



# School-Age Child and Youth Development Services

## PART 1 – ORGANIZATION NARRATIVE FORM

Submit Application to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

**Deadline: 4:30 pm CDT, MAY 15, 2023**

The intent of this application and subsequent contract is for all organizations to present a set of opportunities within the umbrella of one contracted program for each age group, i.e. elementary, middle and high school. Only programs that involve different participants for that age group, separate staff, a different schedule and are not an activity occurring during or as part of another program should be considered a stand-alone program with a separate application.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com) or Mary O'Donnell, Community Development Specialist [modonnell@cityofmadison.com](mailto:modonnell@cityofmadison.com). We are committed to assisting interested organizations understand and work through this application and funding process.

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Jen Stoiber – [jstoiber@cityofmadison.com](mailto:jstoiber@cityofmadison.com)

Legal Name of Organization:	Madison School and Community Recreation	Total Amount Requested:	\$ 22,000
Program(s) included in this application:	Program Name: Elementary After-School REC	Amount Requested: \$ 12,000	
	Program Type: Elementary Year Round Multi-Focus		
	Program Name:	Amount Requested: \$ 10,000	
	Program Type: Middle School Year Round Multi-Focus		
	Program Name:	Amount Requested: \$	
	Program Type: Choose an item.		
	Program Name:	Amount Requested: \$	
	Program Type: Choose an item.		
	<input type="checkbox"/> <i>If you are applying for more than four programs please contact Jennifer Stoiber at <a href="mailto:jstoiber@cityofmadison.com">jstoiber@cityofmadison.com</a></i>		
Contact Person:	Tauri Robinson	Email:	ltrobinson@madison.k12.wi.us
Organization Address:	5740 Raymond Road	Telephone:	608-467-8918

**Organizational Qualifications:**

## 1. Organization History and Mission Statement

MSCR will enhance the quality of life for individuals in the Madison Metropolitan School District and for the community by providing recreation and enrichment opportunities year-round that are accessible to all. MSCR operates Meadowood Neighborhood Center in collaboration with the City of Madison on Madison's southwest side, in the Meadowood Shopping Center. The purpose of the Meadowood Neighborhood Center is to provide a safe, supervised place for youth during afterschool and evening hours, for neighbors to socialize, and space for MSCR programs such as arts, fitness and much more. The MSCR-Meadowood Neighborhood Center opened its doors to the public on February 24<sup>th</sup>, 2009. Since then, the center has moved into a larger space and the previous space has shared programming by Meadowridge Library and MSCR-Meadowood.

## 2. Describe your organization's experience implementing programming described in the School-Age Child and Youth Development Service Continuum and relevant to the programs you propose in this application. List all current school-age child and youth programs with their inception date.

MSCR-Meadowood was started on February 24<sup>th</sup>, 2009 in the shopping plaza on the corner of Raymond Road and Whitney way. The center has since grown and moved into a bigger space from the original space. We have had lots of program growth in the areas of youth, specifically Elementary ages whom we were not originally serving. We have expanded our multimedia opportunities for youth by providing a recording and production studio, purchasing podcasting equipment and redesigning the gaming room with upgrades to technology.

## 3. Describe any significant changes or shifts at your agency since 2019 or anticipated changes in the next two years. For example, changes in leadership, turnover of management positions, strategic planning processes, expansion or loss of funding. What, if any affects have or will these changes make regarding the agency's ability to provide proposed services? If there are no changes, write "No changes".

In 2019 we had to close our doors for a while due to the pandemic. We were able to reopen after purchasing needed supplies, changing protocols and training staff on new protocols. MMSD mandated vaccinations for staff and we lost two youth program directors due to vaccination requirements. We also lost two full time employees, one due to retirement and the other person moved into a higher level job within MSCR. We also saw the need for more people needing care and engagement for their children. We were able to provide virtual options for youth and pay increases for our seasonal staff who were allowed to work at MSCR-CARES sites (specific sites open for care during initial pandemic stage 1). We have expanded our food nutrition program by partnering with Second Harvest Predolin program, Good Shepherd Church, the Teal Team, St. Ignatius Church and continuing our partnership with the Department of Public Instruction food and nutrition program. We have hired several high school kids and have grow your own staff recruitment program. From 2019 - 2020 we had lower numbers than we typically serve and did not meet all of our goals due to being closed, virtual only options for youth, sporadic days and hours of service and being open to the public.

## 4. Describe your organization's experience, education and training requirements for management and school-age child and youth program staff. Include how you support these requirements and other professional development opportunities.

MSCR offers and requires the following training for all sites. Requirements may vary depending on position: First Aid/CPR; Non-Violent Crisis Intervention, Racial Equity, Safe Schools, Standard Response Protocols, a weeklong summer staff training series and ongoing professional development and workshops for full and part time staff.

MSCR is a department of the Madison Metropolitan School District, and all our staff follow the same requirements and have additional training opportunities.

The HR department in conjunction with Directors and Site Directors ensure that staff are completing their required training.

**ELEMENTARY PROGRAM DIRECTOR (D), FTE .4 FTE**

This position oversees coordinating school year and summer programming, etc... The Director is the on-site supervisor responsible for oversight of staff and programming, including program design, implementation, and evaluation. This position requires at least 2 years post high school education or experience in recreation, education, or a related field and related skills. The Director is supervised by the center Assistant Director, a 1.0 FTE, charged with supervising multiple Directors and other center program-wide duties.

**ASSISTANT DIRECTOR (AD), FTE .4,** is responsible for supporting the Director in planning and daily operation of the center, including training, supervising, and evaluating staff and volunteers. It is preferred that the AD has related college credit and knowledge, skills, and abilities in working with children of diverse backgrounds, educational program planning experience, and leadership skills. Supervised by the Director.

**PROGRAM LEADER (PL), FTE .4,** is responsible for supervising and interacting with participants, planning, and leading projects and helping with homework. Required knowledge, skills, and abilities include previous experience and/or interest in working with children ages 5-12 of diverse backgrounds, related college credit is desired.

**RECREATION INCLUSION STAFF (RIS), FTE .4,** is responsible for providing support to promote inclusion for participants with disabilities within the center. Duties include ensuring students with disabilities are fully included, collaborating with program staff to ensure an inclusion plan is implemented, identifying, and implementing program modifications and adaptations, and providing individualized services as needed. Qualifications include experience with individuals with disabilities ages 5-12 and experience creating and implementing service plans. RIS' are supervised by the Director.



# School-Age Child and Youth Development

## 2023 Request for Proposals

Submit Application to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

Deadline: 4:30 p.m. (CDT) on **May 15, 2023**

*Official submission date and time will be based on the time stamp from the CDD Applications inbox. Late applications will not be accepted*

Part 2 – Program Narrative Form MUST be completed for EACH PROGRAM for which you are asking for funds.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

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Legal Name of Organization:	MSCR-Meadowood Neighborhood Center	Total Amount Requested for this Program:		12000
Program Name:	Elementary After-School REC (Recreation Enrichment and Creativity)	Total Program Budget:		\$125,361
Program Contact:	Tauri Robinson	Email:	ltrobinson@madison.k12.wi.us	Phone: 608-467-8918

AGE Group and Program TYPE: Select ONE Program Type under ONE Age Group for this form.

**Elementary**

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population |

**Middle School**

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population |

**High School**

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population |

**PLEASE NOTE:** Separate applications are required for each age group and distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.

**1. PROGRAM OVERVIEW**

A. Need: Briefly describe the need in the City of Madison for the programs included in this application, including the source of the data used in your response.

Based on the events of the past three years of experiencing and continuing to strive and survive the pandemic our youth were completely left out and lost the most in terms of life growth and progression. Our youth were struggling for engagement and suffering trauma prior to the pandemic and now have suffered even more trauma and loss of self, kids could not be kids during the pandemic.

As discussed in a White House Brief ([www.whitehouse.gov](http://www.whitehouse.gov), 10/19/21), The pandemic has subjected many students to social isolation, loss of routines, and traumatic grief. The Center will incorporate Breathe For Change SEL\*F curriculum and the 12 Breathe For Change values (Beginnings, Inclusion, Creativity, Collaboration, Gratitude, Social Justice, Presence, Harmony, Compassion, Playfulness, Communication and Inspiration). Meadowood staff will practice and incorporate these values and the following practices as part of daily operation as follows: re-teach routines; re-establish positive expectations and environments; get to know students again using simple strategies like icebreakers and greeting them by their first names, using their assets to build positive self-images, youth voice in center activities; teach and encourage presence and regulation of breath and emotions, look for signs that students need more support; provide wrap around services and referrals, and re-engage families in their child’s growth and development through family activities and communications with staff.

Social Emotional Learning (SEL) activities and research-based strategies are intentionally woven into the center (Restorative Justice(YWCA), Girls Inc, etc.). The National Conference of State Legislatures, which provides research for policy makers, indicated in Building Social and Emotional Skills in After School Programs: A Literature Review (6/18) that “After school programs are a natural fit for SEL: They provide opportunities for positive youth development, academic performance, attendance, development of personal, social and leadership skills; and form connections between schools, families and communities.”

The City of Madison Community Development Division Building Human Capital: School-Age Child and Youth Development 2023 Policy reaffirms based on "community input, the desire for more wellness/social emotional programming and increased mental health needs of youth and program staff", was identified in the feedback from community and stakeholder surveys and listening sessions. Furthermore, it states that, “In 2023, updated input highlighted the addition of two themes. These themes include the need for more wellness and/or Social Emotional Learning (SEL) programming, and the need for more support for program staff. This

feedback has informed the development of this policy paper and, in turn, the City's priorities for school-age children and youth programming.'

B. Goal Statement: What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

Meadowood Neighborhood Center Elementary REC goal is to provide a safe and inclusive space during the hours after-school for families of elementary age children that is free, accessible and encourages connection to MMSD schools, community resources and programs.

C. Program Summary (3-5 sentences):

The MSCR-Meadowood Elementary After-School REC program will operate Monday through Friday in the hours of after-school until 6pm in the evening. Youth will be supervised and engaged by trained staff who will implement lesson plans to offer a variety of clubs, SEL\*F(Social Emotional Learning For Self) activities, recreation and enrichment opportunities.

## 2. POPULATION SERVED

A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how this population was involved in the development of this program proposal.

Our participants will consist of diverse racial backgrounds, some Spanish speakers, low to moderate income middle school students who live in the Meadowood Neighborhood area and attend Orchard Ridge Elementary School.

