

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

1 **Project Name/Title:** Housing Counseling
.
2 **Agency Name:** Community Action Coalition for South Central WI, Inc. (CAC)
.
3 **Requested Amount:** 2013: \$30,000
.
2014: \$30,000 (Prior Year Level \$24,077)
4 **Project Type:** New Continuing
.

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

X. Access to Resources

6. **Product/Service Description:**

Program provides access to housing-related community resources for low-income households by providing them assessment of needs, financial assistance and housing and budget counseling. CD Office funds pay primarily for staff to provide information and referrals, budget consultations, mediation with landlords, applications for other related services and financial assistance as available for approximately 10,000 households. Households receiving financial assistance are those that are at-imminent risk of becoming homeless as a result of an eviction notice or are currently moving from homelessness into housing. CAC provides financial assistance to approximately 325 households

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

10,000 households receive information and referral to appropriate services
325 households receive financial assistance to obtain or maintain affordable housing
75% households sampled that receive financial assistance will retain stable housing at 6 month mark

8. **Staff Review:**

CAC has significantly more requests for financial assistance than they are able to meet. This increases the importance of providing non-financial assistance for households in crisis. CAC's intake process provides same day support to eligible persons who contact CAC. Persons in need are able to talk with one of CAC's case managers or finance specialist to provide initial information and referral.

CAC's Board structure is mandated by federal CSBG funding to include representatives who are low-income. CAC also has complied in the past with ESG regulations requiring a homeless or former homeless person serving on an agency's policy making body. CAC has strong and stable leadership and hires qualified individuals for staff positions.

CAC and CD Office staff have worked over the years to find a way to report on housing stability without undue burden on service staff. CAC randomly selects 50% of the households served on a quarterly basis. Landlords are contacts to determine if the household is still in housing, left under positive circumstances, left under negative circumstances or could not be found. CAC consistently meets or exceeds their goals.

CAC has a history of compliance with rules and regulations set by a number of funding sources and requests reasonable costs to administer their programs. A well-tested application is used for all households applying for services or financial assistance to determine eligibility.

Total Cost/Total Beneficiaries Equals: \$357,700 / 10,000 households = \$36
CD Office Funds/CD-Eligible Beneficiaries Equals: \$30,000 / 10,000 households = \$3
CD Office Funds as Percentage of Total Budget: 9%

THIS PAGE IS INTENTIONALLY LEFT BLANK

ORGANIZATION:	Community Action Coalition for South Central Wisconsin, Inc.
PROGRAM/LETTER:	A Housing Consultation/Financial Services
OBJECTIVE STATEMENTS:	CDBG: X Access to Community Resources - Informational Services

DESCRIPTION OF SERVICES

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

Preventing homelessness has become increasingly difficult in Madison. While Madison has had lower unemployment rates than the rest of the state, housing costs have continued to rise. Fair Market Rents for the Madison metro area as defined by HUD (\$850/mo for a 2-bedroom unit; \$1,141/mo for a 3-bedroom unit) are the highest in the state. In addition, the U.S. Census 2007 American Community Survey found that 46% of Dane County renters are experiencing a housing cost burden as they pay more than 1/3 of their income for housing. This is higher than the statewide average of 42%. There is also a lack of available housing. The vacancy rate for multifamily rental housing in the Madison area is now at 2%, the lowest rate recorded since tracking began in 1995. Changes to local tenant protections also mean that many low-income renters will have a harder time qualifying for housing as landlords now have greater ability to reject applications based on credit, rental and criminal histories.

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

The program increases access to housing-related community resources for low and moderate income households by providing them with financial assistance and housing and budget consultation. The following are the primary Housing Consultation services CAC provides and their expected impacts:

- Information and referrals – CAC provides information on affordable housing options and connects participants with programs within CAC or other agencies, landlords and/or public assistance programs available in the community to assist them to obtain or retain housing;
- Budget consultation – Monthly income and expense plans are completed by the participant as part of the Financial Assistance application. When CAC awards an eviction prevention or entry cost grant to a participant, CAC conducts an in-depth budget consultation session with that participant.
- Mediation between participants and landlords (and sometimes other housing-related service providers) – to arrange repayment plans and/or negotiate agreements in order to obtain, maintain and retain housing;
- Help with applications for housing and/or related services;
- Provision of interpreters for participants with limited English proficiency;
- Rides to search and apply for housing.

All of these services create increase access to information and housing, thereby assisting households in avoiding homelessness.

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.

CAC will provide at least 10,000 individuals with housing information, referrals and consultation specific to their household's needs (including budgeting assistance, landlord/tenant mediation and supportive services); 325 households who receive financial assistance to secure or maintain housing will be provided with in-depth housing and budget consultation. CAC staff will follow up at 6 and 12 months to verify housing retention. Service hours are based on 2 Financial Services Specialists working 1.25 FTE total (2,600 hours) and 1 Family Development Manager working .12 FTE (250 hours).

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

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

ORGANIZATION:

Community Action Coalition for South Central Wisconsin, Inc.

PROGRAM/LETTER:

A Housing Consultation/Financial Services

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

Housing Consultation promotes access to community resources for any low and moderate income individual, regardless of level of English proficiency, age, race, ethnicity and ability. In 2011, of the 358 households that received housing consultation and financial assistance, 80% had incomes at or below 30% of the Dane County Median Income. The individuals in these households had the following characteristics: 56% were African American; 23% were white; 15% were multi-racial/other; and 24% had a disability.

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

Services will be delivered either by telephone or in-person at CAC's office, which is located at 1717 N. Stoughton Road, Madison.

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

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

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

CAC coordinates delivery of Housing Consultation/Financial Services with numerous community agencies to provide referrals and information that best addresses the needs of households and promotes access to stable housing. Coordination is facilitated by sharing City ESG dollars for financial assistance through the Rentable Program for which CAC serves as the centralized location for intake and fund disbursement for low-income households needing financial assistance for eviction prevention or entry costs (security deposits). Housing Consultation/Financial Services also coordinates with other CAC programs in an effort to provide a continuum of services to meet the specific needs of each household.

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

Not applicable.

10. Number of volunteers utilized in 2011?

0

Number of volunteer hours utilized in this program in 2011?

0

ORGANIZATION:

Community Action Coalition for South Central Wisconsin, Inc.

PROGRAM/LETTER:

A Housing Consultation/Financial Services

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.

Approximately 80% of Housing Consultation participants have incomes at or below 30% of the Dane County Median Income. They have few prospects for negotiating rental and utility agreements without assistance. Some participants have limited English proficiency and require translation services to navigate the housing application process and need mediation assistance regarding landlord/tenant issues. CAC provides interpreters on an as-needed basis. The CAC intake process, staffed by Housing Caseworkers and Financial Services Specialists provides housing assistance while connecting individuals to a variety of community resources, including but not limited to healthcare, mental health providers, substance abuse programs, financial literacy services and other organizations that provide financial assistance. CAC provides Housing Consultation, information and referral services during regular business hours: Monday-Friday, 8 am to 4:30 pm. Appointments are also made during after-hours when needed to accommodate a household's needs. When an Intake worker is working with a participant and is not able to answer an incoming call from an individual seeking assistance, voice mail is available and CAC ensures that individuals are called back as soon as possible within the same day.

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

CAC has provided Housing Consultation (formerly known as Housing Counseling) and Financial Services to assist low-income households in obtaining and maintaining stable housing since 1968. The program is currently staffed by two experienced and trained Financial Services Specialists who are directly responsible for determining participant eligibility for the program, conducting Housing Habitability Standards Inspections to ensure that assisted housing units are in a safe and sanitary condition, providing information and referrals to other programs within CAC and at other agencies, and processing assistance payments. One of the Financial Services Specialists has been in his position for over 17 years, and the other has served in his position for over three years. The program has consistently met its performance goals. In 2011, the Housing Consultation/Financial Services program provided assistance to 358 households (containing a total of 1,064 individuals). Of these, 78% had successfully maintained stable housing at the time of their 6-month follow-up, and 76% at their 12-month follow-up, exceeding the goals for these follow-ups, which are 75% for 6 months and 65% for 12 months. The program also provided information and referral services to over 10,000 households in need of housing-related assistance in 2011.

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

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

Staff Title	FTE	Credentials/Qualifications
2 Financial Svcs Specialists	1.25	familiarity with fair housing practices, community resources, housing programs
Mgr of Family Development	0.12	able to conduct reporting and provide program oversight

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

15. PARTICIPANT INCOME LEVELS:

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

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	25
Less than 30% of county median income	300
Total households to be served	325

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

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

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

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

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

Activity Benchmark	Est. Month of Completion
Household (family) needs assessment	Jan - Dec
Information and referrals on housing options	Jan - Dec
Financial assessments and budget counseling	Jan - Dec
Tenant advocacy and mediation with landlord/property manager	Jan - Dec
Education regarding housing rights and responsibilities	Jan - Dec
Budget and housing consultation with participants who receive financial assistance	Jan - Dec
Quarterly & Yearend reporting	Jan - Dec
Follow-ups at 6 months and 12 months from date participant received financial assistance	Jan - Dec

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

DEMOGRAPHICS

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

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	1064	100%	3	100%	RESIDENCY				
MALE	458	43%	2	67%	CITY OF MADISON	609	57%		
FEMALE	606	57%	1	33%	DANE COUNTY (NOT IN CITY)	455	43%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	1064	100%		
					AGE				
					<2	47	4%		
					2 - 5	95	9%		
					6 - 12	171	16%		
					13 - 17	146	14%		
					18 - 29	95	9%		
					30 - 59	438	41%		
					60 - 74	62	6%		
					75 & UP	10	1%		
					TOTAL AGE	1064	100%		
					RACE				
					WHITE/CAUCASIAN	244	23%	2	67%
					BLACK/AFRICAN AMERICAN	599	56%	0	0%
					ASIAN	57	5%	1	33%
					AMERICAN INDIAN/ALASKAN NATIVE	4	0%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	2	0%	0	0%
					MULTI-RACIAL:	24	2%	0	0%
					Black/AA & White/Caucasian	19	79%	0	0%
					Asian & White/Caucasian	1	4%	0	0%
					Am Indian/Alaskan Native & White/Caucasian	3	13%	0	0%
					Am Indian/Alaskan Native & Black/AA	1	4%	0	0%
					BALANCE/OTHER	134	13%	0	0%
					TOTAL RACE	1064	100%	3	100%
					ETHNICITY				
					HISPANIC OR LATINO	77	7%	0	0%
					NOT HISPANIC OR LATINO	987	93%	3	100%
					TOTAL ETHNICITY	1064	100%	3	100%
					PERSONS WITH DISABILITIES	251	24%	0	0%

Part. = Participant

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

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

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	1064
Total to be served in 2013.	965

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

Outcome Objective # 1:	To assist 325 low-income households (containing an estimated total of 965 individuals) to obtain and retain affordable housing.
Performance Indicator(s):	Follow-up will occur at six months for at least half of the program participants. At that time, 75% of households will be reported as maintaining stable housing.

Proposed for 2013:	Total to be considered in	163	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	122.25
Proposed for 2014:	Total to be considered in	163	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	122.25

Explain the measurement tools or methods:	A key part of Housing Consultation/Financial Assistance is the follow-up process, where Financial Services Specialists contact participants and/or landlords to determine the effectiveness of services and whether the households are still residing in the unit for which they received rental assistance. The reason that CAC is proposing follow-up with half of the participants is that due to difficulty in reaching the households served and their landlords, CAC can reasonably expect to reach at least half of them.
---	--

Outcome Objective # 2:	Information, referral and housing consultation will be provided to 10,000 low to moderate income households in need of assistance related to housing stability/avoiding homelessness.
Performance Indicator(s):	90% of individuals who call or walk in for housing assistance, will complete an Intake assessment and referral process with the CAC Intake Office.

