quality care can happen in many different places and in varied environments. Providers lacking the education level or mental capacity to work through the complex regulatory system will receive understandable explanations and step-by-step assistance in filling out forms from a patient and empathetic consultant. Another barrier may be monetary. The Neighborhood Indicators show that 46.9% of MMSD students are economically disadvantaged and that families with children comprise 20.9% of the City's population. By offering resources and support services at no additional cost with membership, lower income providers and the families they serve will have access to supports that will give them a view to what other services and agencies (4-C, Licensing, Satellite) are available to help them grow their business. Membership will also help them have all the safe equipment and materials they need without having to purchase items themselves. Helping providers see their strengths and how support, training and consultation from a knowledgeable and nonjudgmental source will go a long way in bridging any gap or perceived barrier.

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

Satellite has a wealth of experience and knowledge of best practice in child development and family child care to share. As an accrediting arm of the City for over 35 years, Satellite has experience working with and serving providers from many different educational, cultural and socioeconomic backgrounds. Our staff participates in ongoing training that refreshes and updates our knowledge and skills in many early child care subjects, as well as keeps us current with changing viewpoints and opinions. Staff are experienced in various aspects of childcare; from doing family child care to center care to teaching, our well-rounded staff have the experience to meet the challenges of working with a diverse population. Satellite successfully meets the program goals set by the City of Madison and we continually strive to improve and enhance our services and program model. Our experience in working with the City and in working with a diversity of providers gives us the tools and the strategies to meet the needs of Wingspan providers. Staff are well versed in Certification and Licensing regulations and can guide new providers through the process. We have experience with offering trainings to reach providers of various skill levels and in customizing or designing training to meet an expressed need. We have skills in applying several quality rating and improvement assessments relevant to family child care programming. Consultants have the ability to meet providers at their current level, identify strengths, and build on those strengths to enhance quality and improve skills.

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

Satellite is a City of Madison accredited Family Child Care System and accredits Satellite providers. Satellite staff applies Certification and Licensing regulations in work with providers.

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

Staff Title	FTE	Credentials/Qualifications
Consultant	0.525	Mimimum CDA or related credential and 5 years experience in Early Care and Education
Director	0.05	BS in related field, minimum 10 years experience in Early Care and Education.
Respite Provider	0.01	Entry level child care courses completed, child care experience.



ORGANIZATION:	Dane County Parent Council, Inc.
PROGRAM/LETTER:	B Wingspan

15. CONTRIBUTING RESEARCH

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

According to Staffed Support Networks and Quality in Family Child Care: Findings from The Family Child Care Network Impact Study by the Erikson Institute (December 2008), FCC providers affiliated with staffed networks have significantly higher quality scores than unaffiliated providers. Further positive correlation is found with networks that offer one or more of the following direct services to providers: direct training for providers at the network site; visits to FCC homes that focus on helping providers work with children and parents; supportive interactions with network staff through regular meetings, telephone help, and opportunities to give feedback. ([www.erikson.edu/hrc](http://www.erikson.edu/hrc)) An economic impact study of All Our Kin, a program in New Haven CT similar to the Wingspan proposal, indicates the following effects: parents enter the workforce, providers' earnings and standard of living increase, and the regional economy benefits. The study found for every dollar spent on the program, approximately \$15-20 are returned to society in terms of gross regional product. ([www.allourkin.org](http://www.allourkin.org)) From Supporting Quality in Home-Based Child Care: A Compendium of 23 Initiatives by Mathematica Policy Research (March 2010), research suggests that home-based care may be the predominant form of non-parental care for infants and toddlers and represents a significant proportion of the child care for children whose families receive subsidies. (<http://www.mathematica-mpr.com>) Screening young children is an effective, efficient way to catch problems and start treatment during the crucial early years of rapid development. Because delays can be subtle, most children who would benefit from early intervention are not identified until after they start school. Studies show that with reliable and valid screening instruments, such as the ASQ, 70% to 80% of children with developmental delays can be identified. ([agesandstages.com](http://agesandstages.com))

16. 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?	75.0%
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	X
Individual or family income in relation to Federal Poverty guidelines	
Other	X

17. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

For the Satellite program, families self report income eligibility on family enrollment form. Providers may also report when a family is receiving public assistance for child care. Wingspan would collect this information in the same manner.

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

Wingspan providers would pay a membership fee of \$10 per quarter, or \$40 per year. This is the same amount that Satellite providers eligible for reduced fees pay. Since Wingspan providers would not have the same earning potential as licensed or accredited providers, the reduced fee seems fair and already takes into account the lower socio-economic status of Wingspan providers. This minimal investment is to help gain buy-in from providers and to allow them to show their commitment to quality improvement. Families enrolled with Wingspan providers would not pay any Wingspan fees.