B. 2022 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian	22	37
Black/African American	27	46
Asian	3	.05
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial		
Balance/Other	7	12
Total:		
Ethnicity		
Hispanic or Latino	0	
Not Hispanic or Latino	0	
Total:		
Gender	23	39
Boy/Man	24	41
Girl/Woman		
Non-binary/GenderQueer		
Prefer Not to Say	11	19
Total:	59	

C. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth and/or their families. Describe how the proposed program will be culturally relevant to the population served.

Madison Metropolitan School District and Madison School & Community Recreation provide materials on-line and in print in Spanish. Madison School & Community Recreation has a full-time staff whose job is to translate materials and assist Spanish speaking participants with registrations and other general questions. Meadowood Neighborhood Center has one staff person on our youth program staff who speaks Spanish. Madison Metropolitan School District has interpretation and translation services available in multiple languages, including Spanish.

As part of onboarding, all MSCR employees are provided racial equity training. (MSCR Equity Statement) Madison School & Community Recreation is committed to the overall MMSD vision that we stand by all of our students, staff, and families. Race will have no detrimental effect on people of color, refugee and immigrant communities in accessing schools and facilities, or from the benefit of our services.

MSCR recognizes, understands, and encourages celebration of the differences that surround us. Diversity and equity are vital to MSCR's ideals and values. MSCR will strive for the systematic fair treatment of people of all races, resulting in equitable opportunities and outcomes for all.

Meadowood Neighborhood Center uses the effective practices for racial and cultural inclusion outlined by MOST Effective Out-of-School Time Practices to promote racial and cultural diversity at all levels of the organization by:

Provide ongoing and progressive learning on implicit bias, racial equity and cultural inclusion at all levels of the organization.

Recognize and assess organizational bias, identify and implement strategic responses to create inclusive environments.

Ensure a culture of high expectations for all staff, youth and families of every racial and cultural background.

- D. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population. Explain the intake and assessment procedure you will use for this program.

Intake consists of a registration form for participation. This form asks parental permission and is a requirement to participate. Parents will receive a confirmation email and/or phone call with program details and important dates and information about the program. No formal assessment is in place, we serve the community and at times we receive referrals from agencies who have families outside of our service area. Priority is given to residence in the Meadowood community.

- Free access to our programs addresses barriers to participation for low-income families.
- Full Time Spanish bilingual staff on site to assist in communication and publication of documents, emails, and promotional materials.
- Basic registration form (1 page) helps reduce barriers to participation.
- Publication in our MSCR Program guide (translated in English & Spanish), flyers, word of mouth, visibility when youth walking by center, website, community collaboration and events.
- Google document on phone, easily accessible on computer or phone
- QR Codes for forms and registration
- Outreach with MMSD schools, social workers, and teachers.
- MSCR is committed to an inclusive approach to recreation and will provide reasonable accommodations to enhance program participation. MSCR has two Recreation Inclusion Specialists who assist in the process of identifying reasonable accommodations based on the abilities of the participant and expectations of the program. Accommodations may include enhanced staff to participant ratio, staff training, access to low sensory environments, behavior support plans, sign language interpreters, accessible transportation, etc.

### **3. PROGRAM DESCRIPTION AND STRUCTURE**

- A. **Activities:** Describe your proposed program activities. If applicable, describe any evidence, research, proven curriculum, or documentation of promising practice that supports the programming or service proposed.

Meadowood Neighborhood Center uses the MOST Effective Out-of-School Time Practices and Breathe for Change SEL\*F curriculum in planning and implementing program options at the center.

The following is a brief description of Elementary REC options at Meadowood: Offerings and activities are subject to change.

**Field Trips:** Swimming, Movies, Urban Adventures, Little Leaders, School Forest, Lock ins, Milwaukee Zoo and Museum, Henry Vilas Zoo, State Parks and more.

**Gardening Club:** We will be learning how to start plants from seed, composting, plant species and how to take care of a garden. We have two plots in the Meadowood Garden area and will have a harvest and eat the foods we grew.

**STEAM:** Science, Technology, Engineering, and Math. Students from UW-Madison come in once per week to do projects and activities with participants around STEAM.

**Tales with Big T:** Literacy program where students read culturally relevant books to dogs who have been trained to listen to children read books. During the summer we will be joining Big T in Meadowood Park.

**Tinkering Tuesdays:** This club is in partnership with the Meadowridge Library and focuses on students creating and exploring different inventions and innovations, similar to a maker space.

**Free Choice Time:** Students have the free choice to do activities based on their interests at the time. This is unstructured time for kids to relax and be in charge of what they want to do.

**Media Club:** Participants have the opportunity to produce audio and visual media projects. We have an audio recording studio, DJ equipment and Adobe Suite for photo and video production.

**Cooking Club:** . Every Monday, cooking club members meet in the kitchen and learn kitchen safety, food safety, nutrition and how to create yummy dishes.

**Dance Club:** Members of this club will need to show up every Monday and participate. They will learn different dance styles, formations and how to add their own uniqueness to moves.

**Dungeons and Dragons Club:** The core of D&D is about storytelling. The group of players essentially tell a collective story, guiding heroes through dangerous quests to search for treasure, battle dangerous foes, and even carry out daring rescues. The adventure itself is only limited by the imagination of the players around the table. All that you really need to get started is a group of friends, a few supplies, and a good Dungeon Master.

**Art Club:** In this club you will be working on your more artistic side on small projects that you may take home or display for everyone in the center to see. It is not free coloring, and you will need a smock or a change of clothes in case you get messy.

**SEL\*F Time:** SEL\*F stands for Social Emotional Learning For Self. This activity is all about getting in tune with yourself, exploring what makes you, you and learning about our emotions and strategies to regulate and be calm during a stormy moment. We use the Breathe For Change curriculum and do some light movements, reflections and breath work.

**Club Badge:** This is a partnership with the Madison Police Department and youth have the opportunity to explore some of the gadgets and training police officers receive. Activities may include and are not limited to: Flying drones, working with police dogs, fitness training, obstacle courses and more.

**Restorative Justice Circles:** Restorative Justice programming at the Meadowood Neighborhood Center is thanks to YWCA Madison and is offered to both middle and high school youth, "YWCA Madison uses restorative justice to address the school-to-prison pipeline. The school-to-prison pipeline describes a pattern of criminalization of K-12 students linked to decreased graduation rates and increased likelihood of future involvement with the criminal justice system. Students of color, LGBTQ students, and students with disabilities are disproportionately impacted."

- B. **Program Schedule:** If you are proposing to provide a program at more than one location and the program schedule is the same for all locations, please list all of the locations in the "Location(s)" cell in Table 1 below. If the program schedules vary amongst locations, please complete Table 2 and the question following the tables.

Table 1

Location(s):			
Day of the Week	Time of Year	Start Time	End Time



Monday	School Year	2:05pm	6:00pm
	Summer	12:00pm	5:30pm
Tuesday	School Year	3:37pm	6:00pm
	Summer	12:00pm	5:30pm
Wednesday	School Year	3:37pm	6:00pm
	Summer	12:00pm	5:30pm
Thursday	School Year	3:37pm	6:00pm
	Summer	12:00pm	5:30pm
Friday	School Year	3:37pm	6:00pm
	Summer	12:00pm	5:30pm
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

**Table 2**

<b>Location(s):</b>			
<b>Day of the Week</b>	<b>Time of Year</b>	<b>Start Time</b>	<b>End Time</b>
Monday	School Year		
	Summer		
Tuesday	School Year		
	Summer		
Wednesday	School Year		
	Summer		
Thursday	School Year		
	Summer		
Friday	School Year		
	Summer		
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

If applicable, please list the third location and any subsequent locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above.

- C. **Frequency, Duration and Anticipated Attendance:** Please complete the table below. If you are proposing to provide a program at more than one location and the program structure is the same for all locations, please list all of the locations in the "Location(s)" cell in the table below. If the program structure varies amongst locations, please complete the rows for "Location #2" and the question following the table for any additional program locations.

	<b>Frequency*</b>	<b># of Program Hours Per Program Day</b>	<b>Annual Duration**</b>	<b>Adult to Youth Ratio</b>	<b>Anticipated Average Attendance per Program Day</b>
<b>Location #1: Meadowood Neighborhood Center</b>					
School Year	5	2.5	38	1:6	30
Summer	5	5	8	1:6	40
<b>Location #2 (if applicable):</b>					
School Year					

Summer					
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\*Frequency=number of times per week, month, year (i.e. 5 days per week, 2x per month, 4x per year)

\*\*Annual Duration=number of weeks or months annually (i.e. 10 weeks, 6 months)

If applicable, please list any other locations and note any differences in the program structure as compared to programs included in the table above.

#### 4. ENGAGEMENT, COORDINATION AND COLLABORATION

A. Family Engagement: Describe how your program will engage parents/guardians and families in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

MSCR identifies that our community changes and we must adapt as well to provide quality recreational programs that meet the needs of the Madison community. Organizationally, we conduct a community interest survey to gain insight into how we can improve our services. The goal of this survey is to not only reach current participants but also those that are not accessing MSCR programs and identify barriers to participation.

We are using the SAYO Youth Perspective Survey to collect feedback from participants to use for programming and staff training. Meadowood Neighborhood Center works with numerous community stakeholders and organizations to support and connect with neighborhood residents. Information is distributed through ongoing contact with these organizations, which includes flyers, newsletters, word of mouth and email databases. In addition, Meadowood publishes flyers, newsletters, a website, and an email network to reach people in the neighborhood. We are located in the heart of the community in a well-traveled strip mall, we get a lot of foot traffic. Some of our key partners for outreach are Meadowridge Library, Dane County Public Health, Dept. of Public Instruction, MMSD Play and Learn, Good Shepherd Church, Meadowood Health Partnership (Sheray Wallace), Joining Forces for Families, Commonwealth Development, Madison Police Dept., Meadowood Neighborhood Association, Memorial High School, Orchard Ridge Elementary School, Toki Middle School, St Maria Goretti Church, St. Ignatius Church, Old National Bank and other area businesses and groups.

B. Neighborhood/Community Engagement: Describe how your program will engage neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

We host and collaborate with area residents and stakeholders to plan events, services, and activities for families. During the planning process and at the events we often received feedback from stakeholders, parents, and participants. The events are also a good opportunity to offer formal surveys and listening sessions. Assessment is done via meetings and email.

The following is a list of events and activities we use to engage families in the community.