Proposed for 2013:	Total to be considered in	10,000	Targeted % to meet perf. measures	90%
	perf. measurement		Targeted # to meet perf. measure	9000
Proposed for 2014:	Total to be considered in	10,000	Targeted % to meet perf. measures	90%
	perf. measurement		Targeted # to meet perf. measure	9000

Explain the measurement tools or methods:	CAC has an Intake process that centralizes records of all inquiries made to the Intake Office via telephone or walk-in. The Intake process consists of a standard Intake form, call log book and Information & Referral book. All households contacting CAC's Intake Office are logged and the number of households served with information and referral are tallied on a monthly basis.
---	--

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

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	24,077	24,077	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	306,292	101,700	13,114	4,320	187,158
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	330,369	125,777	13,114	4,320	187,158

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	30,000	25,000	3,850	1,150	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	327,700	105,567	11,887	3,800	206,446
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	357,700	130,567	15,737	4,950	206,446

*OTHER GOVT 2013

Source	Amount	Terms
CSBG	85,168	
ETH 2012-2013	107,266	
ETH 2013-2014	107,266	
ESFP	18,000	
PSC	10,000	
TOTAL	327,700	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

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

11. 2014 PROGRAM CHANGE EXPLANATION

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

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

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

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

b. 2014 COST EXPLANATION

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

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

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

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

c. 2014 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	30,000	25,000	3,850	1,150	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	327,700	105,567	11,887	3,800	206,446
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	357,700	130,567	15,737	4,950	206,446

*OTHER GOVT 2014

Source	Amount	Terms
CSBG	85,168	
ETH 2012-2013	107,266	
ETH 2013-2014	107,266	
ESFP	18,000	
PSC	10,000	
TOTAL	327,700	

**OTHER 2014

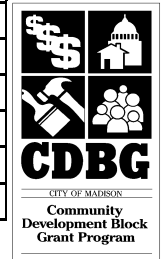
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

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



2. SIGNATURE PAGE

AFFIRMATIVE ACTION

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

LIVING WAGE ORDINANCE

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

CITY OF MADISON CONTRACTS

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

3. SIGNATURE

Enter name:

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

DATE

AGENCY CONTACT INFORMATION

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

1. AGENCY CONTACT INFORMATION

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

2. AGENCY REVENUE DETAILED BY PROGRAM

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

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

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

b. AGENCY EXPERIENCE AND QUALIFICATIONS

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

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

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

4. AGENCY GOVERNING BODY

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

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

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

AGENCY GOVERNING BODY cont.

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

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

5. STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

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

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

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

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

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

Where possible, use audited figures for 2011 Actual.

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

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

7. PERSONNEL DATA: List Percent of Staff Turnover

3.0%

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

Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category.

Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

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

8. PERSONNEL DATA: Personnel Schedule

a. Personnel Schedule

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

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

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

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

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

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

b. Seasonal Employees

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

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

-
1. **Project Name/Title:** Program A. Fair Housing Services
2. **Agency Name:** Fair Housing Center of Greater Madison/MMFHC
3. **Requested Amount:** 2013: \$40,000
2014: \$42,000 (Prior Year Level \$38,900)
4. **Project Type:** New or Continuing

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**
X. Access to Community Resources – Information Services

6. **Product/Service Description:**

Metropolitan Milwaukee Fair Housing Council (MMFHC) activities, through the Fair Housing Center of Greater Madison, provides information to individuals and groups of property owners/managers and tenants on fair housing laws and regulations to promote fair housing education and compliance while decreasing housing limitations stemming from illegal discrimination.

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

Accomplishments negotiated in 2011-12 MMFHC contract included*:

- 1) Provide direct fair housing educational, information and referral services to 350 individuals.
- 2) Conduct 10 individual and/or systemic tests per year as a result of formal complaints of illegal housing discrimination made by housing consumers or systemic tests imitated by the agency based on patterns.
- 3) Conduct 3 workshops per year on fair housing laws and practices for rental housing owners and property managers with an estimated 12 attendees at each.
- 4) Conduct 3 educational presentations per year for rental housing consumers with an estimated 15 attendees at each.

*MMFHC's application combined several potential program objectives, outcomes and measurements, but unfortunately not all of the text for these objectives is visible. Staff clarified that MMFHC would continue provide the same or similar services and outcomes funded in the 2011-12 contract listed above.

8. **Staff Review:**

MMFHC's proposal clearly describes the direct fair housing enforcement services they provide to individuals alleging illegal housing discrimination on the basis of protected class. Investigations use a pool of 50 trained volunteers as "testers" who pose as prospective tenants which is the most effective evidence-gathering method in fair housing enforcement. MMFHC has contracted with the CDBG Office for the past several years to provide a series of presentations for rental housing consumers as well as workshops for rental property owners and managers that provide housing for many low-moderate income households. MMFHC's proposal demonstrates an extensive Outreach & Education plan coordinating with numerous local non-profit organizations.

MMFHC's past performance, staff and board experience and qualifications indicate high capacity and likelihood of success in continued program implementation. MMFHC has experience working with federal rules and regulations regarding fair housing, as well as contracting with federal agencies. The budget appears reasonable with only slight cost of living increases in 2013-2014. Staff clarified that 2012 Budgeted and 2013-2014 Proposed Budget funds are from Madison-CDBG, not in combination with Madison-OCS. MMFHC has received a combination of HUD CDBG and City levy funds which created a misunderstanding in the way their budgets should be listed in the application.

MMFHC, through the Fair Housing Council of Greater Madison, is the only non-profit agency devoted entirely to providing fair housing education and enforcement services. Staff make accommodations as necessary for those who have limited English Proficiency, physical disabilities, or other individualized services needs depending on the circumstances that precipitated the contact. These activities also contribute substantially to meeting the City's obligation to affirmatively furthering fair housing as required by HUD in accordance with the Fair Housing Act.

Total Cost/Total Beneficiaries Equals:	\$94,714/431= \$220/beneficiary
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$40,000/431= \$93/beneficiary
CD Office Funds as Percentage of Total Budget:	41%

ORGANIZATION:	Fair Housing Center of Greater Madison/ Metropolitan Milwaukee Fair Housing Council
PROGRAM/LETTER:	A Fair Housing Services
OBJECTIVE STATEMENTS:	CDBG: X Access to Community Resources - Informational Services

DESCRIPTION OF SERVICES

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

Recent census data reveal that Madison remains segregated. Barriers to integration still exist. Segregation experienced by persons of color, contrasted with the relative mobility experienced by whites of all socioeconomic strata, suggests that minorities' housing choice is limited by discrimination. Complaint and testing data gathered from the Madison area bear this out. Discrimination can be subtle or overt, and many housing consumers and providers have a poor understanding of rights and responsibilities under fair housing laws. The Dane County Analysis of Impediments to Fair Housing Choice states that, "As the population of Dane County becomes increasingly diverse, the ability to effectively communicate to people of other cultures will become critical. Many of these people may not understand if they are facing a fair housing issue." All of these factors highlight residents' need for fair housing educational services, fair housing enforcement services, and technical assistance.

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

MMFHC proposes to provide the following comprehensive fair housing services:
 A) MMFHC will make its complaint and investigative services available to persons alleging illegal discrimination in the rental, sales, mortgage lending or insurance markets. MMFHC will advise clients on the provisions of fair housing law and sources of remedy. As appropriate, MMFHC staff will conduct investigations utilizing testing and make referrals to attorneys and/or administrative agencies. B) MMFHC will conduct a systemic investigation of illegal housing discrimination in the City of Madison rental market, including use of testing as an investigative methodology. C) MMFHC will make available, on a case-by-case basis, reasonable technical assistance to the City of Madison and its residents, including housing providers and social service agencies in the City of Madison. Technical assistance may include clarification of fair housing laws, demographic information and the nature of housing discrimination. D) MMFHC staff will conduct a minimum of three fair housing presentations to housing consumers or their advocates. E) MMFHC will conduct three fair housing training seminars for owners/managers of rental housing. F) MMFHC will provide information and referral services for clients who have non-fair housing inquiries such as ending a lease, repairs, or housing subsidies. The impact of these activities will be an increase in the number of people able to protect their fair housing rights and able to do business in compliance with fair housing laws in Madison.

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.

In all, an estimated 400 individuals will receive direct fair housing services.
 The proposed activities have two service goals:
 i) Fair housing enforcement services will provide victims of illegal housing discrimination increased access to legal remedies, counseling on fair housing rights and access to testing.
 ii) Madison residents who receive fair housing educational, technical assistance, and information and referral services will have increased knowledge of fair housing rights and increased ability to seek appropriate resources for fair housing and non-fair housing related issues.

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

Complaint intake, case management, complaint investigations, technical assistance, information and referral for non-fair housing inquiries will be ongoing throughout the project term. The systemic investigation, fair housing training seminars for the rental industry and fair housing presentations will be scheduled and occur throughout the year(s). Office hours are Monday – Friday, 9:00 to 4:30.

ORGANIZATION:	Fair Housing Center of Greater Madison/ Metropolitan Milwaukee Fair Housing Council
PROGRAM/LETTER:	A Fair Housing Services

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

While attempting to reach a cross-section of housing market participants, MMFHC will make concerted efforts to provide services to underserved populations and those especially vulnerable to the effects of housing discrimination, such as households with children, persons with disabilities, persons of color, persons with limited English proficiency, and immigrants. MMFHC will also make efforts to ensure that housing providers who rent to households with low to moderate incomes receive comprehensive fair housing training.

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

Fair housing issues are relevant to every participant in the housing market. Therefore, MMFHC will target housing consumers and providers throughout Madison, as well as agencies that serve Madison.

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

MMFHC will serve housing consumers and providers throughout Madison, as well as social service agencies or other organizations that serve Madison. MMFHC has 34 years of experience conducting this type of outreach and education and uses a network of relationships with organizations such as the African American Council of Churches, Access to Independence, Literacy Network, Catholic Multicultural Center, and Domestic Abuse Intervention Services. MMFHC staff will distribute brochures to groups such as these, offer presentations to their staff and clients as appropriate, and apprise agencies' staff of MMFHC services so that fair housing referrals are correctly made to MMFHC. Further, MMFHC staff will attend local resource fairs and festivals, as appropriate. In addition, the proposed fair housing training seminars for the rental industry will be marketed through community newspapers, websites, listservs, and other community organizations.

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

MMFHC participates in many collaborative relationships with private and public entities, including agreements with 18 other Dane County non-profit organizations who have committed in-kind resources to MMFHC's current US Department of Housing and Urban Development Fair Housing Initiatives Program (FHIP) grants. Among other things, groups have agreed to identify possible audiences and venues for fair housing presentations; serve as the host and assist in the coordination of presentations to staffs, clients, volunteers or members; and provide technical assistance to help ensure that MMFHC's educational services address the organization's needs. Together with the participation of volunteers, MMFHC's collaborative relationships with other organizations build the capacity of those organizations participating to serve their clientele.

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

MMFHC utilizes 50 trained volunteers who assist with testing, serve on the MMFHC Advisory Committee, and advocate in support of fair housing in various public forums. Together with the participation of volunteers, MMFHC's collaborative relationships with other organizations create a cost-effective and highly efficient way to extend fair housing services to many populations.

10. Number of volunteers utilized in 2011?	11
Number of volunteer hours utilized in this program in 2011?	17

ORGANIZATION:	Fair Housing Center of Greater Madison/ Metropolitan Milwaukee Fair Housing Council
PROGRAM/LETTER:	A Fair Housing Services

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.

As a civil rights enforcement agency in operation for over 34 years, MMFHC has extensive experience working with populations who may encounter barriers to accessing services. MMFHC has plans in place to assist individuals in overcoming such barriers, and is also able to make accommodations on a case-by-case basis. MMFHC has translated educational material such as brochures and presentation materials into both Spanish and Hmong, and has used interpretive services in communicating with clients with limited English proficiency. MMFHC is prepared to find interpreters for any clients, as necessary, for other languages, including American Sign Language.

MMFHC is prepared to make accommodations for clients with disabilities by providing materials in accessible formats (e.g., large print, audiotape, Braille, etc.) upon request. Further, our office is physically accessible, and staff are also available to meet with clients at other accessible locations if necessary.

MMFHC acknowledges that some populations—particularly refugees and immigrants—may experience cultural barriers to filing fair housing complaints or seeking other fair housing services. To mitigate those barriers, MMFHC works closely with local agencies that serve such populations, such as the Catholic Multicultural Center, Centro Hispano, and Literacy Network. These relationships between agencies act as a “bridge of trust,” enabling victims of discrimination to effectively utilize MMFHC’s assistance.