ORGANIZATION:	Dane County Parent Council, Inc.
PROGRAM/LETTER:	B Wingspan

**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 %
<b>TOTAL</b>	40	100%	8	100%	<b>RESIDENCY</b>				
MALE	15	38%	8	100%	CITY OF MADISON	35	88%		
FEMALE	25	63%	0	0%	DANE COUNTY (NOT IN CITY)	5	13%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	40	100%		
					<b>AGE</b>				
					<2	20	50%		
					2 - 5	10	25%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	5	13%		
					30 - 59	4	10%		
					60 - 74	1	3%		
					75 & UP	0	0%		
					TOTAL AGE	40	100%		
					<b>RACE</b>				
					WHITE/CAUCASIAN	20	50%	8	100%
					BLACK/AFRICAN AMERICAN	5	13%	0	0%
					ASIAN	1	3%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	2	5%	0	0%
					Black/AA & White/Caucasian	2	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	12	30%	0	0%
					TOTAL RACE	40	100%	8	100%
					<b>ETHNICITY</b>				
					HISPANIC OR LATINO	11	28%	2	25%
					NOT HISPANIC OR LATINO	29	73%	6	75%
					TOTAL ETHNICITY	40	100%	8	100%
					<b>PERSONS WITH DISABILITIES</b>	2	5%	0	0%

Part. = Participant

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

ORGANIZATION:	<b>Dane County Parent Council, Inc.</b>
PROGRAM/LETTER:	<b>B Wingspan</b>

**PROGRAM OUTCOMES**

Number of unduplicated individual participants served during 2011.	40
Total to be served in 2013.	40

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: Wingspan will improve outcomes for children and increase self sufficiency for providers and families by focusing on enhancing the quality and stability of unregulated or license-exempt family child care.

Performance Indicator(s): 10 providers annually will receive at least 4 of 7 support and quality improvement services to include: consultation, equipment loan, curriculum unit loan, resource material loan, training, support or mentor networking, and program assessment tool administration.

Proposed for 2013:	Total to be considered in	10	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	10
Proposed for 2014:	Total to be considered in	10	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	10

Explain the measurement tools or methods: Wingspan services tracking and training attendance will indicate that 100% of providers will receive the required number of services. Providers who are members for less than 9 months of the year will have their services requirement met on a prorated basis.

Outcome Objective # 2: Families and children will receive quality-enhanced child care programming. Parents will have the opportunity to learn about their child's developmental progress and to discuss strategies with their provider and/or consultant.

Performance Indicator(s): Families being served by Wingspan providers will be offered the ASQ screening tool and follow-up twice annually.

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	90%
	perf. measurement		Targeted # to meet perf. measure	27

Explain the measurement tools or methods: Child enrollment, ASQ distribution and follow-up will be tracked, indicating that consultants offer the ASQ to the families of all enrolled children. This measure will be prorated for children enrolled with a provider for less than 9 months of the year.

ORGANIZATION:	Dane County Parent Council, Inc.
PROGRAM/LETTER:	B Wingspan

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	25,263	23,286	1,977	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	25,263	23,286	1,977	0	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:	Dane County Parent Council, Inc.
PROGRAM/LETTER:	B Wingspan

**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	25,263	23,286	1,977	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
<b>TOTAL REVENUE</b>	<b>25,263</b>	<b>23,286</b>	<b>1,977</b>	<b>0</b>	<b>0</b>

\*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
<b>TOTAL</b>	<b>0</b>	

\*\*OTHER 2014

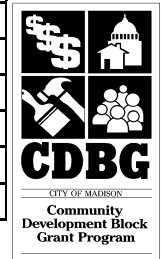
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
<b>TOTAL</b>	<b>0</b>	

**APPLICATION FOR 2013-2014 FUNDS**



**1. AGENCY CONTACT INFORMATION**

Organization	<b>Dane County Parent Council, Inc.</b>	
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](http://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	Great Beginnings Verona Road	OCS: Children and Families A1: Child Care (ECCEC)										
	Contact: Traci Adams	New Prg?	No	Phone:	608-270-3485	Email:	tadams@dcpcinc.org					
B	Wingspan	OCS: Access to Resources A1: Targeted Services (CSC)										
	Contact: Annette Kornell	New Prg?	Yes	Phone:	608-275-6740	Email:	akornell@dcpcinc.org					
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	36,062	36,062	63,825	38,562	25,263	0	0	0	0	0	0	0	0
MADISON-CDBG	0	0	0	0	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	355,555	9,700,209	9,700,209	378,945	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	59,882	2,990,567	2,988,067	34,657	0	0	0	0	0	0	0	0	2,953,410
OTHER	866	2,370,728	2,370,728	0	0	0	0	0	0	0	0	0	2,370,728
TOTAL REVENUE	452,365	15,269,214	15,294,477	452,164	25,263	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.