- Back to School
- Open House
- Parks Alive Events at Meadowood Park
- Family Nights (In partnership with Orchard Ridge MSC after-school)
- Enrichment workshops and classes
- End of School Year Celebration
- Events and programming in Meadowood Park
- Club Badge (Madison Police Department)
- Restorative Justice Circles (YWCA)
- Collaborative programming and clubs with Meadowridge Library

C. Collaboration: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
Meadowridge Library – City of Madison	Manage shared space, share resources and collaborate on events.	Yesianne Ramirez	yes
Toki Middle School	Share space and programming. Emergency evacuation and unification site	Sheba Mays	no
Second Harvest	Purchase food, provide resources for staff and families who use food pantries. Grant support to MNC for Food Pantry and Youth Programs (Predolin Program)	Lori Pepard	yes
Meadowood Health Partnership	Provide space, access to computers and refer clients for services. Referrals go both ways.	Sheray Wallace	no
YWCA of Dane County	Host restorative justice circles and support the mission of the YWCA Social Justice initiatives.	Kiana Burnette	yes

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

How do these partnerships enhance this proposal?

Meadowridge Library and our center share a common space and collaborate on several different programs and initiatives. The library has several resources and staff available to help us design and facilitate holistic programming and opportunities.

Toki Middle School is our reunification site in the event of emergencies and evacuations. We collaborate with Toki MSCR after-school on events and activities and utilize the Toki gym as part of our after-school activities.

Second Harvest works with the center in two ways; The Predolin program provides us with a grant that allows us to purchase healthy foods for our youth to cook and have nutrition education. The youth have a say in the menu and help plan meals and snacks as well as learn how to cook and prepare foods they like to eat. We also order food from Second Harvest that is low cost to free for our food pantry at Meadowood. The Meadowood Health Partnership offers families relief and support in the areas of housing, emergency funding and resources. Host health events and workshops that are open to all in the community.

YWCA of Dane County provides staff and curriculum to host Restorative Circles with our youth grades 4 - 10th.

What are the decision-making agreements with each partner?

Meadowridge Library: The Library facility team will maintain final decision-making approval on space maintenance, but they will not make any improvements or repairs that cost over \$3,000 without MSCR approval.

D. Resource Linkage and Coordination: What resources are provided to participants and their families by your proposed program? How does the program coordinate and link families and participants to these resources?

Families are linked to resources through direct referral from our program staff, word of mouth and marketing within our community. We are a MSCR site and families have access to other MSCR community-based programs which include youth, adult, and family programming. Flyers and brochures are available for families to take, and materials are emailed to families. We work with the following for referring services: : Joining Forces For Families hosts a job shop at the center for adults seeking employment. Meadowood has a food pantry, computer lab, does faxing and offers space for meetings to participants.

Meadowridge library shares a space with us and all our participants have access to library cards and resources within the library.

Commonwealth Development assists with housing and employment and economic development.

## 5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

- A. Madison Out-of-School Time (MOST) Effective Practices: Please describe how each of the seven basic elements are addressed by your proposed program design. How will you monitor the program during implementation to assess continued alignment with the [MOST Effective Practices](#)? Are there any other program quality standards, tools or measurements that you use with this program? If yes, please list and describe.

The program will be monitored by the program directors with support from the center assistant director and center director. Indicators will be placed in the MOST system for tracking and reporting. MSCR also has program quality standards that are implemented and monitored by the program directors. The programming addresses the seven basic elements as follows:

**Intentional Program Design:** Meadowood Neighborhood Center offers activities such as Girls Inc, Boys group, STEAM activities, media club, art club and other similar activities that promote skill building, have ongoing sessions with progressive curriculum, are youth driven and encourages youth to explore identity and manage their emotions (SEL\*F).

**Supportive Relationship with Youth:** Meadowood Neighborhood Center staff are trained on best practices and MMSD/MSCR training. Directors have received Non-violent Crisis Intervention training. Meadowood Neighborhood Center uses Madison School and Community Recreation policies and practices for positive behavior support and behavior management. Staff work consistent shifts and days so youth can anticipate who they will see and what activities they will do with staff.

**Youth Voice and Leadership:** We use surveys for student input and feedback. Currently we are using the SAYO and MSCR Afterschool survey. The youth have a say in direction of clubs, desire for special activities and planning the menu for snacks and cooking club.

**Racial and Cultural Inclusion:** Meadowood Neighborhood Center recognizes the diversity of the population we serve. Meadowood Neighborhood Center staff are reflective of the population of the service area, which is mostly African American. Our program offers clubs and activities that promote exploration of identity, are culturally relevant and promotes addressing inequities in the community.

**Community and Family Engagement:** Meadowood Neighborhood Center has established partnerships and collaborate with the following community agencies and groups; MSCR at Orchard Ridge, MSCR at Falk, MSCR at Toki, Madison Public Library, Teresa Terrace Community Center, Elver Park Community Center, Joining Forces For Families, MMSD Play and Learn, Common Wealth Development, Meadowood Neighborhood Association and Prairie Hills Neighborhood Association. **Organizational Management**

**and Staff Support:** Meadowood Neighborhood Center provides ongoing training opportunities, one weeklong summer training session and all staff are required to complete onboarding and those trainings consist of: Madison Metropolitan School District anti-harassment, health and safety, reporting child abuse and neglect - Act 81, reporting threats of school violence - Act143, Title IX and Racial Equity.

**Environment and Safety:** Meadowood Neighborhood Center uses Madison School and Community Recreation policies and procedures in programming and operations to ensure staff are properly trained, programming is developmentally appropriate and holistic. Meadowood offers staff training in SEL\*F strategies to manage stress and emotions for themselves and the youth to promote an emotionally safe environment.

- B. Program Outputs - Unduplicated School-Age Children or Youth and Program Hours

Total Annual Unduplicated Children or Youth participating in proposed program: 73

Total program hours annually: 532

C. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives?  
 The data we will be measuring is based on the Breathe For Change SEL\*F Curriculum and the MOST Effective Out-of-School Practices

Please identify at least one Program Outcome for your proposed program(s), from the RFP Guidelines 1.4, that you will track and measure. Complete the table(s) below.

<b>Outcome Objective #1:</b> Youth will increase SEL competencies and knowledge of SEL strategies and practices.				
<b>Performance Standard</b> Social-emotional competency and enhanced life skill	<b>Targeted Percent:</b>	80%	<b>Targeted Number:</b>	75
<b>Measurement Tool(s) and Comments:</b> Participants will complete a personal assessment and reflection on SEL competencies in the first session of programming and again prior to the conclusion of the programming session. Program directors will document and track the assessment and provide age-appropriate ways to administer assessments and reflections.				

<b>Outcome Objective #2:</b>				
<b>Performance Standard</b>	<b>Targeted Percent</b>		<b>Targeted Number</b>	
<b>Measurement Tool(s) and Comments:</b>				

<b>Outcome Objective #3:</b>				
<b>Performance Standard</b>	<b>Targeted Percent</b>		<b>Targeted Number</b>	
<b>Measurement Tool(s) and Comments:</b>				

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:

D. Data Tracking: What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses?  
 We will use the MOST system to track our program participants. Expenses are tracked through our accountant and budgets are managed by the Center Director and Assistant Director.

6. **PROGRAM LOCATION**

A. Address(es) of the site where programs will occur: 5740 Raymond Road

7. **PROGRAM STAFFING AND RESOURCES:**

A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, AmeriCorps members and Adult Interns with direct program implementation responsibilities. FTE = % of 40 hours per week.

Position Title	Qualifications or Required Training	Location(s)	Indicate School Year (SY), Summer (SU) or Year-Round (YR)	SY or YR	Summer Only FTE
----------------	-------------------------------------	-------------	---	----------	-----------------

				FTE	
Program Director	<ul style="list-style-type: none"> <li>High school diploma required, with a minimum of two years of post-high school education and two years' experience working in youth programs and supervising staff and/or volunteers; or any combination of education and experience that provides equivalent knowledge, skills and abilities.</li> <li>Program Planning Experience</li> </ul> <p>Previous experience working in a multi-cultural setting and with low-income families.</p>		<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR x	.5	
Program Assistant Director	<ul style="list-style-type: none"> <li>High school diploma required, with a minimum of two years of post-high school education and two years' experience working in youth programs and supervising staff and/or volunteers; or any combination of education and experience that provides equivalent knowledge, skills and abilities.</li> </ul>		<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR x	.5	

	<ul style="list-style-type: none"> <li>• Program Planning Experience</li> </ul> <p>Previous experience working in a multi-cultural setting and with low-income families.</p>				
Program Leaders	<ul style="list-style-type: none"> <li>• Experience working with youth and families from diverse cultural and economic backgrounds.</li> <li>• Excellent problem solving abilities and conflict resolution skills.</li> <li>• Ability to perform when confronted with emergency, unusual and/or crisis situations.</li> </ul> <p>Ability to communicate effectively, verbally and in writing, with racially and culturally diverse youth, staff, parents, business owners, school staffs and the community</p>		<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR x	.5	
Group Leaders	<ul style="list-style-type: none"> <li>• problem solving abilities and conflict resolution skills.</li> <li>• Ability to communicate effectively and work in a team environment.</li> <li>• .</li> </ul> <p>Ability to communicate effectively, verbally and in writing, with racially and</p>		<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR x	.4	

	culturally diverse youth, staff, and parents.				
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
Please complete the total FTE for the applicable time period	School Year:				
	Year-Round			4	
	Summer				

\*Use one line per individual employee

**Volunteers:** If volunteers will have direct contact with program participants, how are they vetted, trained and supervised?

MSCR volunteers must complete a MMSD/MSCR volunteer application. Volunteers and applicants must undergo a health screening and a background check. Once those components are complete volunteers can be placed at sites and start the onboarding and site-specific training.

**B. Other program Resources/Inputs (such as program space, transportation or other resources necessary for the success of your program):**

MSCR is a department of the Madison Metropolitan School District and has an abundance of resources available which includes but is not limited to:

- TEP (Transitional Education Program): TEP provides support and transportation for families who are identified as homeless in the MMSD.
- Access to [Speak up, Speak Out \(SUSO\)](#) and MMSD Office of School Safety
- [CARE SOLACE](#) - Care Solace provides mental health care coordination for school systems by linking students, students' family members AND/OR MMSD staff and families to mental health services that match their needs 24/7.
- MSCR has two Recreation Inclusion Specialists who assist in the process of identifying reasonable accommodations based on the abilities of the participant and expectations of the program. Accommodations may include enhanced staff to participant ratio, staff training, access to low sensory environments, behavior support plans, sign language interpreters, accessible transportation, etc.

**8. BUDGET**

A. The budget should be submitted with the proposal using the template provided in an Excel document or a PDF. There are five tabs within the Excel spreadsheet: Cover Page, Organization Overview and one sheet for the Program Budget for each age group. The Cover Page, Organizations Overview and relevant Program Budgets must be submitted with this document for a proposal to be complete.

The budget template can be found on the [CDD Funding Opportunities website](#).