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

The Fair Housing Center of Greater Madison (FHCGM) is a satellite office of the Metropolitan Milwaukee Fair Housing Council (MMFHC) and began providing a full range of fair housing services in Madison in 1998. MMFHC, one of the oldest and most experienced fair housing organizations in the US, organized in 1977 in response to prevailing patterns of racial and economic segregation and discrimination in the housing market. MMFHC has operated a statewide enforcement program since 1984 and was the first private fair housing organization in the US to develop and implement a formal worksharing relationship with a state enforcement agency. MMFHC has received over 28 Fair Housing Initiatives Program (FHIP) grants from the US Department of Housing and Urban Development (HUD) since 1990; grants have included enforcement initiatives and outreach and education contracts to provide educational services to housing consumers and providers, testers, attorneys, and independent living centers statewide. MMFHC has consistently received excellent ratings from its federal grant monitors. MMFHC has provided training at HUD conferences, to the US Department of Justice, the National Fair Housing Alliance members, and fair housing agencies throughout the US. MMFHC clients experience high levels of success when seeking legal remedy under fair housing laws. Of the thousands of complaints MMFHC has assisted, approximately 600 have chosen to file law suits; of those 600, all but 8 prevailed. All of MMFHC’s expertise will be directly applicable to the success of the proposed program.

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

There is no licensing or accreditation that is applicable to fair housing services.

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

Staff Title	FTE	Credentials/Qualifications
President/CEO	0.05	5 years comparable management experience
Executive Vice-President	0.05	5 years comparable management experience
Director--Program Services	0.16	5 years comparable management experience
Senior Administrator--Case Man	0.14	5 years comparable management experience
Program Services Coordinator	1	strong analytical, oral, and written communication skills

ORGANIZATION:	Fair Housing Center of Greater Madison/ Metropolitan Milwaukee Fair Housing Council
PROGRAM/LETTER:	A Fair Housing Services

15. PARTICIPANT INCOME LEVELS:

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

Income Level	Number of Households
Over 80% of county median income	175
Between 50% to 80% of county median income	100
Between 30% to 50% of county median income	50
Less than 30% of county median income	75
Total households to be served	400

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

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

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

MMFHC uses the Multiple Allocation Method with Direct Salaries as the Distribution Base.

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

Activity Benchmark	Est. Month of Completion
Complaint intake, case management and investigative services	Ongoing
Systemic investigation of illegal housing discrimination in the Madison rental market	December
Technical assistance	Ongoing
Fair housing presentations	March, June, Sept
Fair Housing training seminars	April, July, October
Information and referral services	Ongoing

ORGANIZATION:	Fair Housing Center of Greater Madison/ Metropolitan Milwaukee Fair Housing Council
PROGRAM/LETTER:	A Fair Housing Services

DEMOGRAPHICS

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

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	ERRO	0%	18	100%	RESIDENCY				
MALE	44	10%	3	17%	CITY OF MADISON	313	69%		
FEMALE	108	24%	15	83%	DANE COUNTY (NOT IN CITY)	16	4%		
UNKNOWN/OTHER	303	67%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	329	72%		
					AGE				
					<2	unknov	#####		
					2 - 5	unknov	#####		
					6 - 12	unknov	#####		
					13 - 17	unknov	#####		
					18 - 29	unknov	#####		
					30 - 59	unknov	#####		
					60 - 74	unknov	#####		
					75 & UP	unknov	#####		
					TOTAL AGE	0	0%		
					RACE				
					WHITE/CAUCASIAN	94	21%	14	78%
					BLACK/AFRICAN AMERICAN	41	9%	3	17%
					ASIAN	1	0%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	1	0%	1	6%
					Black/AA & White/Caucasian	1	100%	1	100%
					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	318	209%	0	0%
					TOTAL RACE	455	100%	18	100%
					ETHNICITY				
					HISPANIC OR LATINO	3	1%	1	6%
					NOT HISPANIC OR LATINO	452	99%	17	94%
					TOTAL ETHNICITY	455	100%	18	100%
					PERSONS WITH DISABILITIES	unknov	#####	unknov	#####

Part. = Participant

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

ORGANIZATION:	Fair Housing Center of Greater Madison/ Metropolitan Milwaukee Fair Housing Council
PROGRAM/LETTER:	A Fair Housing Services

PROJECT OUTCOMES

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

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

Outcome Objective # 1:	MMFHC's direct-service fair housing enforcement services will provide victims of illegal housing discrimination with increased access to legal remedies. Services provided to victims will include counseling on their fair housing rights and access to enforcement services, including fair housing
Performance Indicator(s):	The impact of services is gauged by recording the number of allegations of illegal housing discrimination received, the number of complaint referrals made to administrative agencies (e.g., the U.S. Department of Housing and Urban Development and the State of Wisconsin Equal

Proposed for 2013:	Total to be considered in	50	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	50
Proposed for 2014:	Total to be considered in	50	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	50

Explain the measurement tools or methods:	MMFHC staff maintain consistent, uniform databases that indicate the number of allegations of illegal housing discrimination received, the number of complaint referrals made to administrative agencies and/or attorneys and the number of tests conducted. Please note that while our comprehensive databases record information such as race, gender, and residence of complainants, we do not record all data the Demographics section of the application is seeking for every participant. Specifically, for 2011, as illustrated in the previous Demographics table:
---	---

Outcome Objective # 2:	Madison residents who receive fair housing educational, technical assistance, and information and referral services will have increased knowledge of fair housing rights and increased ability to seek appropriate resources for fair housing and non-fair housing related issues, resulting in
Performance Indicator(s):	The impact of services is gauged by recording the number of persons requesting and receiving education and outreach services, the number of agencies, businesses and individuals requesting and receiving technical assistance and professional support services and the number of persons

Proposed for 2013:	Total to be considered in	350	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	350
Proposed for 2014:	Total to be considered in	350	Targeted % to meet perf. measures	100%
	perf. measurement		Targeted # to meet perf. measure	350

Explain the measurement tools or methods:	MMFHC staff will record all outreach and education efforts, including the number of persons receiving information from presentations or fair housing training seminars, community contacts, instances of technical assistance and number of non-fair housing referrals. Such information is captured and recorded in standardized logs. Please note that while our comprehensive databases record information such as race, gender, and location of residency of most individuals we provide services to through in-person education and outreach, we do not record all data the Demographics section of the application is seeking
---	--

ORGANIZATION:	Fair Housing Center of Greater Madison/Metropolitan Milwaukee Fair Housing Council
PROGRAM/LETTER:	A Fair Housing Services

10. PROGRAM BUDGET

a. 2012 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	30,900	24,700	220	5,980	0
MADISON-CDBG	8,000	0	8,000	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0				
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0				
TOTAL REVENUE	38,900	24,700	8,220	5,980	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	32,000	21,600	8,372	2,028	0
MADISON-CDBG	8,000	5,400	2,094	506	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	40,000	27,000	10,466	2,534	0

*OTHER GOVT 2013

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2013

Source	Amount	Terms
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Fair Housing Center of Greater Madison/Metropolitan Milwaukee Fair Housing Council
PROGRAM/LETTER:	A Fair Housing Services

11. 2014 PROGRAM CHANGE EXPLANATION

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

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

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

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

b. 2014 COST EXPLANATION

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

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

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

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

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	33,612	22,680	8,802	2,130	0
MADISON-CDBG	8,388	5,670	2,188	530	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	42,000	28,350	10,990	2,660	0

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

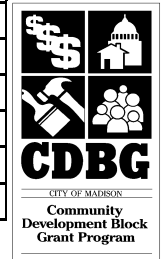
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	Fair Housing Center of Greater Madison/Metropolitan Milwaukee Fair Housing Co	
Mailing Address	600 Williamson St., Suite L-4, Madison, WI 53703	
Telephone	(608) 257-0853	
FAX	(608) 257-1445	
Admin Contact	Laurel Bastian	
Financial Contact	Olena Eichinger	
Website	www.fairhousingwisconsin.com	
Email Address	lbastian@fairhousingwisconsin.com	
Legal Status	Private: Non-Profit	
Federal EIN:	39-1286685	
State CN:	324-800	
DUNS #	83-053-4520	



2. SIGNATURE PAGE

AFFIRMATIVE ACTION

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

LIVING WAGE ORDINANCE

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

CITY OF MADISON CONTRACTS

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

3. SIGNATURE

Enter name:

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

DATE

AGENCY CONTACT INFORMATION

ORGANIZATION **Fair Housing Center of Greater Madison/Metropolitan Milwaukee Fair Housing Council**

1. AGENCY CONTACT INFORMATION

A	Fair Housing Services	CDBG: X. Access to Community Resources - Informational Services			
	Contact:		New Prg?	Phone:	Email:
B	Program B	Select an Objective Statement from the Drop-Down			
	Contact:		New Prg?	Phone:	Email:
C	Program C	Select an Objective Statement from the Drop-Down			
	Contact:		New Prg?	Phone:	Email:
D	Program D	Select an Objective Statement from the Drop-Down			
	Contact:		New Prg?	Phone:	Email:
E	Program E	Select an Objective Statement from the Drop-Down			
	Contact:		New Prg?	Phone:	Email:
F	Program F	Select an Objective Statement from the Drop-Down			
	Contact:		New Prg?	Phone:	Email:
G	Program G	Select an Objective Statement from the Drop-Down			
	Contact:		New Prg?	Phone:	Email:
H	Program H	Select an Objective Statement from the Drop-Down			
	Contact:		New Prg?	Phone:	Email:

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS								
				A	B	C	D	E	F	G	H	Non-City
DANE CO HUMAN SVCS	0	0	0	0	0	0	0	0	0	0	0	0
DANE CO CDBG	10,000	10,000	10,000	0	0	0	0	0	0	0	0	10,000
MADISON-COMM SVCS	0	30,900	32,000	32,000	0	0	0	0	0	0	0	0
MADISON-CDBG	38,900	8,000	8,000	8,000	0	0	0	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0	0	0	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0	0	0	0	0	0	0	0
OTHER GOVT	28,149	38,367	38,149	0	0	0	0	0	0	0	0	38,149
FUNDRAISING DONATIONS	0	0	0	0	0	0	0	0	0	0	0	0
USER FEES	0	0	0	0	0	0	0	0	0	0	0	0
OTHER	10,457	6,817	6,565	0	0	0	0	0	0	0	0	6,565
TOTAL REVENUE	87,506	94,084	94,714	40,000	0	0	0	0	0	0	0	54,714

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

The purpose of MMFHC is to promote fair housing throughout the State of Wisconsin by combating illegal housing discrimination and by creating and maintaining racially and economically integrated housing patterns.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

The Fair Housing Center of Greater Madison (FHCGM) is a satellite office of the Metropolitan Milwaukee Fair Housing Council (MMFHC) and commenced provision of a full range of fair housing services in March 1998. The FHCGM office is located at 600 Williamson St., Ste L-4, in Madison.

Prompted by prevailing patterns of racial and economic segregation and widespread discrimination in the housing market, 40 citizens organized MMFHC in 1977 and began to operate a full-service fair housing program in 1978. As a nonprofit, membership-based organization, MMFHC is comprised of people who share a desire to create open and inclusive communities throughout Wisconsin.

MMFHC has operated a statewide enforcement program since 1984. MMFHC was the first private fair housing organization in the US to develop and implement a formal worksharing relationship with a state enforcement agency. This public-private partnership with the Wisconsin Equal Rights Division began in 1982 and has been replicated in several other states. In addition, MMFHC has received over 28 Fair Housing Initiatives Program (FHIP) grants from the US Department of Housing and Urban Development (HUD). MMFHC's FHIP grants have included several multi-year enforcement initiatives and several outreach and education contracts. As part of managing federal, state and local contracts, MMFHC maintains a consistent, uniform record-keeping system.