**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.

<b>Name</b>	<b>Reginald Emshoff</b>			
Home Address	360 West Washington Ave, #307, Madison, WI 53703			
Occupation	Attorney/Financial Management			
Representing	President			
Term of Office		From:	01/1978	To: Present
<b>Name</b>	<b>James Nabak</b>			
Home Address	2005 Vondron Road, Madison, WI 53716			
Occupation	Business Management - Retail			
Representing	Treasurer/Financial Management			
Term of Office		From:	01/1979	To: Present
<b>Name</b>	<b>Sue Wagner</b>			
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
<b>Name</b>	<b>Annie Odem</b>			
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
<b>Name</b>	<b>Tom Buresh</b>			
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
<b>Name</b>	<b>Jonathan Bader</b>			
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
<b>Name</b>	<b>Wendy Bowe</b>			
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
<b>Name</b>	<b>Connie Lent</b>			
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.

<b>Name</b>	<b>Kari Gray</b>				
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
<b>Name</b>					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
<b>Name</b>					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
<b>Name</b>					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
<b>Name</b>					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
<b>Name</b>					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
<b>Name</b>					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
<b>Name</b>					
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

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
<b>TOTAL</b>	303	100%	9	100%	2,092	100%
<b>GENDER</b>						
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%
<b>AGE</b>						
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%
<b>RACE*</b>						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%
<b>ETHNICITY</b>						
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%
<b>PERSONS WITH DISABILITIES</b>	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
<b>A. PERSONNEL</b>			
Salary	275,274	259,515	277,089
Taxes	31,812	31,698	33,789
Benefits	41,107	58,198	61,818
<b>SUBTOTAL A.</b>	<b>348,192</b>	<b>10,436,911</b>	<b>10,460,197</b>
		<b>ERROR</b>	<b>ERROR</b>
<b>B. OPERATING</b>			
All "Operating" Costs	78,416	29,534	31,511
<b>SUBTOTAL B.</b>	<b>78,416</b>	<b>3,286,372</b>	<b>3,288,349</b>
		<b>ERROR</b>	<b>ERROR</b>
<b>C. SPACE</b>			
Rent/Utilities/Maintenance	67,052	68,219	68,219
Mortgage (P&I) / Depreciation / Taxes	0	0	0
<b>SUBTOTAL C.</b>	<b>67,052</b>	<b>936,385</b>	<b>936,385</b>
		<b>ERROR</b>	<b>ERROR</b>
<b>D. SPECIAL COSTS</b>			
Assistance to Individuals	1,977	5,000	5,000
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other:	0	0	0
<b>SUBTOTAL D.</b>	<b>1,977</b>	<b>609,546</b>	<b>609,546</b>
		<b>ERROR</b>	<b>ERROR</b>
<b>SPECIAL COSTS LESS CAPITAL EXPENDITURE</b>	<b>1,977</b>	<b>609,546</b>	<b>609,546</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>495,638</b>	<b>15,269,214</b>	<b>15,294,477</b>
<b>E. TOTAL CAPITAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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		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	
Site Director	1.00	0	1.00	35,069	16.86	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Teacher Asst-I/T(3 level)	1.00	0	1.00	22,090	10.62	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Teacher-I/T (AA)	1.00	0	1.00	31,325	15.06	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Center Aide	1.00	0	1.00	21,008	10.10	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Flt Teach Aide-I/T(2leve)	1.00	0	1.00	21,528	10.35	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Teacher Asst-I/T(3 level)	1.00	0	1.00	22,069	10.61	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Teacher I/T (DPI)	1.00	0	1.00	33,030	15.88	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Teacher-I/T (AA)	1.00	0	1.00	31,158	14.98	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sub Teach Asst-I/T(3leve)	0.25	0	0.25	5,517	10.61	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Teacher Asst-I/T(3 level)	1.00	0	1.00	26,478	12.73	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Teacher Aide-I/T(1 Level)	1.00	0	1.00	20,966	10.08	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Teacher I/T	1.00	0	1.00	31,158	14.98	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Teacher Asst-I/T(3 level)	1.00	0	1.00	22,069	10.61	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Child Developmnt Director	0.25	0	0.25	11,505	22.13	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Teacher Asst-I/T(3 level)	1.00	0	1.00	22,214	10.68	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
*CACFP/EHS Base Grant supports a	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	
share of salary costs/entry level	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	
**Hrly wage < \$12.19 are entry level	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	
to promote employability of parents	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	
Family Child Care Consultant	0.00	0	0.50	14,217	13.67	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FCC Consultant-ASQ Assessment	0.00	0	0.03	711	13.67	0.00	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Satellite Director	0.00	0	0.05	2,250	21.63	0.00	0.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Child Care Providers	0.00	0	0.01	397	13.24	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>13.50</b>	<b>0</b>	<b>14.09</b>	<b>374,760</b>		<b>13.50</b>	<b>0.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL PERSONNEL COSTS:</b>				<b>374,760</b>											

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