**9. IF APPLICABLE, PLEASE COMPLETE THE FOLLOWING:**

A. Disclosure of Conflict of Interest

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.

B. Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.







# School-Age Child and Youth Development

## 2023 Request for Proposals

Submit Application to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

Deadline: 4:30 p.m. (CDT) on **May 15, 2023**

*Official submission date and time will be based on the time stamp from the CDD Applications inbox. Late applications will not be accepted*

Part 2 – Program Narrative Form MUST be completed for EACH PROGRAM for which you are asking for funds.

Responses to this RFP should be complete but succinct. Materials submitted in addition to Part 1 - Organization Narrative, Part 2 - Program Narrative(s) and Part 3 - Budget Narrative will not be considered in the evaluation of this proposal. *Do not attempt to unlock/alter this form.* Font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com) or Mary O'Donnell, Community Development Specialist [modonnell@cityofmadison.com](mailto:modonnell@cityofmadison.com). We are committed to assisting interested organizations understand and work through this application and funding process.

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Jen Stoiber – [jstoiber@cityofmadison.com](mailto:jstoiber@cityofmadison.com)

Legal Name of Organization:	MSCR-Meadowood Neighborhood Center	Total Amount Requested for this Program:		12000
Program Name:	Middle School REC (Recreation Enrichment and Creativity)	Total Program Budget:		84,873
Program Contact:	Tauri Robinson	Email:	ltrobinson@madison.k12.wi.us	Phone: 608-467-8918

AGE Group and Program TYPE: Select ONE Program Type under ONE Age Group for this form.

### Elementary

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population |

### Middle School

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> x Multi-focused Year Round   | <input type="checkbox"/> Topical/ Skill/Population |

### High School

- |   |  |
|---|--|
| <input type="checkbox"/> Multi-focus School Year Only | <input type="checkbox"/> Multi-focus Summer Only   |
| <input type="checkbox"/> Multi-focused Year Round     | <input type="checkbox"/> Topical/ Skill/Population |

**PLEASE NOTE:** Separate applications are required for each age group and distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.

## 1. PROGRAM OVERVIEW

A. Need: Briefly describe the need in the City of Madison for the programs included in this application, including the source of the data used in your response.

Based on the events of the past three years of experiencing and continuing to strive and survive the pandemic our youth were completely left out and lost the most in terms of life growth and progression. Our youth were struggling for engagement and suffering trauma prior to the pandemic and now have suffered even more trauma and loss of self, kids could not be kids during the pandemic.

As discussed in a White House Brief ([www.whitehouse.gov](http://www.whitehouse.gov), 10/19/21), The pandemic has subjected many students to social isolation, loss of routines, and traumatic grief. The Center will incorporate Breathe For Change SEL\*F curriculum and the 12 Breathe For Change values (Beginnings, Inclusion, Creativity, Collaboration, Gratitude, Social Justice, Presence, Harmony, Compassion, Playfulness, Communication and Inspiration). Meadowood staff will practice and incorporate these values and the following practices as part of daily operation as follows: re-teach routines; re-establish positive expectations and environments; get to know students again using simple strategies like icebreakers and greeting them by their first names, using their assets to build positive self-images, youth voice in center activities; teach and encourage presence and regulation of breath and emotions, look for signs that students need more support; provide wrap around services and referrals, and re-engage families in their child's growth and development through family activities and communications with staff.

Social Emotional Learning (SEL) activities and research-based strategies are intentionally woven into the center (Restorative Justice(YWCA), Girls Inc, etc.). The National Conference of State Legislatures, which provides research for policy makers, indicated in Building Social and Emotional Skills in After School Programs: A Literature Review (6/18) that "After school programs are a natural fit for SEL: They provide opportunities for positive youth development, academic performance, attendance, development of personal, social and leadership skills; and form connections between schools, families and communities."

The City of Madison Community Development Division Building Human Capital: School-Age Child and Youth Development 2023 Policy reaffirms based on "community input, the desire for more wellness/social emotional programming and increased mental health needs of youth and program staff", was identified in the feedback from community and stakeholder surveys and listening sessions. Furthermore, it states that, "In 2023, updated input highlighted the addition of two themes. These themes include the need for more wellness and/or Social Emotional Learning (SEL) programming, and the need for more support for program staff. This

feedback has informed the development of this policy paper and, in turn, the City's priorities for school-age children and youth programming.'

B. Goal Statement: What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

Meadowood Neighborhood Center Middle School RECs goal is to provide a safe and inclusive space during the hours after-school for middle school age children that is free, accessible and encourages connection to resources, MMSD/MSCR and the community.

C. Program Summary (3-5 sentences):

The MSCR-Meadowood Middle School REC program will operate Monday through Friday in the hours of after-school until 6pm Monday and Friday and until 8pm on Tuesday, Wednesday, and Thursday. Youth will be supervised and engaged by trained staff who will implement lesson plans to offer a variety of clubs, SEL\*F(Social Emotional Learning For Self) activities, recreation and enrichment opportunities.

**2. POPULATION SERVED**

A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how this population was involved in the development of this program proposal.

Our participants will consist of diverse racial backgrounds, some Spanish speakers, low to moderate income middle school students who live in the Meadowood Neighborhood area and attend Toki Middle School.

B. 2022 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian	18	
Black/African American	43	
Asian	3	
American Indian/Alaskan Native	1	
Native Hawaiian/Other Pacific Islander		
Multi-Racial		
Balance/Other	10	
Total:		
Ethnicity		
Hispanic or Latino	0	0
Not Hispanic or Latino	0	0
Total:		
Gender		
Boy/Man	28	
Girl/Woman	20	
Non-binary/GenderQueer		
Prefer Not to Say	27	
Total:	75	

C. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth and/or their families. Describe how the proposed program will be culturally relevant to the population served.

Madison Metropolitan School District and Madison School & Community Recreation provide materials on-line and in print in Spanish. Madison School & Community Recreation has a full-time staff whose job is to translate materials and assist Spanish speaking participants with registrations and other general questions. Meadowood Neighborhood Center has one staff person on our youth program staff who speaks Spanish. Madison Metropolitan School District has interpretation and translation services available in multiple languages, including Spanish.

As part of onboarding, all MSCR employees are provided racial equity training. (MSCR Equity Statement) Madison School & Community Recreation is committed to the overall MMSD vision that we stand by all of our students, staff, and families. Race will have no detrimental effect on people of color, refugee, and immigrant communities in accessing schools and facilities, or from the benefit of our services.

MSCR recognizes, understands, and encourages celebration of the differences that surround us. Diversity and equity are vital to MSCR's ideals and values. MSCR will strive for the systematic fair treatment of people of all races, resulting in equitable opportunities and outcomes for all.

Meadowood Neighborhood Center uses the effective practices for racial and cultural inclusion outlined by MOST Effective Out-of-School Time Practices to promote racial and cultural diversity at all levels of the organization by:

Provide ongoing and progressive learning on implicit bias, racial equity, and cultural inclusion at all levels of the organization.

Recognize and assess organizational bias, identify, and implement strategic responses to create inclusive environments.

Ensure a culture of high expectations for all staff, youth and families of every racial and cultural background.

D. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population. Explain the intake and assessment procedure you will use for this program.

Intake consists of a registration form for participation. This form asks parental permission and is a requirement to participate. Parents will receive a confirmation email and/or phone call with program details and important dates and information about the program. No formal assessment is in place, we serve the community and at times we receive referrals from agencies who have families outside of our service area. Priority is given to residence in the Meadowood community.

- Free access to our programs addresses barriers to participation for low-income families
- Full Time Spanish bilingual staff on site to assist in communication and publication of documents, emails, and promotional materials.
- Basic registration form (1 page) helps reduce barriers to participation.
- Publication in our MSCR Program guide (translated in English & Spanish), flyers, word of mouth, visibility when youth walking by center, website, community collaboration and events.
- Google document on phone, easily accessible on computer or phone
- QR Codes for forms and registration
- Outreach with MMSD schools, social workers, and teachers.
- MSCR is committed to an inclusive approach to recreation and will provide reasonable accommodations to enhance program participation. MSCR has two Recreation Inclusion Specialists who assist in the process of identifying reasonable accommodations based on the abilities of the participant and expectations of the program. Accommodations may include enhanced staff to participant ratio, staff training, access to low sensory environments, behavior support plans, sign language interpreters, accessible transportation, etc.

### **3. PROGRAM DESCRIPTION AND STRUCTURE**

- A. **Activities:** Describe your proposed program activities. If applicable, describe any evidence, research, proven curriculum or documentation of promising practice that supports the programming or service proposed.

Meadowood Neighborhood Center uses the MOST Effective Out-of-School Time Practices and Breathe For Change SEL\*F curriculum in planning and implementing program options at the center.

The following is a brief description of Middle School REC options at Meadowood: Offerings and activities are subject to change.

**Field Trips:** Swimming, Movies, Urban Adventures, Little Leaders, School Forest, Lock ins, Milwaukee Zoo and Museum, Henry Vilas Zoo, Ski trips, State Parks and more.

**STEAM:** Science, Technology, Engineering, and Math. Students from UW-Madison come in once per week to do projects and activities with participants around STEAM.

**Tinkering Tuesdays:** This club is in partnership with the Meadowridge Library and focuses on students creating and exploring different inventions and innovations, similar to a maker space.

**Free Choice Time:** Students have the free choice to do activities based on their interests at the time. This is unstructured time for kids to relax and be in charge of what they want to do.

**Media Club:** Participants have the opportunity to produce audio and visual media projects. We have an audio recording studio, DJ equipment and Adobe Suite for photo and video production.

**Cooking Club:** . Every Monday, cooking club members meet in the kitchen and learn kitchen safety, food safety, nutrition and how to create yummy dishes.

**Dance Club:** Members of this club will need to show up every Monday and participate. They will learn different dance styles, formations and how to add their own uniqueness to moves.

**Dungeons and Dragons Club:** The core of D&D is about storytelling. The group of players essentially tell a collective story, guiding heroes through dangerous quests to search for treasure, battle dangerous foes, and even carry out daring rescues. The adventure itself is only limited by the imagination of the players around the table. All that you really need to get started is a group of friends, a few supplies, and a good Dungeon Master.

**Art Club:** In this club you will be working on your more artistic side on small projects that you may take home or display for everyone in the center to see. It is not free coloring, and you will need a smock or a change of clothes in case you get messy.

**SEL\*F Time:** SEL\*F stands for Social Emotional Learning For Self. This activity is all about getting in tune with yourself, exploring what makes you, you and learning about our emotions and strategies to regulate and be calm during a stormy moment. We use the Breathe For Change curriculum and do some light movements, reflections and breath work.