MMFHC staff provide technical assistance, training, and consultation services to HUD, the US Department of Justice, the Federal Reserve Bank of Chicago, the National Fair Housing Alliance (NFHA) and private fair housing agencies and other organizations in the US. MMFHC has received two Best Practices Awards from HUD. In addition, MMFHC was honored with a Trail Blazer Award by the Milwaukee Awards in Neighborhood Development Innovation program for its activities to address predatory lending practices, and MMFHC's President and CEO was honored with the 2008 National Community Reinvestment Coalition's National Community Reinvestment Award in recognition of his local, regional and national leadership on fair housing.

MMFHC clients experience high levels of success when seeking a legal remedy to discrimination. Of the thousands of complainants MMFHC has assisted, approximately 600 have chosen to file law suits. Of those 600, MMFHC clients have prevailed in all but 8 cases.

MMFHC currently provides the following services:

Enforcement Program

- Complaint and investigative services for persons who allege housing discrimination.
- Referrals to attorneys and government agencies.
- Systemic investigations of institutional discrimination.

Outreach and Education Program

- Presentations to consumers, advocates and the general public.
- Fair housing training for property owners and managers, real estate agents and others from the housing industry.
- Fair housing technical assistance to government agencies, civil rights organizations, social service agencies and housing providers.

Fair Lending Program

- Intake of predatory lending and other fair lending complaints, case management and counseling for complainants on their options for remedy.
- Promotion of fair lending and efforts to eradicate predatory lending practices through a community coalition, the Strategies to Overcome Predatory Practices (STOPP) Initiative.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?	4
How many Board meetings has your governing body or Board of Directors scheduled for 2012?	4
How many Board seats are indicated in your agency by-laws?	10 to 12

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

Name	Michael Vruno - Chairperson				
Home Address	2447 N. 66th Street, Wauwatosa, WI 53213				
Occupation	Attorney				
Representing	N/A				
Term of Office	2 years	From:	01/2012	To:	12/2013
Name	Keith Cowan - Vice Chairperson				
Home Address	2795 N. 67th Street, Milwaukee, WI 53210				
Occupation	IT Analyst				
Representing	N/A				
Term of Office	2 years	From:	01/2011	To:	12/2012
Name	James Connolly - Secretary				
Home Address	2853 N. Shepard Avenue, Milwaukee, WI 53211				
Occupation	Industrial Sales Consultant				
Representing	N/A				
Term of Office	2 years	From:	01/2011	To:	12/2012
Name	Johnny Kimble - Treasurer				
Home Address	909 N. 29th Street, Milwaukee, WI 53208				
Occupation	Retired Supervisor, WI Equal Rights Division				
Representing	N/A				
Term of Office	2 years	From:	01/2012	To:	12/2013
Name	William Tisdale - President and CEO				
Home Address	2926 N. 68th Street, Milwaukee, WI 53210				
Occupation	President and CEO, Metropolitan Milwaukee Fair Housing Council				
Representing	N/A				
Term of Office	Ex-Officio	From:	mm/yyyy	To:	mm/yyyy
Name	Carol Lobes				
Home Address	5103 N. Autumn Lane, McFarland, WI 53558				
Occupation	Non-Profit Organization Consultant				
Representing	N/A				
Term of Office	2 years	From:	01/2012	To:	12/2013
Name	Richard Strode				
Home Address	2711 Richardson Street, Fitchburg, WI 53711				
Occupation	Deputy Area Director, Social Security Administration				
Representing	N/A				
Term of Office	2 years	From:	01/2011	To:	12/2012
Name	Henry Venzant				
Home Address	1123 Larsen Street, Racine, WI 53403				
Occupation	Retired Teacher				
Representing	N/A				
Term of Office	2 years	From:	01/2012	To:	12/2013

AGENCY GOVERNING BODY cont.

Name	Mary Yank				
Home Address	5731 Cascade Avenue, Franklin, WI 53132				
Occupation	Medical Social Worker				
Representing	N/A				
Term of Office	2 years	From:	01/2012	To:	12/2013
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

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
TOTAL	18	100%	9	100%	50	100%
GENDER						
MALE	3	17%	7	78%	14	28%
FEMALE	15	83%	2	22%	36	72%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	18	100%	9	100%	50	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	0	0%
18-59 YRS	16	89%	3	33%	40	80%
60 AND OLDER	2	11%	6	67%	10	20%
TOTAL AGE	18	100%	9	100%	50	100%
RACE*						0
WHITE/CAUCASIAN	13	72%	4	44%	36	72%
BLACK/AFRICAN AMERICAN	3	17%	5	56%	14	28%
ASIAN	1	6%	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	6%	0	0%	0	0%
TOTAL RACE	18	100%	9	100%	50	100%
ETHNICITY						
HISPANIC OR LATINO	1	6%	0	0%	3	6%
NOT HISPANIC OR LATINO	17	94%	9	100%	47	94%
TOTAL ETHNICITY	18	100%	9	100%	50	100%
PERSONS WITH DISABILITIES	unknown	#VALUE!	unknown	#VALUE!	unknown	#VALUE!

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

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

Where possible, use audited figures for 2011 Actual.

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

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	48,605	56,038	56,262
Taxes	3,924	4,827	5,689
Benefits	3,969	1,998	1,981
SUBTOTAL A.	56,498	62,863	63,932
B. OPERATING			
All "Operating" Costs	22,503	23,250	24,782
SUBTOTAL B.	22,503	23,250	24,782
C. SPACE			
Rent/Utilities/Maintenance	8,505	6,221	6,000
Mortgage (P&I) / Depreciation / Taxes	0	0	0
SUBTOTAL C.	8,505	6,221	6,000
D. SPECIAL COSTS			
Assistance to Individuals	0	0	0
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other: Consulting Services	0	1,750	0
SUBTOTAL D.	0	1,750	0
SPECIAL COSTS LESS CAPITAL EXPENDITURE	0	1,750	0
TOTAL OPERATING EXPENSES	87,506	94,084	94,714
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

15.8%

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
President/CEO	0.05	92,506	0.05	92,506	44.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.05
Executive Vice-President	0.05	87,638	0.05	87,638	42.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.05
Director - Program Services	0.30	75,000	0.16	75,000	36.06	0.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.07
Senior Administrator - Case Manager	0.15	66,500	0.14	66,500	31.97	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.12
Program Services Coordinator	1.00	35,000	1.00	35,875	17.25	0.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.47
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1.55	356,644	1.40	357,519		0.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.76
TOTAL PERSONNEL COSTS:				357,519										

b. Seasonal Employees

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

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

1. **Project Name/Title:** Home Share
2. **Agency Name:** Independent Living, Inc.
3. **Requested Amount:** 2013: \$12,000
2014: \$12,000 (Prior Year Level \$9,471)
4. **Project Type:** New or Continuing

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

X. Expansion of Individual Choice and Access to Resources

6. **Product/Service Description:**

Home Share is a program that supports seniors and adults with disabilities (home sharers), helping them remain in their own homes by matching them with a younger adult (home seeker) who will provide household assistance and live-in companionship. The program is designed to help older homeowners living alone to remain in their homes, while providing affordable housing to individuals with limited incomes.

Home Share Plus is a new program component that expands the program to provide elderly “home sharers” with “home seekers” who would be trained employees of Independent Living, able to provide an additional level of personnel care assistance, beyond household assistance and companionship.

Independent Living’s role is to screen and match home sharer’s and seekers, and to monitor and support the housing matches.

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

10 existing home matches will be maintained and 8 new home matches will be added in both 2013 and 2014. 90% of new matches will be maintained for at least 12 months.

8. **Staff Review:**

Independent Living, Inc. (IL) has effectively operated the Home Share program for many years. The program design is appropriate to the established Framework objectives. The program provides an important and creative option for many older and/or disabled homeowners needing some additional level of support to remain in their homes.

2013 funding request of \$12,000 reflects a 26% increase from 2012 funding level. Funding for the Home Share program has remained static since 2007 at \$9,741.

Total Cost/Total Beneficiaries Equals:	\$17,745 / 36 = \$493 per individual
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$12,000 / 36 = \$333 per individual
CD Office Funds as Percentage of Total Budget:	68%

THIS PAGE IS INTENTIONALLY LEFT BLANK

ORGANIZATION:	ORGANIZATION
PROGRAM/LETTER:	B Program B Home Share
OBJECTIVE STATEMENTS:	CDBG: X Access to Community Resources - Informational Services

DESCRIPTION OF SERVICES

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

Independent Living, Inc. (ILI) Home share Program promotes living arrangements in which people share a residence based on common needs, interests and preferences. Each arrangement is carefully matched and custom made. The intent of this program is not only to contribute to the individuals involved, but also to the community by preserving home ownership as well as promote alternative housing solutions. Numerous housing options exist for those that can afford rental or property ownership. Independent Living's Home Share program is the only low, or no cost, solution in the community that works to support lower wage workforce, provision of affordable housing, as well safety and support for older adult homeowners. The intent of the program is to assist with upward mobility and improve individual's self-sufficiency.

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

Home Share is a program that supports seniors and adults with disabilities, helping them remain in their own homes by matching them with a younger adult (seeker) to provide live-in companionship and/or household assistance. The program is mutually beneficial to both the home sharer (client) as well as the home seeker (live in). Independent Living screens all potential seekers and sharers that are interested in the program. Once a determination is made that individuals are appropriate for the program, an assessment and interview process begins to identify potential matches. When matched, the relationship is carefully monitored and regularly reassessed to ensure satisfaction on the part of both parties. Home Share Plus is very similar to the Home Share program; however it has a home health component added. This program is for clients that are in need of "hand's on" care in addition to companionship and household assistance. The live-in seeker would, in this case, be a trained employee of Independent Living. Clients typically are in need of general household assistance in exchange for free or reduced rent in the regular Home Share program, or in need of personal care assistance in Home Share Plus. Impact of our program can be assessed in two ways, 1) Home Seekers, now relieved of high housing costs, can re-prioritize their limited financial resources for food, healthcare, education or savings; and 2) Home Owners, now with companionship and/or assistance can safely continue to live in their home.

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.

Independent Living Inc. (ILI) goal is to add 15 matches (15 homeowners / sharer and 15 home seekers for each year of the 2013/2014 contract) as well as maintain 10 households, resulting in 90% of new share clients (13 clients each in 2013 and 2014) the ability to continue to live in their home one year after a match is made.

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

Our Home Share Program offers 24 hour a day / 365 day support. Program staff are not only available Monday through Friday 8 – 4:30PM but also "on call" for any emergency situations.

ORGANIZATION:

ORGANIZATION

PROGRAM/LETTER:

B Program B Home Share

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

Participants in the Home Share and Home Care Plus model come from a variety of areas within Madison, with an array of educational, income and language levels. As with all our client and workers, these participants are chosen without regard to race, gender, age, religious belief, or ethnic background. Most clients are moderate to low-income older and / or disabled adults who live in their own homes and have a spare room to accommodate an additional person.

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

Independent Living's Home Share and Home Share plus program is available to any homeowner within the city limits of Madison.

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

Independent Living will provide information to our current referral sources, which includes senior centers and discharge planners. In the past we had contacted other home share program coordinators in the Midwest to ask about their most successful outreach activities and found that we had similar outreach activities that most effectively utilized the resources available to us. These include the use of online resources such as the UW off campus living site and Craig's List, as well as community presentations to groups that have participated as matches for seniors in the program such as graduate student organizations. We have also used Twitter to communicate when a match is needed for a senior client and will also use our new Facebook page. We participate in expos throughout the year and will continue to provide information about the program at these events. Finally, we will continue our media efforts to highlight the need the program addresses and how to participate.

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

The majority of our referrals come from coalitions, our web site, UW campus, former or current match participants, and senior centers. Any referring agency has a quick and efficient hand off. Once referred, ILI begins the process with personal contact to the individual, having them fill out the Home Share application. Once the application is received the match process begins.

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

Volunteers are utilized in the office for filing and other clerical tasks.

10. Number of volunteers utilized in 2011?

2

Number of volunteer hours utilized in this program in 2011?

15

ORGANIZATION:

ORGANIZATION

PROGRAM/LETTER:

B Program B Home Share

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.