**Restorative Justice Circles:** Restorative Justice programming at the Meadowood Neighborhood Center is thanks to YWCA Madison and is offered to both middle and high school students."YWCA Madison uses restorative justice to address the school-to-prison pipeline. The school-to-prison pipeline describes a pattern of criminalization of K-12 students linked to decreased graduation rates and increased likelihood of future involvement with the criminal justice system. Students of color, LGBTQ students, and students with disabilities are disproportionately impacted."

**Podcast Club:** Join us for some fun discussion on topics that are important to us. You can learn how to use all the equipment for producing a podcast, how to edit audio and video and how podcasting can help you empower yourself and your community.

- B. **Program Schedule:** If you are proposing to provide a program at more than one location and the program schedule is the same for all locations, please list all of the locations in the "Location(s)" cell in Table 1 below. If the program schedules vary amongst locations, please complete Table 2 and the question following the tables.

Table 1

Location(s):			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year	2:45pm	6:00pm
	Summer	12:00pm	5:30pm
Tuesday	School Year	4:10pm	8:00pm
	Summer	12:00pm	5:30pm
Wednesday	School Year	4:10pm	8:00pm

	Summer	12:00pm	5:30pm
Thursday	School Year	4:10pm	8:00pm
	Summer	12:00pm	5:30pm
Friday	School Year	4:10pm	6:00pm
	Summer	12:00pm	5:30pm
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

**Table 2**

<b>Location(s):</b>			
<b>Day of the Week</b>	<b>Time of Year</b>	<b>Start Time</b>	<b>End Time</b>
Monday	School Year		
	Summer		
Tuesday	School Year		
	Summer		
Wednesday	School Year		
	Summer		
Thursday	School Year		
	Summer		
Friday	School Year		
	Summer		
Saturday	School Year		
	Summer		
Sunday	School Year		
	Summer		

If applicable, please list the third location and any subsequent locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above.

- C. Frequency, Duration and Anticipated Attendance: Please complete the table below. If you are proposing to provide a program at more than one location and the program structure is the same for all locations, please list all of the locations in the “Location(s)” cell in the table below. If the program structure varies amongst locations, please complete the rows for “Location #2” and the question following the table for any additional program locations.

	<b>Frequency*</b>	<b># of Program Hours Per Program Day</b>	<b>Annual Duration**</b>	<b>Adult to Youth Ratio</b>	<b>Anticipated Average Attendance per Program Day</b>
<b>Location #1: Meadowood Neighborhood Center</b>					
School Year	5	3.5	38	1:10	30
Summer	5	5	8	1:10	30
<b>Location #2 (if applicable):</b>					
School Year					
Summer					

\*Frequency=number of times per week, month, year (i.e. 5 days per week, 2x per month, 4x per year)

\*\*Annual Duration=number of weeks or months annually (i.e. 10 weeks, 6 months)

If applicable, please list any other locations and note any differences in the program structure as compared programs included in the table above.

#### 4. ENGAGEMENT, COORDINATION AND COLLABORATION

A. Family Engagement: Describe how your program will engage parents/guardians and families in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

MSCR identifies that our community changes and we must adapt as well to provide quality recreational programs that meet the needs of the Madison community. Organizationally, we conduct a community interest survey to gain insight into how we can improve our services. The goal of this survey is to not only reach current participants but also those that are not accessing MSCR programs and identify barriers to participation.

We are using the SAYO Youth Perspective Survey and a Meadowood After School Climate Survey to collect feedback from participants to use for programming and staff training. Meadowood Neighborhood Center works with numerous community stakeholders and organizations to support and connect with neighborhood residents. Information is distributed through ongoing contact with these organizations, which includes flyers, newsletters, word of mouth and email databases. In addition, Meadowood publishes flyers, newsletters, a website, and an email network to reach people in the neighborhood. We are located in the heart of the community in a well-traveled strip mall, we get a lot of foot traffic. Some of our key partners for outreach are Meadowridge Library, Dane County Public Health, Dept. of Public Instruction, MMSD Play and Learn, Good Shepherd Church, Meadowood Health Partnership (Sheray Wallace), Joining Forces for Families, Commonwealth Development, Madison Police Dept., Meadowood Neighborhood Association, Memorial High School, Orchard Ridge Elementary School, Toki Middle School, St Maria Goretti Church, St. Ignatius Church, Old National Bank and other area businesses and groups.

B. Neighborhood/Community Engagement: Describe how your program will engage neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

We host and collaborate with area residents and stakeholders to plan events, services and activities for families. During the planning process and at the events we often received feedback from stakeholders, parents and participants. The events are also a good opportunity to offer formal surveys and listening sessions. Assessment is done via meetings and email.

The following is a list of events and activities we use to engage families in the community.

- Back to School
- Open House
- Parks Alive Events at Meadowood Park
- Family Nights (In partnership with Orchard Ridge MSC after-school)
- Enrichment workshops and classes
- End of School Year Celebration
- Events and programming in Meadowood Park
- Club Badge (Madison Police Department)
- Restorative Justice Circles (YWCA)
- Collaborative programming and clubs with Meadowridge Library

C. Collaboration: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
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Meadowridge Library – City of Madison	Manage shared space, share resources and collaborate on events.	Yesianne Ramirez	yes
Toki Middle School	Share space and programming. Emergency evacuation and unification site	Sheba Mays	yes
Second Harvest	Purchase food, provide resources for staff and families who use food pantries. Grant support to MNC for Food Pantry and Youth Programs (Predolin Program)	Lori Pepard	yes
Meadowood Health Partnership	Provide space, access to computers and refer clients for services. Referrals go both ways.	Sheray Wallace	yes
YWCA of Dane County	Host restorative justice circles and support the mission of the YWCA Social Justice initiatives.	Kiana Burnette	yes

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

How do these partnerships enhance this proposal?

Meadowridge Library and our center share a common space and collaborate on several different programs and initiatives. The library has several resources and staff available to help us design and facilitate holistic programming and opportunities.

Toki Middle School is our reunification site in the event of emergencies and evacuations. We collaborate with Toki MSCR after-school on events and activities and utilize the Toki gym as part of our after-school activities.

Second Harvest works with the center in two ways; The Predolin program provides us with a grant that allows us to purchase healthy foods for our youth to cook and have nutrition education. The youth have a say in the menu and help plan meals and snacks as well as learn how to cook and prepare foods they like to eat. We use Second Harvest to order low cost and free food to distribute in our food pantry.

The Meadowood Health Partnership offers families relief and support in the areas of housing, emergency funding and resources. Host health events and workshops that are open to all in the community.

YWCA of Dane County provides staff and curriculum to host Restorative Circles with our youth grades 4 - 10th.

What are the decision-making agreements with each partner?

Meadowridge Library: The Library facility team will maintain final decision-making approval on space maintenance, but they will not make any improvements or repairs that cost over \$3,000 without MSCR approval.

D. Resource Linkage and Coordination: What resources are provided to participants and their families by your proposed program? How does the program coordinate and link families and participants to these resources?

Families are linked to resources through direct referral from our program staff, word of mouth and marketing within our community. We are a MSCR site and families have access to other MSCR community-based programs which include youth, adult, and family programming. Flyers and brochures are available for families to take, and materials are emailed to families. We work with the following for referring services: :

Joining Forces For Families hosts a job shop at the center for adults seeking employment.

Meadowood has a food pantry, computer lab, does faxing and offers space for meetings to participants.

Meadowridge library shares a space with us and all our participants have access to library cards and resources within the library.

## 5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

- A. Madison Out-of-School Time (MOST) Effective Practices: Please describe how each of the seven basic elements are addressed by your proposed program design. How will you monitor the program during implementation to assess continued alignment with the [MOST Effective Practices](#)? Are there any other program quality standards, tools or measurements that you use with this program? If yes, please list and describe.

The program will be monitored by the program directors with support from the center assistant director and center director. Indicators will be placed in the MOST system for tracking and reporting. MSCR also has program quality standards that are implemented and monitored by the program directors. The programming addresses the seven basic elements as follows:

**Intentional Program Design:** Meadowood Neighborhood Center offers activities such as Girls Inc, Boys group, media club, art club and other similar activities that promote skill building, have ongoing sessions with progressive curriculum, are youth driven and encourages youth to explore identity and manage their emotions (SEL\*F).

**Supportive Relationship with Youth:** Meadowood Neighborhood Center staff are trained on best practices and MMSD/MSCR training. Directors have received Non-violent Crisis Intervention training. Meadowood Neighborhood Center uses Madison School and Community Recreation policies and practices for positive behavior support and behavior management. Staff work consistent shifts and days so youth can anticipate who they will see and what activities they will do with staff.

**Youth Voice and Leadership:** We use surveys for student input and feedback. Currently we are using the SAYO and MSCR Afterschool survey. The youth have a say in direction of clubs, desire for special activities and planning the menu for snacks and cooking club.

**Racial and Cultural Inclusion:** Meadowood Neighborhood Center recognizes the diversity of the population we serve. Meadowood Neighborhood Center staff are reflective of the population of the service area, which is mostly African American. Our program offers clubs and activities that promote exploration of identity, are culturally relevant and promotes addressing inequities in the community.

**Community and Family Engagement:** Meadowood Neighborhood Center has established partnerships and collaborate with the following community agencies and groups; MSCR at Orchard Ridge, MSCR at Falk, MSCR at Toki, Madison Public Library, Teresa Terrace Community Center, Elver Park Community Center, Joining Forces For Families, MMSD Play and Learn, Common Wealth Development, Meadowood Neighborhood Association and Prairie Hills Neighborhood Association. **Organizational Management**

**and Staff Support:** Meadowood Neighborhood Center provides ongoing training opportunities, one weeklong summer training session and all staff are required to complete onboarding and those trainings consist of: Madison Metropolitan School District anti-harassment, health and safety, reporting child abuse and neglect - Act 81, reporting threats of school violence - Act143, Title IX and Racial Equity.

**Environment and Safety:** Meadowood Neighborhood Center uses Madison School and Community Recreation policies and procedures in programming and operations to ensure staff are properly trained, programming is developmentally appropriate and holistic. Meadowood offers staff training in SEL\*F strategies to manage stress and emotions for themselves and the youth to promote an emotionally safe environment.

- B. Program Outputs - Unduplicated School-Age Children or Youth and Program Hours

Total Annual Unduplicated Children or Youth participating in proposed program: 73

Total program hours annually: 532

C. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives?  
 The data we will be measuring is based on the Breathe For Change SEL\*F Curriculum and the MOST Effective Out-of-School Practices

Please identify at least one Program Outcome for your proposed program(s), from the RFP Guidelines 1.4, that you will track and measure. Complete the table(s) below.

<b>Outcome Objective #1:</b> Participants will increase SEL competencies and knowledge of SEL*F strategies.				
<b>Performance Standard</b> Social-emotional competency and enhanced life skill	<b>Targeted Percent: 100</b>		<b>Targeted Number</b>	60
<b>Measurement Tool(s) and Comments:</b> Students will complete a personal assessment and reflection on SEL*F competencies in the first session of programming and again prior to the conclusion of the programming session. Program directors will document and track the assessment and provide age appropriate ways to administer assessments and reflections.				

<b>Outcome Objective #2:</b>				
<b>Performance Standard</b>	<b>Targeted Percent</b>		<b>Targeted Number</b>	
<b>Measurement Tool(s) and Comments:</b>				

<b>Outcome Objective #3:</b>				
<b>Performance Standard</b>	<b>Targeted Percent</b>		<b>Targeted Number</b>	
<b>Measurement Tool(s) and Comments:</b>				

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:

D. Data Tracking: What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses?

We will use the MOST system to track our program participants. Expenses are tracked through our accountant and budgets are managed by the Center Director and Assistant Director. .

**6. PROGRAM LOCATION**

A. Address(es) of the site where programs will occur: 5740 Raymond Road

**7. PROGRAM STAFFING AND RESOURCES:**

A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, AmeriCorps members and Adult Interns with direct program implementation responsibilities. FTE = % of 40 hours per week.

Position Title	Qualifications or Required Training	Location(s)	Indicate School Year (SY), Summer (SU) or Year-Round (YR)	SY or YR FTE	Summer Only FTE
----------------	-------------------------------------	-------------	---	--------------	-----------------

<p>Program Director</p>	<ul style="list-style-type: none"> <li>• High school diploma required, with a minimum of two years of post-high school education and two years' experience working in youth programs and supervising staff and/or volunteers; or any combination of education and experience that provides equivalent knowledge, skills and abilities.</li> <li>• Program Planning Experience</li> </ul> <p>Previous experience working in a multi-cultural setting and with low-income families.</p>		<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR x	<p>.5</p>	
<p>Program Assistant Director</p>	<ul style="list-style-type: none"> <li>• High school diploma required, with a minimum of two years of post-high school education and two years' experience working in youth programs and supervising staff and/or</li> </ul>		<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR x	<p>.5</p>	

	<p>volunteers; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.</p> <ul style="list-style-type: none"> <li>• Program Planning Experience</li> </ul> <p>Previous experience working in a multi-cultural setting and with low-income families.</p>				
<p>Program Leaders</p>	<ul style="list-style-type: none"> <li>• Experience working with youth and families from diverse cultural and economic backgrounds</li> <li>• Excellent problem-solving abilities and conflict resolution skills.</li> <li>• Ability to perform when confronted with emergency, unusual and/or crisis situations.</li> </ul> <p>Ability to communicate effectively, verbally and in writing, with racially and culturally diverse youth, staff, parents, business owners, school</p>		<p><input type="checkbox"/> SY, <input type="checkbox"/> SU or YR x</p>	<p>.5</p>	

	staffs and the community				
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR x		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
			<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input type="checkbox"/>		
Please complete the total FTE for the applicable time period		School Year:			
		Year-Round		2.5	
		Summer			

\*Use one line per individual employee

Volunteers: If volunteers will have direct contact with program participants, how are they vetted, trained, and supervised?

MSCR volunteers must complete a MMSD/MSCR volunteer application. Volunteers and applicants must undergo a health screening and a background check. Once those components are complete volunteers can be placed at sites and start the onboarding and site-specific training.

**B. Other program Resources/Inputs (such as program space, transportation or other resources necessary for the success of your program):**

MSCR is a department of the Madison Metropolitan School District and has an abundance of resources available which includes but is not limited to:

- TEP (Transitional Education Program): TEP provides support and transportation for families who are identified as homeless in the MMSD.
- Access to Speak up, Speak Out (SUSO) and MMSD Office of School Safety
- CARE SOLACE - Care Solace provides mental health care coordination for school systems by linking students, students' family members AND/OR MMSD staff and families to mental health services that match their needs 24/7.
- MSCR has two Recreation Inclusion Specialists who assist in the process of identifying reasonable accommodations based on the abilities of the participant and expectations of the program. Accommodations may include enhanced staff to participant ratio, staff training, access to low sensory environments, behavior support plans, sign language interpreters, accessible transportation, etc.

**8. BUDGET**

- A. The budget should be submitted with the proposal using the template provided in an Excel document or a PDF. There are five tabs within the Excel spreadsheet: Cover Page, Organization Overview and one sheet for the Program Budget for each age group. The Cover Page, Organizations Overview and relevant Program Budgets must be submitted with this document for a proposal to be complete.

The budget template can be found on the [CDD Funding Opportunities website](#).

**9. IF APPLICABLE, PLEASE COMPLETE THE FOLLOWING:**

**A. Disclosure of Conflict of Interest**

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.

**B. Disclosure of Contract Failures, Litigations**

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

**APPLICATION FOR 2023 SCHOOL-AGE CHILD AND YOUTH PROGRAMS**

**1. ORGANIZATION CONTACT INFORMATION**

Legal Name of Organization	Madison School and Community Recreation		
Mailing Address	328 E. Lakeside Street		
Telephone	608-204-3000		
FAX	68-204-0557		
Director	Janet Dyer		
Email Address	jdyer@madison.k12.wi.us		
Additional Contact	Tauri Robinson		
Email Address	ltrobinson@madison.k12.wi.us		
Legal Status	Select Status from Drop-Down		
Federal EIN:	39-6003202		

**2. PROPOSED PROGRAMS**

Program Name:	2024		If currently City funded
	Letter	Amount Requested	2023 Allocation
Elementary After-School REC	A	\$12,000	\$0
Contact: Tauri Robinson			
Middle School After-School REC	B	\$10,000	\$5,267
Contact: Tauri Robinson			
	C		
Contact:			
	D		
Contact:			
	E		
Contact:			
<b>TOTAL REQUEST</b>		<b>\$22,000</b>	

**DEFINITION OF ACCOUNT CATEGORIES:**

**Personnel:** Amount reported should include salary, taxes and benefits. Salary includes all permanent, hourly and seasonal staff costs. Taxes/benefits include all payroll taxes, unemployment compensation, health insurance, life insurance, retirement benefits, etc.

**Operating:** Amount reported for operating costs should include all of the following items: insurance, professional fees and audit, postage, office and program supplies, utilities, maintenance, equipment and furnishings depreciation, telephone, training and conferences, food and household supplies, travel, vehicle costs and depreciation, and other operating related costs.

**Space:** Amount reported for space costs should include all of the following items: Rent/Utilities/Maintenance: Rental costs for office space; costs of utilities and maintenance for owned or rented space. Mortgage Principal/Interest/Depreciation/Taxes: Costs with owning a building (excluding utilities and maintenance).

**Special Costs:** Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients. Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseling service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agencies.



3. 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 [cityofmadison.com/civil-rights/contract-compliance](http://cityofmadison.com/civil-rights/contract-compliance).

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 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

INSURANCE

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management: Commercial General Liability, Automobile Liability, Worker's Compensation, and Professional Liability. The cost of this coverage can be considered in the request for funding.

4. SIGNATURE

Enter name:

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

DATE

INITIALS:

**6. BOARD-STAFF DEMOGRAPHICS**

Indicate by number the following characteristics for your agency's current board and staff. Refer to application instructions for definitions. You will receive an "ERROR" until you finish completing the demographic information.

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
	<b>TOTAL</b>	9	0%	ERROR	0%		
<b>GENDER</b>							
MAN		0%	8	47%			
WOMAN		0%	9	53%			
NON-BINARY/GENDERQUEER		0%		0%			
PREFER NOT TO SAY	9	100%		0%			
TOTAL GENDER	9	#DIV/0!	17	100%			
<b>AGE</b>							
LESS THAN 18 YRS	2	22%	3	18%			
18-59 YRS	7	78%	12	71%			
60 AND OLDER		0%	2	12%			
TOTAL AGE	9	100%	17	100%			
<b>RACE</b>							
WHITE/CAUCASIAN		0%	3	20%	80%	67%	16%
BLACK/AFRICAN AMERICAN		0%	9	60%	7%	15%	39%
ASIAN		0%		0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE		0%		0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		0%		0%	0%	0%	0%
MULTI-RACIAL		0%		0%	3%	4%	26%
BALANCE/OTHER	9	100%	3	20%	1%	2%	28%
TOTAL RACE	9	100%	15	100%			
<b>ETHNICITY</b>							
HISPANIC OR LATINO		0%	2	12%	7%	9%	26%
NOT HISPANIC OR LATINO	9	100%	15	88%	93%	81%	74%
TOTAL ETHNICITY	9	100%	17	100%			
<b>PERSONS WITH DISABILITIES</b>	1	0%	0	0%			

\*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES.

AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

\*\*R/POV=Percent of racial group living below the poverty line.

7. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents you serve? If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)

8. AGENCY GOVERNING BODY

How many Board meetings were held in 2022	12
How many Board meetings has your governing body or Board of Directors scheduled for 2023?	12
How many Board seats are indicated in your agency by-laws?	

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

<b>Name</b>	<b>Ali Janae Muldrow</b>			
Home Address	2706 Milwaukee St. (53704)			
Occupation				
Representing	seat 4			
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>	<b>Maia Pearson</b>			
Home Address	mpearson2@madison.k12.wi.us			
Occupation				
Representing	seat 1			
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>	<b>Nichelle Nichols</b>			
Home Address	nichellenichols@madison.k12.wi.us			
Occupation				
Representing	seat 5			
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>	<b>Nicki Vander Meulen</b>			
Home Address	309 W. Washington Ave., Unit 204 (53703)			
Occupation				
Representing	seat 7			
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>	<b>Savion Castro</b>			
Home Address	sjcastro@madison.k12.wi.us			
Occupation				
Representing	seat 2			
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>	<b>Christina Gomez Schmidt</b>			
Home Address	P.O. Box 5523 (53705)			
Occupation				
Representing	seat 6			
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>	<b>Laura Simkin</b>			
Home Address	lsimkin@madison.k12.wi.us			
Occupation				
Representing	seat 3			
Term of Office		From:	mm/yyyy	To: mm/yyyy
<b>Name</b>	<b>Yoanna Hoskins</b>			
Home Address	ylhoskins@madison.k12.wi.us			
Occupation				
Representing	Student Rep			
Term of Office		From:	mm/yyyy	To: mm/yyyy

AGENCY GOVERNING BODY cont.