As the demographics of Madison change, so must our marketing efforts making it easier for diverse cultures to access to our home share program. The barrier to services is currently lack of information and promotion of the services we provide. Continuing to work with case managers with organizations such as La Sup, Central Hispano and Southern Wisconsin Lao-Hmong Association can help overcome these barriers. On occasion we receive calls from homeless individuals looking for a short term housing solution, not interested in entering into a mutually supportive housing situation with someone.

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

Independent Living (IL) has been serving older adults and persons with disabilities in the Dane County area for over 39 years. Our organization also provides a unique array of in-home services as well as conventional housing options which includes the management of 3 affordable senior housing communities. Direct client contact through our Evening Meals on Wheels, Home Safety Modification, Home Chore, Financial Management and Counseling and Home Care and Respite, has helped us establish relationships that we can build upon to assess appropriate clients for the Home Share and Home Share Plus Programs. Home Share is a unique economic enterprise facilitating an extremely low cost exchange between an older adult and the person sharing the home allowing both housing and service support.

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

NA

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

Staff Title	FTE	Credentials/Qualifications
In-Home Services Manager	0.25	2 year degree in Human Services or related field; 5 years work experience.
COO	0.01	B.S. or B.A.; Health Care work experience

ORGANIZATION:	ORGANIZATION
PROGRAM/LETTER:	B Program B Home Share

15. PARTICIPANT INCOME LEVELS:

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

Income Level	Number of Households
Over 80% of county median income	1
Between 50% to 80% of county median income	3
Between 30% to 50% of county median income	4
Less than 30% of county median income	7
Total households to be served	15

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

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

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

ILI used a separate cost center, administration, to record shared (indirect) costs. On an annual basis, administrative staff allocate their time spent working with various program departments and this is the basis for allocating shared (indirect) costs. An overall allocation percentage to each program department is determined by using each administrative staff salary and his/her allocation percentage. Each month, actual shared (indirect) costs are charged to the program departments based on the allocation percentages

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

Activity Benchmark	Est. Month of Completion
18 matches made between home owners and home seekers	12/31/2013
18 matches made between home owners and home seekers	12/31/2014

ORGANIZATION:	ORGANIZATION
PROGRAM/LETTER:	B Program B Home Share

DEMOGRAPHICS

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

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	32	100%	2	100%	RESIDENCY				
MALE	15	47%	0	0%	CITY OF MADISON	28	88%		
FEMALE	17	53%	2	100%	DANE COUNTY (NOT IN CITY)	4	13%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	32	100%		
					AGE				
					<2	0	0%		
					2 - 5	0	0%		
					6 - 12	0	0%		
					13 - 17	0	0%		
					18 - 29	1	3%		
					30 - 59	10	31%		
					60 - 74	14	44%		
					75 & UP	7	22%		
					TOTAL AGE	32	100%		
					RACE				
					WHITE/CAUCASIAN	28	88%	2	100%
					BLACK/AFRICAN AMERICAN	3	9%	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	3%	0	0%
					TOTAL RACE	32	100%	2	100%
					ETHNICITY				
					HISPANIC OR LATINO	0	0%	0	0%
					NOT HISPANIC OR LATINO	32	100%	2	100%
					TOTAL ETHNICITY	32	100%	2	100%
					PERSONS WITH DISABILITIES	16	50%	0	0%

Part. = Participant

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

ORGANIZATION:
PROGRAM/LETTER:

ORGANIZATION	
B	Program B Home Share

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	32
Total to be served in 2013.	36

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

Outcome Objective # 1:	90% of new home owners (sharers) will be secure in their home share match and continue to live independently one year after the match is made.
Performance Indicator(s):	90% of new home owners will remain in their home, without transfer to a nursing facility, after 12 months of a successful match.

Proposed for 2013:	Total to be considered in	18	Targeted % to meet perf. measures	90%
	perf. measurement		Targeted # to meet perf. measure	16.2
Proposed for 2014:	Total to be considered in	18	Targeted % to meet perf. measures	90%
	perf. measurement		Targeted # to meet perf. measure	16.2

Explain the measurement tools or methods:	Contact will be made with home owner or family caregiver on a quarterly basis to ensure match continues to be compatible.
---	---

Outcome Objective # 2:	
Performance Indicator(s):	

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

Explain the measurement tools or methods:	
---	--

ORGANIZATION:	Independent Living, Inc.
PROGRAM/LETTER:	B Home Share

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	9,471	8,623	623	225	0
UNITED WAY ALLOC	3,150	2,868	207	75	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	2,000	1,821	132	47	0
OTHER	0	0	0	0	0
TOTAL REVENUE	14,621	13,312	962	347	0

b. 2013 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	12,000	10,925	789	286	0
UNITED WAY ALLOC	3,245	2,954	213	78	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	2,500	2,276	165	59	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	17,745	16,155	1,167	423	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:	Independent Living, Inc.
PROGRAM/LETTER:	B Home Share

11. 2014 PROGRAM CHANGE EXPLANATION

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

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

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

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

b. 2014 COST EXPLANATION

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

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

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

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

c. 2014 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	12,000	10,925	789	286	0
UNITED WAY ALLOC	3,245	2,954	213	78	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	2,500	2,276	165	59	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	17,745	16,155	1,167	423	0

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

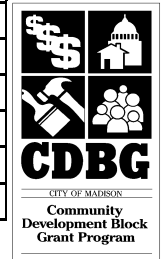
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	Independent Living, Inc.	
Mailing Address	2970 Chapel Valley Road #203	
Telephone	608-274-7900	
FAX	608-274-9181	
Admin Contact	Linda lane	
Financial Contact	Joyce Behrend	
Website	www.independentlivinginc.org	
Email Address	llane@independentlivinginc.org	
Legal Status	Private: Non-Profit	
Federal EIN:	39-11866 42	
State CN:	ES12144	
DUNS #	07-116-21-27	



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: Rita Giovannoni

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

DATE 5/30/2012

AGENCY CONTACT INFORMATION

ORGANIZATION **Independent Living, Inc.**

1. AGENCY CONTACT INFORMATION

A	OT/ Home Safety Modification	CDBG: A. Housing - Owner-occupied housing (CDBG)			
	Contact: Linda Lane	New Prg? No	Phone: 608-274-7900	Email: llane@independentlivinginc.org	
B	Home Share	CDBG: X. Access to Community Resources - Informational Services			
	Contact: Linda Lane	New Prg? No	Phone: 608-274-7900	Email: llane@independentlivinginc.org	
C	Program C	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	
D	Program D	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	
E	Program E	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	
F	Program F	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	
G	Program G	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	
H	Program H	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS									
				A	B	C	D	E	F	G	H	Non-City	
DANE CO HUMAN SVCS	47,511	47,511	47,511	0	0	0	0	0	0	0	0	0	47,511
DANE CO CDBG	5,102	59,895	70,000	70,000	0	0	0	0	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0	0	0	0	0	0	0	0	0
MADISON-CDBG	66,471	66,471	75,000	63,000	12,000	0	0	0	0	0	0	0	0
UNITED WAY ALLOC	154,440	148,350	152,800	0	3,245	0	0	0	0	0	0	0	149,555
UNITED WAY DESIG	16,036	12,000	12,360	0	0	0	0	0	0	0	0	0	12,360
OTHER GOVT	1,500	0	0	0	0	0	0	0	0	0	0	0	0
FUNDRAISING DONATIONS	112,094	148,185	150,000	0	0	0	0	0	0	0	0	0	150,000
USER FEES	1,854,673	1,970,114	2,029,500	80,000	2,500	0	0	0	0	0	0	0	1,947,000
OTHER	196,655	116,598	117,255	0	0	0	0	0	0	0	0	0	117,255
TOTAL REVENUE	2,454,482	2,569,124	2,654,426	213,000	17,745	0	0	0	0	0	0	0	2,423,681

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

Independent Living, Inc. supports adults as they manage their independence by providing a variety of care services, skilled home health care and housing options to maintain health and well being.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

Established in 1973 as a 501(c) (3) organization, Independent Living (ILI) has remained committed to addressing the current and future needs of a growing, aging population in Madison and the broader Dane County community. We have carefully managed our program growth over a 39 – year span to balance the need for increased services and housing options while maintaining the financial security of the organization. Our work in this community is toward one goal, to allow older adults and those with cognitive and physical disabilities the opportunity to safely age in place in their home. ILI's mission and accomplishments reinforce our ongoing commitment to independence, health and well-being within this demographic; our programs are diverse and responsive to this goal. ILI provides services including OT/Home Safety Modification; Home Share; In-Home Personal Care and Housekeeping; Financial Counseling; Evening Meals on Wheels; and Skilled Nursing and Therapy care. Independent Living, Inc. also owns and operates 213 units of service supported affordable housing for older adults. Our housing consists of 69 units of garden style condominiums in Sun Prairie, 42 units of HUD 202 Supportive Housing for seniors in Fitchburg, and 91 units of service supported apartments and assisted living units on Segoe Road in Madison. In addition to these programs and services, in 2011 ILI managed over 600 volunteers throughout our community, who provided 21,924 hours of service through home care/respite, chore services, meals delivery and social visits. Our experience working with local organizations, businesses, clients and community leaders has translated into key organizational strengths. We evaluate our processes and systems for quality assurance in order to implement changes that respond to our clients' evolving needs. For example during 2012 we are in the process of final implementation of an agency wide data base system to enable us to become more efficient and improve our tracking system for clients over time. This investment is indicative of our commitment to long term Agency improvements.

We have had consistency in leadership at both the staff and board level. Rita Giovannoni, CEO has led ILI since 1989 and holds a Masters in Health Care Fiscal Management. Joyce Behrend has been CFO since 2005.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?

5

How many Board meetings has your governing body or Board of Directors scheduled for 2012?

5

How many Board seats are indicated in your agency by-laws?

not less than 5 or n

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

Name	Ted Waldbilling				
Home Address	692 Tamarack Way, Verona WI				
Occupation	Director of Sales				
Representing	Mid-West Family broadcasting				
Term of Office		From:	08/2008	To:	08/2014
Name	Nancy Jackman				
Home Address	2758 Raritan Road				
Occupation	Director				
Representing	AAA Wisconsin				
Term of Office		From:	08/2007	To:	08/2013
Name	Peter Christman				
Home Address					
Occupation	Executive Vice President / COO				
Representing	UW Medical Foundation				
Term of Office		From:	08/2008	To:	08/2014
Name	Michael Losenegger				
Home Address	509 Reid Drive, Mt. Horeb, WI				
Occupation	Chief Credit Officer				
Representing	First Business Financial Services, Inc				
Term of Office		From:	08/2007	To:	08/2013
Name	Jennifer Knudson				
Home Address					
Occupation	Attorney				
Representing	Neider & Boucher, S.C.				
Term of Office		From:	08/2008	To:	08/2014
Name	Jean MacCubbin				
Home Address	3530 Heather Crest				
Occupation	Engineering Consultant				
Representing	Wi Dept of Safety & Professional Services				
Term of Office		From:	08/2008	To:	08/2014
Name	Tomas Shorter				
Home Address					
Occupation	Attorney				
Representing	Godfrey & Kahn S.C.				
Term of Office		From:	08/2008	To:	08/2014
Name	Caroll Heideman				
Home Address	518 Caldly Place, Madison, WI				
Occupation	retired, Public Education; Editor				
Representing					
Term of Office		From:	08/2010	To:	08/2016

AGENCY GOVERNING BODY cont.