<b>Name</b>	<b>Lavenia Vulpal</b>				
Home Address	lvulpal@madison.k12.wi.us				
Occupation					
Representing	Student Rep				
Term of Office		From:	mm/yyyy	To:	mm/yyyy
<b>Name</b>					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
<b>Name</b>					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
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Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
<b>Name</b>					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy

**\*\*Instructions: Complete this workbook in tab order, so the numbers will autofill correctly. Only fill in the yellow cells. Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.**

Please fill out all expected revenues for the programs you are requesting funding for in this application. All programs not requesting funding in this application, should be combined and entered under NON APP PGMS (last column)

REVENUE SOURCE	AGENCY 2023	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0						
UNITED WAY DANE CO	0						
CITY CDD (This Application)	22,000	12,000	10,000				
City CDD (Not this Application)	35,633		5,276				30,357
OTHER GOV'T*	570,611	125,361	84,873				360,377
FUNDRAISING DONATIONS**	0						
USER FEES	0						
TOTAL REVENUE	628,244	137,361	100,149	0	0	0	390,734

\*OTHER GOVERNMENT: Includes all Federal and State funds, as well as funds from other counties, other Dane County Departments, and all other Dane County cities, villages, and townships.

\*\*FUNDRAISING: Includes funds received from foundations, corporations, churches, and individuals, as well as those raised from fundraising events.

Enter all expenses for the programs in this application under the PGM A-E columns. Enter the amount you would like the City to pay for with this funding under the CITY SHARE column

**\*\*Use whole numbers only, please.**

ACCOUNT CATEGORY	AGENCY 2023	TTL CITY REQUEST	PGM A	CITY SHARE	PGM B	CITY SHARE	PGM C	CITY SHARE	PGM D	CITY SHARE	PGM E	CITY SHARE	NON APP PGMS
<b>A. PERSONNEL</b>													
Salary	446,742	52,365	125,361	12,000	84,873	10,000		30,365					236,508
Taxes/Benefits	121,102	0	14,696		9,833								96,573
<b>Subtotal A.</b>	<b>567,844</b>	<b>52,365</b>	<b>140,057</b>	<b>12,000</b>	<b>94,706</b>	<b>10,000</b>	<b>0</b>	<b>30,365</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>333,081</b>
<b>B. OTHER OPERATING</b>													
Insurance	0	0											
Professional Fees/Audit	0	0											
Postage/Office & Program	0	0											
Supplies/Printing/Photocopy	10,000	0	4,000		3,000								3,000
Equipment/Furnishings/Depr.	1,000	0											1,000
Telephone	2,491	0											2,491
Training/Conferences	303	0											303
Food/Household Supplies	3,800	0	1,000		800								2,000
Travel	5,832	0	2,000		3,000								832
Vehicle Costs/Depreciation	0	0											
Other	2,400	0	1,200		1,200								
<b>Subtotal B.</b>	<b>25,826</b>	<b>0</b>	<b>8,200</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,626</b>
<b>C. SPACE</b>													
Rent/Utilities/Maintenance	12,270	0											12,270
Mortgage Principal/Interest	0	0											
Depreciation/Taxes	0	0											
<b>Subtotal C.</b>	<b>12,270</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,270</b>
<b>D. SPECIAL COSTS</b>													
Assistance to Individuals	0	0											
Contractors/Subcontractors	5,400	0											5,400
Pymt to Affiliate Orgs	0	0											
Other	0	0											
<b>Subtotal D.</b>	<b>5,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,400</b>
<b>TOTAL (A.-D.)</b>	<b>611,340</b>	<b>52,365</b>	<b>148,257</b>	<b>12,000</b>	<b>102,706</b>	<b>10,000</b>	<b>0</b>	<b>30,365</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>360,377</b>

**\*\*List all staff positions related to programs requesting funding in this application, and the amount of time they will spend in each program.**

	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
Elementary Program Leaders	4.00					4.00	107,665	14,696	122,361	15.00	12,000
Secondary Program Leaders		2.50				2.50	75,040	9,833	84,873	15.00	10,000
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
<b>SUBTOTAL/TOTAL:</b>	4.00	2.50	0.00	0.00	0.00	6.50	182705.00	24529.00	207234.00	30.00	22000.00

**CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS**

\*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

\*\*Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

**\*\*List all staff positions related to programs requestong funding in this application, and the amount of time they will spend in each program.**

	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
<b>TOTAL:</b>	4.00	2.50	0.00	0.00	0.00	6.50	182705.00	24529.00	207234.00	30.00	22000.00

\*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

\*\*Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE



### Program Summary

This tab should be completely filled in by your previous answers.

Pgm Letter	Program Name	Program Expenses	2023 City Request
A	Elementary After-School REC	PERSONNEL	12,000
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>12,000</b>
B	Middle School After-School REC	PERSONNEL	10,000
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>10,000</b>
C	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>0</b>
D	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>0</b>
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		<b>TOTAL</b>	<b>0</b>
<b>TOTAL FOR ALL PROGRAMS</b>			<b>22,000</b>



# Second Harvest Foodbank of Southern Wisconsin

Partner Agency & Fiscal Agent 501(c)(3)

## **PARTNERSHIP AGREEMENT**

*July 2021 – June 2023*

SECOND HARVEST FOODBANK OF SOUTHERN WISCONSIN  
2802 Dairy Drive Madison, WI 53718  
608-216-7240  
[www.secondharvestmadison.org](http://www.secondharvestmadison.org)



Dear Partner Agency & Fiscal Agent,

Thank you for choosing to partner with Second Harvest Foodbank of Southern Wisconsin (SHFBSW) in your work to end hunger in your community. Our service area spans 16 counties: Adams, Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, LaFayette, Monroe, Richland, Rock, Sauk, and Vernon. We are a member of [Feeding America](#), the national network of 200 food banks that together serve every county in America. Throughout our service area we provide over 19.6 million pounds of food annually to partner agencies and programs like yours.

The benefits of your partnership with SHFBSW include access to our Distribution Center inventory, training opportunities, networking with other partners, food safety, access to national retail donors, advocacy, nutrition education, and much more. Partnerships with local programs like yours, as well as other community partnerships such as retail and wholesale donors, farmers, nonprofit organizations, volunteer clubs, and more allow us to best serve the diverse communities throughout our 16-county service area. SHFBSW has several different program opportunities for your Partner Agency. Whether you operate a food pantry, a meal site, an after-school program, residential feeding program, or other hunger relief program, we can help you make the biggest impact possible.

**Please note that this agreement combines the Fiscal Agent and Partner Agency into a single partnership agreement. Thorough review of the document and signatures are required from both parties.**

If your agency is a registered 501(c)(3), or federally tax-exempt religious organization, and acting as the Fiscal Agent for your Partner Agency, please sign the form on behalf of both parties.

The details of this partnership agreement are outlined in the following pages. Please read this agreement in its entirety, obtain signatures from required parties, and return to your Agency Representative. We ask that you keep at least one complete copy for your own records. This 2-year partnership Agreement and the included linked URLs replace any former contract or agreements signed by your Partner Agency & Fiscal Sponsor and includes updates mandated by Feeding America and Second Harvest Foodbank of Southern Wisconsin.

Sincerely,

Angel Ehmpke  
Director of Partnerships and Programs



Second Harvest Foodbank of Southwestern Wisconsin (SHFBSW) agrees to supply food and other product, as available, to **Friends of MSCR - Meadowood Neighborhood Center, (Partner Agency)**, under the fiscal and legal sponsorship of **Friends of MSCR, (Fiscal Agent - a registered [501\(c\)\(3\)](#) or [federally tax-exempt religious organization](#))** providing the Partner Agency and Fiscal Sponsor represent and agree to the following:

## **SECTION A: SECOND HARVESTS' COMMITMENT TO PARTNERSHIP**

**Second Harvest Foodbank of Southern Wisconsin (SHFBSW) has the following obligations under this partnership Agreement:**

1. Commit to acquire a variety of products and maintain an equitable allocation system.
2. Maintain and devote adequate resources to fulfill SHFBSW's obligations under this contract.
3. Consistently enforce compliance regulations.
4. Comply with all applicable Federal, state and local regulations and statutes relating to the receiving, storing, shipping, processing and handling of products, including the following: [Model Food Salvage Code](#); [FDA Food, Drug & Cosmetic Act, PL 75-717](#); [Fair Packaging and Labeling Act, PL 89-755](#), prohibiting the distribution of any food item (except fresh fruit and vegetables) without a label; and, the Current Good Manufacturing Practices for the Manufacturing, Processing, Packing or Holding of Human Food, emanating from those statutes found in [Chapter 21 of the Code of Federal Regulations, Section 110.1 et. Seq.](#)

### **Partner Agency Engagement and Support**

1. Provide consultation and best practice information to Partner Agencies.
2. Provide adequate training to utilize SHFBSW technology including product ordering and reporting.
3. Provide forums and opportunities for networking and best practice sharing among Partner Agencies.
4. Provide excellent customer service to Partner Agencies.
5. Provide access to training, conferences, grant opportunities, research projects, and advocacy campaigns to Partner Agencies.
6. Act in good faith and work collaboratively with Partner Agencies to support their success in reducing food insecurity.
7. Inform Partner Agencies of changes in relevant policy and regulations in a timely manner.
8. Support Partner Agency food safety compliance through training, site visits, and communication on active recalls.
  - a. Inspect and review the Agency site to ensure compliance with food safety regulations. Assist Agencies to successfully address issues of non-compliance.

### **Public Engagement and Support**

1. Conduct timely assessments of public awareness on food insecurity and provide resources to partner agencies.
2. Conduct research on food insecurity and the charitable food assistance system and share this information with partner agencies.
3. Coordinate and conduct public awareness efforts within our 16-county service area.
  - a. When Partner Agencies are asked to participate in awareness campaigns, SHFBSW will provide media toolkits to help facilitate Partner Agencies to take action (e.g. Hunger Action Month).