Name	Loretta Himmelsbach			
Home Address				
Occupation	Executive Director			
Representing	Wi Council of the Blind and Visually Impaired			
Term of Office		From:	08/2011	To: 08/2017
Name	Herb Held			
Home Address	1801 Ellen Avenue			
Occupation	Director, Governmental Programs			
Representing	WPS			
Term of Office		From:	08/2011	To: 08/2017
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

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
TOTAL	164	100%	10	100%	ERROR	0%
GENDER						
MALE	41	25%	5	50%	223	36%
FEMALE	123	75%	5	50%	397	64%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	164	100%	10	100%	620	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	19	3%
18-59 YRS	129	79%	6	60%	310	50%
60 AND OLDER	35	21%	4	40%	90	15%
TOTAL AGE	164	100%	10	100%	419	68%
RACE*						0
WHITE/CAUCASIAN	138	84%	10	100%	477	77%
BLACK/AFRICAN AMERICAN	17	10%	0	0%	15	2%
ASIAN	4	2%	0	0%	17	3%
AMERICAN INDIAN/ALASKAN NATIVE	1	1%	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	4	2%	0	0%	111	18%
TOTAL RACE	164	100%	10	100%	620	100%
ETHNICITY						
HISPANIC OR LATINO	4	2%	0	0%	6	1%
NOT HISPANIC OR LATINO	160	98%	10	100%	614	99%
TOTAL ETHNICITY	164	100%	10	100%	620	100%
PERSONS WITH DISABILITIES	10	6%	0	0%	13	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
A. PERSONNEL			
Salary	1,365,794	1,416,348	1,456,517
Taxes	150,982	156,566	161,006
Benefits	135,158	140,166	144,141
SUBTOTAL A.	1,651,934	1,713,080	1,761,664
B. OPERATING			
All "Operating" Costs	427,440	619,405	621,369
SUBTOTAL B.	427,440	619,405	621,369
C. SPACE			
Rent/Utilities/Maintenance	211,156	190,666	194,617
Mortgage (P&I) / Depreciation / Taxes	601	1,311	1,311
SUBTOTAL C.	211,757	191,977	195,928
D. SPECIAL COSTS			
Assistance to Individuals	54,062	44,662	75,465
Subcontracts, etc.	0	0	0
Affiliation Dues	0		
Capital Expenditure	0	0	0
Other:	0	0	0
SUBTOTAL D.	54,062	44,662	75,465
SPECIAL COSTS LESS CAPITAL EXPENDITURE	54,062	44,662	75,465
TOTAL OPERATING EXPENSES	2,345,193	2,569,124	2,654,426
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

41.7%

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.

Our turnover for 2011 was 41.7%. The areas of increased turnover are part time positions in housing related to dining services, housekeeping and resident assistants. Due to the nature of these positions and limited availability of hours, they are subsequently not benefit eligible. These positions typically attract students who tend to change work options often related to their class schedule. One of our 2012 business plan goals is to reduce turnover. Our action plans include: 1) re-vising work schedules; 2) new employee mentorship program; and 3) completing a compensation survey.

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	
OTA	1.00	30,589	1.00	31,200	15.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	
Carpenter	1.00	29,640	1.00	30,243	14.54	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.75	
COO	1.00	74,984	1.00	77,235	37.13	0.02	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.97	
In-Home Services Manager	1.00	41,724	1.00	42,558	20.46	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.75	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	4.00	176,937	4.00	181,236		0.77	0.26	0.00	0.00	0.00	0.00	0.00	0.00	2.97	
TOTAL PERSONNEL COSTS:				181,236											

b. Seasonal Employees

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

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

1. **Project Name/Title:** **Prairie Crossing Resident Services**
2. **Agency Name:** **Project Home, Inc.**
3. **Requested Amount:** **2013: \$11,096**
2014: \$11,096 **(Prior Year Level \$11,096)**
4. **Project Type:** **New** **Continuing**

5. **Framework Plan Objective Most Directly Addressed by Proposed Activity:**
X. Expansion of Individual Choice and Access to Resources

6. **Product/Service Description:**

Proposal is for a .75 FTE Property Manager and a .5 Resident Service Coordinator. These positions will work with Project Home's project-based tenants or other tenants on employment issues and job skills, making referrals for emergency financial assistance for rent, medical care, and food, advocating for residents with court dates, working with residents on parenting skills, money management issues and improving their housekeeping skills. The Resident Service Coordinator will be the representative for Prairie Crossing at community meetings

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

The Resident Service Coordinator will work with 30 unduplicated households over the course of each year, to stabilize their housing situations.

8. **Staff Review:**

Project Home has been working with families in the Allied Drive neighborhood since 2007. Prairie Crossing was part of the redevelopment of the Allied Neighborhood which continues as a high priority for the City. The resident services program has shown success in the past years suggesting a continued need for this program. This program was initially funded from the Emerging Neighborhood Fund which has a funding limit of two years. After two years the project was funded with GPR through the CDBG Office. As tenants have limited income, income generated by rents is insufficient to cover necessary support services to maintain quality housing.

Project Home submitted their application as Objective D. – Rental Housing. The program falls under Objective X. –Access to Resources.

The proposal provides incomplete information on the staff paid for with these funds. The program will need to comply with the City's Living Wage Ordinance.

Total Cost/Total Beneficiaries Equals:	\$22,278 / 30 = \$742.60
CD Office Funds/CD-Eligible Beneficiaries Equals:	\$11,096 / 30 = \$369.87
CD Office Funds as Percentage of Total Budget:	50%

THIS PAGE IS INTENTIONALLY LEFT BLANK

ORGANIZATION:	PROJECT HOME, INC
PROGRAM/LETTER:	A PRAIRIE CROSSING
OBJECTIVE STATEMENTS:	CDBG: D. Housing - Rental housing (CDBG)

DESCRIPTION OF PROJECT

1. NEED FOR PROJECT: Please identify local community need, including gap you are addressing, and assessment of market conditions of the neighborhood, the response of the neighborhood and the alderperson of the proposed project.

1000 characters (with spaces) (10 lines max.) Prairie Crossing provides high quality housing for a very hard-to-serve segment of the rental market. Many of our residents come directly from homeless shelters. A requirement of the 20 project-based vouchers that we received for the apartments in 2007 was that we would provide case management services to the tenants living in the voucher apartments. Having a Resident Service Coordinator is essential to the success of our apartment community and the neighborhood. The Resident Service Coordinator's work has reduced the number of evictions, preventing the disruption of lives and the unrest caused in the community by unstable families. Located across the street and south of the Community Development Authority's subsidized housing complex, Prairie Crossing is an essential anchor property in the neighborhood, stabilizing the south end of Allied Drive.

2. PROJECT DESCRIPTION: Please provide an overview of the project, including whether project is acquisition, rehab and/or new construction, type, size of unit created, and the impact of your project.

1600 characters (with spaces) (16 lines max.) Services of the Resident Service Coordinator include working with residents on employment issues and job skills, making referrals for emergency financial assistance for rent, medical care, food, etc.; advocating for residents with court dates; working with residents on parenting skills; working with residents on money management issues; assisting residents to improve their housekeeping skills; coordinating the gardens at Prairie Crossing; developing special events for residents and their children; attending meetings in the community as a representative of Prairie Crossing; gathering information from community outreach groups about services that are available to residents; operating on-site food pantry which assists residents with emergency needs; maintaining job board and assisting residents with employment applications, cover letters, and resumes; creating monthly flyers with information about current events - highlighting neighborhood events and tips about being a respected neighborhood.

3. PROPOSED PROJECT GOALS: Please provide the total number of units in the project, the number of affordable units created and the number of units assisted with requested funds, the number of unduplicated households served by the assisted units.

400 characters (with spaces) (4 lines max.) The Resident Service Coordinator will work with 30 unduplicated households over the course of each year. The position is funded at .5 FTE or 1,040 hours per year. Duties include meeting with all project-based voucher tenants and any other tenants who request services or fall behind on their rent.

4. SERVICES INCLUDED IN PROPOSED PROJECT: Please describe any services (such as housing counseling or case management), provided to the residents in this project, including those that are disability related.

If services are ongoing, please describe the content and frequency.

400 characters (with spaces) (4 lines max.) The Resident Service Coordinator attends Allied Stakeholder and Salvation Army housing meetings. She writes and distributes a monthly newsletter, coordinates the garden program, and holds special events for the residents. Past events have included holiday parties and a resume building workshop.

ORGANIZATION:	PROJECT HOME, INC.
PROGRAM/LETTER:	A PRAIRIE CROSSING

5. LOCATION: Please identify the specific site or target neighborhood(s).

400 characters (w ith spaces) (4 lines max.) The Resident Service Coordinator program is offered at Prairie Crossing; w hich is located at 2402-2446 Allied Drive, Madison, WI 53711

6. POPULATION SERVED: Please describe the target population in terms of preferences to a specific population (e.g., families, individuals with a disability, homeless) or any other unique characteristic.

400 characters (w ith spaces) (4 lines max.) Prairie Crossing is an affordable apartment community serving an ethnically diverse group of low income households. 59% of the households are headed by a female, and 53% have a household member w ith a disability. About one half have limited English proficiency and/or literacy issues.

7. OUTREACH PLAN: Please briefly describe your affirmative marketing strategy, tenant selection plan and any other strategies to engage your intended population.

1000 characters (w ith spaces) (10 lines max.) The Resident Service Coordinator conducts outreach for potential residents by attending the Allied Stakeholders meeting and the housing meeting at the Salvation Army. At these meetings she gives updates about the availability of apartments and vouchers at Prairie Crossing. When people apply for an apartment, the property manager informs them about the service, and she introduces the new residents to the coordinator. The coordinator sends out a monthly new sletter and engages residents during office hours. Prairie Crossing is also promoted through Project Home's brochure and w ebsite. Prairie Crossing also offers a referral fee to existing residents w ho refer a relative or friend w ho moves into the property. Our goal is to stablize the property by encouraging our residents to create a netw ork of friends and family w ithin their neighborhood.

8. COORDINATION: Please describe how you coordinate your project with other community groups or agencies.

1000 characters (w ith spaces) (10 lines max.) The Allied Stakeholders and the Salvation Army housing meeting each offer an opportunity for service and housing providers to discuss and services that are available for the residents in the neighborhood. Through the relationships that the coordinator establishes, she can facilitate connections betw een our residents and resources available to them. Some examples of community resources include the Boys and Girls Club, Time Bank, Joining Forces for Families, Community Action Coalition, Early Childhood Initiative, and the Allied Wellness Center.

9. VOLUNTEERS: Please describe how volunteers will be utilized in your project.

400 characters (w ith spaces) (4 lines max.) We w ork closely w ith the Neighborhood Welcoming program and benefit from volunteers on painting and landscaping projects.

10. Number volunteers utilized in 2011?

50

Number of volunteer hours utilized in 2011?

350

ORGANIZATION:
PROGRAM/LETTER:

PROJECT HOME, INC.
A PRAIRIE CROSSING

11. BARRIERS: Are there populations that are experiencing barriers to the housing you are proposing, e.g., access to transportation, physical or mental impairments or disabilities?

600 characters (with spaces) (6 lines max.) The Resident Service Coordinator program helps residents to overcome the barriers that threaten their ability to maintain their housing. The majority of people who apply for an apartment and live at Prairie Crossing have significant barriers to obtaining and maintaining safe, decent, and affordable housing. Poor credit histories, criminal backgrounds, and inadequate income make it difficult for them to find and maintain housing. The lives of some are further complicated by language barriers, chemical dependency and domestic violence.

12. EXPERIENCE: Please describe your agency's affordable housing development experience, qualifications of proposed project staff, financial capacity of your agency to complete your proposed project, and past performance that will contribute to the success of the proposed program. How many affordable housing units has your agency created and managed in the past five years?

2000 characters (with spaces) (20 lines max.) Project Home has operated the Resident Service Coordinator program since 2004. While it is a struggle to serve this population of residents, the coordinator's work has lessened the number of evictions, preventing the disruption of families lives and the unrest caused in the community by unstable families. With their housing secured, individuals and families can move beyond fulfilling their basic need for shelter to improve their lives in other ways - through advancing skills such as parenting, education, and job development. We believe that providing high quality affordable homes to these households and helping them to stay in their homes fulfills Project Home's mission, which is to improve the quality and affordability of homes for low and moderate income households in both Dane and Green counties. In addition to the Resident Services Coordinator, our Property Manager has experience that is relevant to her supervision of the coordinator position. She has worked with diverse populations and has done outreach programming. Former jobs include AODA counselor, mental health worker, volunteer coordinator, and community services projects organizer. These skills are in addition to her 12 years of prior experience in property management.

13. RISK: Please describe the level of risk your agency will be taking with this project. Please describe any fees you will be charging to the participant.

400 characters (with spaces) (4 lines max.) No additional risk will be involved with their project.

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

Staff Title	FTE	Credentials/Qualifications
PROPERTY MANAGER	0.75	Property management, supervisory experience
RESIDENT SERVICE COOR.	0.5	Excellent human relations skills and experience in counseling or social work case management

ORGANIZATION:	PROJECT HOME, INC.
PROGRAM/LETTER:	A PRAIRIE CROSSING

15. PARTICIPANT INCOME LEVELS:

Indicate the number of households at each income level that this project would serve in 2013.

Income Level	Number of Households
Over 80% county median income	0
61% - 80% county median income	0
51% - 60% county median income	4
30% - 50% county median income	10
Less than 30% of county median income	33
Total households to be served	47

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

Income Level for 2014	Number of Households
Over 80% county median income	0
61% - 80% county median income	0
51% - 60% county median income	0
30% - 50% county median income	0
Less than 30% of county median income	0
Total households to be served	0

17. AGENCY COST ALLOCATION PLAN: If you plan to include a portion of indirect costs in your project budget, describe the method your agency uses to determine indirect cost allocations in your project.

600 characters (w ith spaces) (6 lines max.)

18. PROJECT ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your project will be implemented (such as acquisition, start of construction, end of construction, available for occupancy).

Activity Benchmark	Est. Month of Completion
YWCA Success Program	January
Allied Stakeholders Meeting; Resume Building	February
Allied Stakeholders Meeting; Housing Options	March
Garden Plots Assigned; Garden Info Provided; Neighborhood Events; Easter Baskets	April
Allied Stakeholders Meeting; Gardening Kick Off; ReachOut Wireless; Mother's Day cards	May
Good Neighbor Month; Father's Day cards	June
Allied Stakeholders Meeting	July
Summer Grill Out	August
Allied Stakeholders Meeting; Job Hunt & Resume Building	September
Children's Halloween Party; Thanksgiving Basket Info	October
Allied Stakeholders Meeting; Energy Assistance; Eviction Prevention	November
Holiday Party; Gift Giving (w/ Madison Police Department)	December

ORGANIZATION:	PROJECT HOME, INC.
PROGRAM/LETTER:	A PRAIRIE CROSSING

DEMOGRAPHICS

Complete the following chart for unduplicated participants served by your agency's rental program in 2011. Indicate the number and percentage by the following characteristics. For new projects, please identify projected participant numbers and descriptors.

DESCRIPTOR	Part. #	Part. %	Staff #	Staff %	DESCRIPTOR	Part. #	Part. %	Staff #	Staff %
TOTAL	110	100%	3	100%	RESIDENCY				
MALE	45	41%	0	0%	CITY OF MADISON	110	100%		
FEMALE	65	59%	3	100%	DANE COUNTY (NOT IN CITY)	0	0%		
UNKNOWN/OTHER	0	0%	0	0%	OUTSIDE DANE COUNTY	0	0%		
					TOTAL RESIDENCY	110	100%		
					AGE				
					<2	4	4%		
					2 - 5	20	18%		
					6 - 12	20	18%		
					13 - 17	7	6%		
					18 - 29	21	19%		
					30 - 59	26	24%		
					60 - 74	10	9%		
					75 & UP	2	2%		
					TOTAL AGE	110	100%		
					RACE				
					WHITE/CAUCASIAN	4	4%	3	100%
					BLACK/AFRICAN AMERICAN	38	35%	0	0%
					ASIAN	34	31%	0	0%
					AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%
					NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%
					MULTI-RACIAL:	7	6%	0	0%
					Black/AA & White/Caucasian	7	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	27	25%	0	0%
					TOTAL RACE	110	100%	3	100%
					ETHNICITY				
					HISPANIC OR LATINO	27	25%	0	0%
					NOT HISPANIC OR LATINO	83	75%	3	100%
					TOTAL ETHNICITY	110	100%	3	100%
					PERSONS WITH DISABILITIES	0	0%	0	0%

Part. = Participant

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

ORGANIZATION:	PROJECT HOME, INC.
PROGRAM/LETTER:	A PRAIRIE CROSSING

PROJECT OUTCOMES

Number of unduplicated individual participants served during 2011.	110
Total to be served in 2013.	47

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

Outcome Objective # 1:	The coordinator will assist residents who fall behind in their rent or who receive a project based voucher with strategies to improve their ability to maintain their housing.
Performance Indicator(s):	30 residents will receive services.

Proposed for 2013:	Total to be considered in	<input type="text" value="30"/>	Targeted % to meet perf. measures	<input type="text" value="66%"/>
	perf. measurement		Targeted # to meet perf. measure	19.8
Proposed for 2014:	Total to be considered in	<input type="text" value="30"/>	Targeted % to meet perf. measures	<input type="text" value="66%"/>
	perf. measurement		Targeted # to meet perf. measure	19.8

Explain the measurement tools or methods:	The coordinator will document her work with residents. She will conduct a semi-annual review of the residents' success in meeting their goals.
---	--

Outcome Objective # 2:	The coordinator will conduct activities that enhance the well-being of the residents.
Performance Indicator(s):	The activities listed in question #18 are conducted for the benefit of Prairie Crossing residents.

Proposed for 2013:	Total to be considered in	<input type="text" value="30"/>	Targeted % to meet perf. measures	<input type="text" value="66%"/>
	perf. measurement		Targeted # to meet perf. measure	19.8
Proposed for 2014:	Total to be considered in	<input type="text" value="30"/>	Targeted % to meet perf. measures	<input type="text" value="66%"/>
	perf. measurement		Targeted # to meet perf. measure	19.8

Explain the measurement tools or methods:	The property manager supervises the coordinator. The coordinator maintains a file of her activities.
---	--

ORGANIZATION: PROJECT HOME, INC.

1. Provide the following information for rental housing projects (list each address with unit number separately).

Table with 6 columns: Address/Unit Number, # Bedrooms, Req. Amount of CD \$, Proj. Income Category*, Proj. Monthly Unit Rent, Includes Utilities?.

*Less than or equal to 30% CMI, 31-50% CMI, 51-60% CMI, 61-80% CMI, >80% CMI

2. Identify if your project includes any of the following features (Check all that apply):

- Incorporates accessibility features
Incorporates energy efficiency features
Involves lead paint removal
Involves asbestos removal
Incorporates long term affordability restrictions greater than that required by the HOME rules

3. For projects that include rehabilitation, have you completed a capital needs plan for this property? Describe.

400 characters (with spaces)

4. Do you qualify as a Community Housing Development Organization (CHDO)?

5. MATCH: Please describe if you could provide non-federal matching funds for this project. If yes, describe amount and source of matching funds.

400 characters (with spaces)

6. FUNDS NEEDED: Please describe why CDD funds are needed and how you can ensure the project will be viable.

[Empty text box for funds needed description]

ORGANIZATION:

PROJECT HOME, INC.

7. Real Estate Project Data Summary

Enter the site address (or addresses) for the proposed project and answer the identified questions by column for each address site.

	# of Units Prior to Purchase	# of Units Post- Project	# Units Occupied	# Tenants to be Displaced	Appraised Value Current	Appraised Value Post-Project	Purchase Price	Accessible Current?	Post-Project Accessible?
Address:									
Address:									
Address:									
Address:									
Address:									

If no specific site has been identified, use the average of the high-low range or your best estimate of costs.

ORGANIZATION: PROJECT HOME, INC.

8. CAPITAL BUDGET

Enter the proposed project capital budget. Identify the fund source and terms and whether the funds have been already committed or are proposed. **Place a C next to source if funds have already been committed and a P next to source if the fund source is proposed.** Ex.: Acquisition: \$300,000 HOME (P), \$100,000 from CDBG (P), \$200,000 from Anchor Bank @5% interest/15 years (C).

	TOTAL	Amount	Source/Terms**	Amount	Source/Terms**
Acquisition Costs:					
Acquisition	0	0		0	
Title Insurance and Recording	0	0		0	
Appraisal	0	0		0	
Predvlpmnt/feasibility/market study*	0	0		0	
Survey	0	0		0	
Marketing*	0	0		0	
Relocation	0	0		0	
Other (List)	0	0		0	
<hr/>					
Construction:					
Construction Costs	0	0		0	
Soils/Site Preparation	0	0		0	
Construction Mgmt	0	0		0	
Landscaping, Play Lots, Signage	0	0		0	
Construction Interest	0	0		0	
Permits; Print Plans/Specs	0	0		0	
Other (List)	0	0		0	
<hr/>					
Fees:					
Architect	0	0		0	
Engineering	0	0		0	
Accounting*	0	0		0	
Legal*	0	0		0	
Development Fee*	0	0		0	
Leasing Fee*	0	0		0	
Other (List)	0	0		0	
<hr/>					
Project Contingency:					
	0	0		0	
<hr/>					
Furnishings:					
	0	0		0	
<hr/>					
Reserves Funded from Capital:					
Operating Reserve	0	0		0	
Replacement Reserve	0	0		0	
Maintenance Reserve	0	0		0	
Vacancy Reserve	0	0		0	
Lease Up Reserve	0	0		0	
<hr/>					
Other: (List)					
	0	0		0	
<hr/>					
TOTAL COSTS:	0	0		0	

If CDBG funds are used for items with an asterisk (), the total cost of these items may not exceed 15% of the CDBG amount.

**Note: Each amount for each source must be listed separately, i.e., Acquisition: \$30,000 HOME, \$125,000 Capitol Revolving Fund. Identify if grant or loan and terms.

ORGANIZATION: PROJECT HOME, INC.

9. TOTAL PROJECT PROFORMA

Enter total Revenue and Expense information for the proposed project for a 15 year period.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Revenue:						
Gross Income	0	0	0	0	0	0
Less Vacancy/Bad Debt	0	0	0	0	0	0
Income from Non-Residential Use*	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0
Expenses:						
Office Expenses and Phone	0	0	0	0	0	0
Real Estate Taxes	0	0	0	0	0	0
Advertising, Accounting, Legal Fees	0	0	0	0	0	0
Payroll, Payroll Taxes and Benefits	0	0	0	0	0	0
Property Insurance	0	0	0	0	0	0
Mtc, Repairs and Mtc Contracts	0	0	0	0	0	0
Utilities (gas/electric/fuel/water/sewer)	0	0	0	0	0	0
Property Mgmt	0	0	0	0	0	0
Operating Reserve Pmt	0	0	0	0	0	0
Replacement Reserve Pmt	0	0	0	0	0	0
Support Services	0	0	0	0	0	0
Other (List)	0	0	0	0	0	0
<hr/>	0	0	0	0	0	0
<hr/>	0	0	0	0	0	0
Total Expenses	0	0	0	0	0	0
Net Operating Income	0	0	0	0	0	0
Debt Service:						
First Mortgage	0	0	0	0	0	0
Second Mortgage	0	0	0	0	0	0
Other (List)	0	0	0	0	0	0
<hr/>	0	0	0	0	0	0
<hr/>	0	0	0	0	0	0
Total Debt Service	0	0	0	0	0	0
Total Annual Cash Expenses	0	0	0	0	0	0
Total Net Operating Income	0	0	0	0	0	0
Debt Service Reserve	0	0	0	0	0	0
Cash Flow	0	0	0	0	0	0

*Including laundry facilities, vending machines, parking spaces, storage spaces or application fees.

Assumptions

Vacancy Rate	0.0%
Annual Increase	0.0%
Other	

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0

0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0

0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0

0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0

0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0

ORGANIZATION:	PROJECT HOME, INC.
PROGRAM/LETTER:	B PRAIRIE CROSSING

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	11,096	11,096		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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	11,182	10,432	750	0	0
TOTAL REVENUE	22,278	21,528	750	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	11,096	11,096	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
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	11,782	11,032	750	0	0
TOTAL REVENUE	22,878	22,128	750	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	ERROR	

ORGANIZATION:	PROJECT HOME, INC.
PROGRAM/LETTER:	B PRAIRIE CROSSING

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	11,096	11,096	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**	12,382	11,632	750	0	0
TOTAL REVENUE	23,478	22,728	750	0	0

*OTHER GOVT 2014

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2014

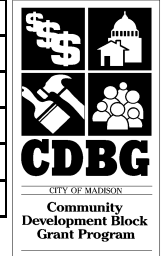
Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	ERROR	

APPLICATION FOR 2013-2014 FUNDS



1. AGENCY CONTACT INFORMATION

Organization	PROJECT HOME, INC.	
Mailing Address	1966 S. STOUGHTON RD, MADISON, WI 53716	
Telephone	608-246-3737	
FAX	608-246-3722	
Admin Contact	608-246-3737 X 2101	
Financial Contact	608-246-3737 X2500	
Website	www.projecthomewi.org	
Email Address	janr@projecthomewi.org	
Legal Status	Private: Non-Profit	
Federal EIN:	39-1279307	
State CN:		
DUNS #	76135748	



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: DENISE MATYKA

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

DATE 5/28/2012

AGENCY CONTACT INFORMATION

ORGANIZATION **PROJECT HOME, INC.**

1. AGENCY CONTACT INFORMATION

A	CITY OF MADISON MINOR HOME REPAIR PROGR	CDBG: A. Housing - Owner-occupied housing (CDBG)			
	Contact: JAN REEK	New Prg? No	Phone: 608-246-3737	Email: janr@projecthomewi.org	
B	PRAIRIE CROSSING	CDBG: D. Housing - Rental housing (CDBG)			
	Contact: JAN REEK	New Prg? No	Phone: 608-246-3737	Email: janr@projecthomewi.org	
C	Program C	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	
D	Program D	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	
E	Program E	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	
F	Program F	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	
G	Program G	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	
H	Program H	Select an Objective Statement from the Drop-Down			
	Contact:	New Prg?	Phone:	Email:	

2. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED	2013-14 PROPOSED PROGRAMS								
				A	B	C	D	E	F	G	H	Non-City
DANE CO HUMAN SVCS	0	0	0	0	0	0	0	0	0	0	0	0
DANE CO CDBG	0	283,629	250,000	0	0	0	0	0	0	0	0	250,000
MADISON-COMM SVCS	11,096	11,096	11,096	0	11,096	0	0	0	0	0	0	0
MADISON-CDBG	160,000	160,000	160,000	160,000	0	0	0	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0	0	0	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0	0	0	0	0	0	0	0
OTHER GOVT	15,000	7,490,093	5,494,965	15,000	0	0	0	0	0	0	0	5,479,965
FUNDRAISING DONATIONS	0	86,172	86,172	0	0	0	0	0	0	0	0	86,172
USER FEES	37,280	252,315	91,638	49,000	0	0	0	0	0	0	0	42,638
OTHER	6,845	234,168	271,386	0	11,782	0	0	0	0	0	0	259,604
TOTAL REVENUE	230,221	8,517,473	6,365,257	224,000	22,878	0	0	0	0	0	0	6,118,379

3. AGENCY ORGANIZATIONAL PROFILE

a. AGENCY MISSION STATEMENT

600 characters (with spaces) (6 lines max.) Project Home has been committed to improving the quality and affordability of housing for low to moderate income individuals and families in Dane and Green counties for almost 40 years. We provide weatherization services to eligible homeowners and renters, major home rehabilitation, accessibility modifications, and affordable home repairs. We also sponsor two annual volunteer events and operate two apartment communities, 48-unit Prairie Crossing for low income families and 23-unit Rodney Scheel House for people living with HIV/AIDS.

b. AGENCY EXPERIENCE AND QUALIFICATIONS

6000 characters (with spaces) (47 lines max.) Project Home has built a solid reputation of excellence in helping those in need maintain the American dream of homeownership. Our largest program is the State of Wisconsin Low Income Weatherization Program. We conduct energy audits and provide services to reduce energy use, save money, and increase comfort. Project Home also operates a City of Madison minor home repair program, a Dane County minor home repair grant program, two major home rehabilitation programs featuring 0% interest loans and lead hazard control services. We operate two Madison housing communities that benefit low income families and individuals living with HIV/AIDS. Project Home is the lead agency for the five county South Central Wisconsin Neighborhood Stabilization Program Consortium. We do all of this in conjunction with our funding partners to help homeowners keep their current homes in working order, utility expenses affordable, which in turn, preserve our neighborhoods. We also work to rejuvenate neighborhoods for individuals and families who otherwise would run out of housing options. Project Home is led by a dynamic Executive Director, Denise Matyka. She was formerly the Executive Director of Community Shares and has been guiding Project Home since 1996. She is responsible for overall administration, operations, programming, and business affairs of the organization. Denise is responsible for an over \$3.2 million budget, and facilitated strategic planning and needs assessment that resulted in development of an \$2.2 million housing development, owned and managed by Project Home. Many of the employees have been with the agency for several years, and our Finance Manager has been with Project Home for 35 years. Volunteers are also an essential component, critical to the success of our two fundraising events, Hammer With A Heart and Dane County Paint-a-Thon. Many of our volunteers come from trade professions and can be considered experts in their field. The difficult economy has had a devastating impact on low income families. Access to safe, energy efficient and affordable housing is a critical issue in our country. Housing maintenance and utility costs have skyrocketed, forcing many people to make tough decisions in choosing between basic needs. Project Home is proud to offer a wide variety of programs and services to our customers.

4. AGENCY GOVERNING BODY

How many Board meetings were held in 2011?	6
How many Board meetings has your governing body or Board of Directors scheduled for 2012?	6
How many Board seats are indicated in your agency by-laws?	12-Mar

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

Name	NATALIE ERDMAN				
Home Address	1721 HICKORY DR, MADISON, WI 53705				
Occupation	EXECUTIVE DIRECTOR				
Representing	CDA OF CITY OF MADISON				
Term of Office		From:	01/2012	To:	12/2012
Name	MATTHEW FRIEDLANDER				
Home Address	4130 MEYER AVE, MADISON, WI 53711				
Occupation	VP OF ENGINEERING				
Representing	RENEW AIRE, LLC				
Term of Office		From:	01/2012	To:	12/2012
Name	CAROLYN PARHAM				
Home Address	6742A PARK RIDGE DR, MADISON, WI 53719				
Occupation	FORMER EXECUTIVE DIRECTOR				
Representing	DANE COUNTY HOUSING AUTHORITY				
Term of Office		From:	01/2012	To:	12/2012
Name	CARRIE LEONARD				
Home Address	7335 LONE CEDAR CT, SAUK CITY, WI 53583				
Occupation	CPA				
Representing	JOHNSON BANK				
Term of Office		From:	01/2012	To:	12/2012
Name	KARYN KNAAK				
Home Address	3228 PATTY LN, MIDDLETON, WI 53562				
Occupation	VP OF COMMERCIAL REAL ESTATE				
Representing	US BANK				
Term of Office		From:	01/2012	To:	12/2012
Name	PAUL DOMBROWSKI				
Home Address	136 PLEASANT OAK CT, OREGON, WI 53575				
Occupation	ATTORNEY				
Representing	GODFREY & KAHN, S.C.				
Term of Office		From:	01/2012	To:	12/2012
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

From: mm/yyyy

To: mm/yyyy

Name

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

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
TOTAL	60	100%	6	100%	307	100%
GENDER						
MALE	37	62%	2	33%	204	66%
FEMALE	23	38%	4	67%	103	34%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	60	100%	6	100%	307	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	38	12%
18-59 YRS	58	97%	5	83%	227	74%
60 AND OLDER	2	3%	1	17%	42	14%
TOTAL AGE	60	100%	6	100%	307	100%
RACE*						0
WHITE/CAUCASIAN	58	97%	5	83%	279	91%
BLACK/AFRICAN AMERICAN	2	3%	1	17%	7	2%
ASIAN	0	0%	0	0%	7	2%
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%	14	5%
Black/AA & White/Caucasian	0	0%	0	0%	12	86%
Asian & White/Caucasian	0	0%	0	0%	1	7%
Am Indian/Alaskan Native & White/Caucasian	0	0%	0	0%	1	7%
Am Indian/Alaskan Native & Black/AA	0	0%	0	0%	0	0%
BALANCE/OTHER	0	0%	0	0%	0	0%
TOTAL RACE	60	100%	6	100%	307	100%
ETHNICITY						
HISPANIC OR LATINO	4	7%	0	0%	12	4%
NOT HISPANIC OR LATINO	56	93%	6	100%	295	96%
TOTAL ETHNICITY	60	100%	6	100%	307	100%
PERSONS WITH DISABILITIES	0	0%	0	0%	17	6%

*These categories are identified in HUD standards.

6. AGENCY EXPENSE BUDGET

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

Where possible, use audited figures for 2011 Actual.

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

Account Description	2011 ACTUAL	2012 BUDGET	2013-14 PROPOSED
A. PERSONNEL			
Salary	2,947,614	2,566,687	2,047,895
Taxes	446,981	384,339	310,461
Benefits	755,656	739,278	593,890
SUBTOTAL A.	4,150,251	3,690,304	2,952,246
B. OPERATING			
All "Operating" Costs	626,804	593,491	458,668
SUBTOTAL B.	626,804	593,491	458,668
C. SPACE			
Rent/Utilities/Maintenance	258,288	260,537	200,536
Mortgage (P&I) / Depreciation / Taxes	0	0	0
SUBTOTAL C.	258,288	260,537	200,536
D. SPECIAL COSTS			
Assistance to Individuals	5,521,872	3,818,052	2,753,807
Subcontracts, etc.	77,805	155,089	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other:	0	0	0
SUBTOTAL D.	5,599,677	3,973,141	2,753,807
SPECIAL COSTS LESS CAPITAL EXPENDITURE	5,599,677	3,973,141	2,753,807
TOTAL OPERATING EXPENSES	10,635,020	8,517,473	6,365,257
E. TOTAL CAPITAL EXPENDITURES	0	0	0

7. PERSONNEL DATA: List Percent of Staff Turnover

12.3%

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.) There haven't been any changes in our Minor Home Repair staff.
--

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	0.80	72,800	0.80	73,632	44.25	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.78	
DIRECTOR OF PROGRAMS	1.00	77,480	1.00	78,520	37.75	0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.96	
HUMAN RESOURCES MANAGER	0.75	42,120	0.75	42,900	27.50	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.72	
OFFICE MANAGER	1.00	42,640	1.00	43,680	21.00	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.97	
FINANCE MANAGER	1.00	67,600	1.00	68,640	33.00	0.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.96	
FINANCE ASSISTANTS	2.50	114,400	2.00	93,600	22.50	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.92	
OUTREACH SPECIALIST	1.00	50,960	1.00	52,000	25.00	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.97	
OUTREACH ASSISTANT	0.50	19,240	0.50	19,760	19.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	
IT SYSTEM SPECIALIST	1.00	50,960	1.18	52,000	25.00	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.98	
INTAKE SUPERVISOR	1.00	53,997	1.00	55,037	26.46	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.97	
INTAKE ASSISTANTS	3.25	145,340	2.50	114,400	22.00	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.10	
PRODUCTION COORDINATOR	1.00	64,126	1.00	65,166	31.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
PRODUCTION ASSISTANTS 1	2.75	122,980	1.50	68,640	22.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	
PRODUCTION ASSISTANTS 2	1.50	71,760	1.00	48,880	23.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	
RESIDENTIAL ENERGY APPRAISERS	6.50	310,960	5.00	244,400	23.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	
ENERGY APPRAISER SUPERVISOR	2.00	112,320	2.00	114,400	27.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	
FIELD SUPERVISOR	1.00	58,240	1.00	59,280	28.50	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	
HOME REPAIR COORDINATOR	1.00	49,920	1.00	50,960	24.50	0.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.72	
HOME REPAIR TECH 2	1.00	47,840	1.00	48,880	23.50	0.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	
CREW LEADERS	5.50	257,400	5.00	239,200	23.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	
CREW PERSONS	14.00	538,720	10.00	395,200	19.00	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.60	
RESIDENT SERVICE COORDINATOR	0.50	18,200	0.50	18,720	18.00	0.00	0.26	0.00	0.00	0.00	0.00	0.00	0.00	0.24	
	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	50.55	2,390,003	41.73	2,047,895		2.38	0.26	0.00	0.00	0.00	0.00	0.00	0.00	39.09	
TOTAL PERSONNEL COSTS:				2,047,895											

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