## **SECTION B: FISCAL AGENT PARTNERSHIP**

1. The **Partner Agency** must be a non-profit, tax-exempt organization, or **sponsored** by a **Fiscal Agent** that is a non-profit, recognized by the IRS under [Section 501\(c\)\(3\)](#) of the Internal Revenue Code of 1984, as amended, or be a [federally tax-exempt religious organization](#). Partner Agency/sponsor must be incorporated for the purpose of serving the ill, needy, or children.
  - If the **Partner Agency** has a pending application for a 501(c)(3) through the federal government, they must obtain a temporary **Fiscal Agent** until approval.
2. The **Fiscal Agent**, that is a 501(c)(3) organization or religious organization, must provide SHFBSW with a current Proof of Eligibility document from the Federal Government stating their 501(c)(3) status or confirm federally tax-exempt status as a religious organization by completing [SHFBSW's IRS Church Qualifier Form](#).
3. The **Fiscal Agent** is responsible to enforce all provisions of its agreement with SHFBSW in regard to the sponsored group(s).
  - SHFBSW strongly recommends a Memorandum of Understanding (MOU) between the **Fiscal Agent** and **Partner Agency** if these groups are not already affiliated.
4. The **Fiscal Agent** must be programmatically, fiscally, and legally responsible for SHFBSW product (including Direct Retail Pickups) handling and distribution activities of the sponsored group(s).
5. **Partner Agency** will comply with the IRS eligibility requirements for receipt, storage, transfer, and use of donated product under [section 170\(e\)\(3\)](#) with **Fiscal Agent** oversight.
6. SHFBSW recommends **Partner Agencies** adopt a non-discrimination and anti-harassment policy that is reviewed for all associated volunteers and staff, and to provide appropriate non-discrimination and anti-harassment training.
  - Example Civil Rights training - ([CACFP Civil Rights PowerPoint download](#))

## **SECTION C: PARTNER AGENCY PROGRAM REQUIREMENTS**

1. A **Partner Agency** is considered active if they meet the following criteria:
  - Must meet all terms and conditions of this document.
  - Must receive product from SHFBSW and/or MealConnect at least once every 6 months.
  - Must display FoodShare outreach materials and help make clients aware of the FoodShare benefit.
2. **Partner Agency** must abide by all SHFBSW Compliance Requirements throughout partnership:
  - Maintain current SHFBSW documentation.
    - a. Signed Partnership Agreement.
    - b. **Partner Agency** must complete the annual [Partner Profile form](#) and submit to their respective SHFBSW Agency Representative with any changes including agency leadership, contact information, program location or hours of operation.
    - c. **Fiscal Agent** must complete the annual Fiscal Agent/Parent Profile form and submit to their respective SHFBSW Agency Representative with any changes.
    - d. Compliance documents as outlined in this agreement.
  - Current professional pest control report on file (every 6 months).
    - a. Must maintain a current contract for professional pest control inspection services **wherever** food is stored.
    - b. Professional pest control must be conducted on a semi-annual basis and copy retained by **Partner Agency**.
    - c. SHFBSW requires the Partner Agency to submit a copy of the pest control report every six months to their assigned Agency Representative.
  - Site(s) Evaluation performed by the Agency Services Team (every 2 years).
  - Approved Food Safety Certification for at least one current volunteer/staff member.



*a. Partner Agency must ensure up to date certification for the following:*

1. **Sites that receive and distribute SHFBSW product must maintain an active approved Food Handler Certification** (book and quiz provided by SHFBSW).
  2. **Sites that use SHFBSW product to prepare meals/snacks must maintain an active ServSafe Manager Certification.**
- Current federal tax-exempt documentation (as outlined in Section A).
  - Timely submission of required statistics including (but not limited to) [monthly household/meal reporting](#), [MealConnect](#) ([Sample MC Agreement](#)), grant reporting, and other program requirements.
  - Timely payment by **Fiscal Agent/Partner Agency** of all charges within (30) days of monthly statement date.
    - a. *Requested fees include (but not limited to) product fees and delivery service as assessed by SHFBSW.*
    - b. *Monthly statements are sent via direct mail service to the **Fiscal Agent** mailing address. Fiscal Agent may share monthly statements with Partner Agency.*
    - c. *Payment must be submitted on a business check by either the partner agency or fiscal agent. Personal checks will not be accepted.*
  - As a partner in ending hunger, maintain a positive, public-facing relationship with SHFBSW.
    - a. If any grievances arise, Partner Agency will address them with their assigned Agency Representative for proper escalation and resolution.

*Partner Agencies & Fiscal Agents that fail to meet the above criteria will be suspended and/or blocked until resolution of non-compliance. The Partner Agency can reapply for partnership at a later date. Partnership approval is at the discretion of the Agency Relations Manager of SHFBSW.*

## **SECTION C.1: ORDERS AND RECEIVING**

**Partner Agency acknowledges the following:**

1. Produce and perishable rescued food items (e.g. retail rescue) may have some unusable portions (approximately 20%). Partner agrees to accept this type of product “as is”.
2. If picking up orders or in-person shopping at the SHFBSW Distribution Center, Partner Agency must abide by the [SHFBSW Agency Pickup and Shopper Policy](#).
3. To receive a credit for damaged or missing product (e.g. purchased product):
  - Partner Agency must notify SHFBSW Agency Representative within two (2) business days of any order discrepancy upon receipt of product from SHFBSW.
    - i. If purchased product is of questionable condition or quality, Partner Agency is required to send photos of product along with notification to Agency Rep.
  - **or** upon receipt of participant complaints or claim of liability from clients regarding product.
  - Partner Agency agrees to immediately destroy or discard product upon notice if it is not acceptable for distribution.
4. Product will be stored at a pre-approved storage location and used only for other SHFB partner(s). Product may **not** be stored at a private residence or any other space where product may be easily accessible for purposes other than the partner agency and its approved programs. (Contact your Agency Representative for a list of partner agencies).
5. Must ensure that all donated product from all sources, including the SHFBSW Direct Retail Pickups (MealConnect) conform to any applicable provisions of the [Federal Food, Drug, and Cosmetic Act](#) (as amended), and any regulations that follow.



6. Assume all responsibility for product liability related to any act, or failure to act, by the Partner Agency, associated with transportation, storage, preparation, distribution, or service of the product after the Partner Agency assumes possession.
7. Partner Agency affirms that the original Donor, SHFBSW, and Feeding America:
  - Are released by the Partner Agency from any liabilities resulting from products received from SHFBSW or its programs. Agency also releases SHFBSW from any liability resulting from the condition of the donated food, except for liability resulting from negligence or intentional misconduct of SHFBSW.
  - Are held harmless from any claims, losses, causes of action, lawsuits, or obligations to the Partner Agency or the donated product.
  - Offers no express warranties in relation to the product.
8. The agency agrees to notify SHFBSW if it receives any claim of liability with respect to donated food/product obtained from SHFBSW. SHFBSW strongly recommends that agencies carry adequate general liability insurance.

## **SECTION C.2: DISTRIBUTION OF FOOD**

1. Agency that acts as an SHFBSW partner agency program or feeding site must provide food at no cost **nor request any financial donation from clients**. Agency cannot exchange SHFBSW products for money, other property or services, nor require participation in prayer or religious or other services, including volunteer service.
  - a. Donation requests cannot be posted at the site of food distribution.
2. Agency will hold regular, scheduled hours for food distribution at least once per month except in the event of a natural disaster, pandemic or other unforeseen circumstance.
3. Agency may, with the permission of SHFBSW, *periodically* transfer excess SHFBSW product (including MealConnect retail pickups) to another SHFBSW partner agency. Upon transfer to another SHFBSW partner, the agency is responsible for communication should there be any recalls.
  - a. Transfer of product to a non-SHFBSW agency or site **requires prior approval** from SHFBSW Agency Services team. Contact your Agency Representative regarding the approval process.
4. Agency **will not** take SHFBSW product out of the SHFBSW [16-county service area](#).

## **SECTION C.3: MONITORING & REPORTING**

1. Agency agrees to be evaluated on site by a SHFBSW representative a minimum of once every two years; and Agency agrees to provide data as listed below during site visits or upon request. Agency will work with SHFBSW Representative on any agency requirements or needs.
2. Agency agrees to abide by the policies, procedures, and reporting requirements including submitting accurate and timely monthly reports including, but not limited to, number of participants and the distribution of SHFBSW products, due by the 5<sup>th</sup> of the following month through [SHFB online reporting system](#). SHFBSW also requests participation in periodic surveys about product needs, customer service, and/or other topics to improve our shared work in food security.
3. Agency agrees to keep on-site records for a minimum of 3 years which accurately reflect:
  - Number of participants/meals served. e.g. SHFBSW sign-in sheets, registration forms, or other client databases
  - Applicable ServSafe Certifications
  - Pest Control Management (every 6 months)
  - Active tax-exempt documentation

*Partner Agency and Fiscal Agent acknowledge that Second Harvest Foodbank reserves the right to terminate partnership at any time, for any reason.*



## Signature Page

**Fiscal Agent:** Friends of MSCR

**Partner Agency:** Friends of MSCR - Meadowood Neighborhood Center - 10848

**This agreement covers: July 1, 2021 to June 30, 2023**

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*Your signature below indicates that you have read, understand, and agree to the requirements of partnership with Second Harvest Foodbank of Southern Wisconsin as the Fiscal Agent for the aforementioned Partner Agency.*

**FISCAL AGENT:**

**Signature:**

.....

**Name:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**PARTNER AGENCY:**

**Signature:**

.....

**Name:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**SECOND HARVEST FOODBANK OF SOUTHERN WISCONSIN:**

**Signature:**

.....

**Name:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_



Madison Public Library and Madison School and Community Recreation  
January 7, 2023

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## Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is entered into between Madison Public Library (201 W. Mifflin St, Madison, WI 53704) and Madison School and Community Recreation (3802 Regent St, Madison, WI 53705).

### WITNESSETH:

Whereas, Madison Public Library and Madison School and Community Recreation share common space at the Meadowridge Library (5726 Raymond Rd, Madison, WI 53711) and Meadowood Neighborhood Center (5740 Raymond Rd, Madison, WI 53711); and

Whereas, the parties will invest in the space divided as such: 50% by Madison Public Library and 50% by Madison School and Community Recreation; and

Whereas, the purpose of this MOU is to set forth the expectations of each party in joining this collaborative effort;

Now, therefore, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party of itself the undersigned do agree as follows:

#### I. Behavior Expectations

- A. **Policies:** All patrons in Madison Public Library (MPL) locations must abide by the Library’s [Behavior Policy](#)<sup>1</sup>. All customers at the Meadowood Neighborhood Center (MNC) must abide by MSCR behavior policies, attached at the end of this document<sup>2</sup>.
- B. **Banning:** Currently, a ban at one place does not mean an automatic ban at the other. Library staff will notify the MSCR site director within 3 to 4 days of ban, with the exemption of bans in which the incident is linked to physical harm of individuals and/or property, or it ended in police intervention, in which case they should be informed immediately and MSCR will share incidents with Library staff in the same manner so that all Center and Library staff are aware of behavior issues. (<sup>3</sup>Links at footnote)

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<sup>1</sup> Madison Public library Behavior Policies: <https://www.madisonpubliclibrary.org/policies/behavior-policy>

<sup>2</sup> MSCR behavior policies: <https://www.mschr.org/registration/policies-procedures>

<sup>3</sup> Food note 1 and 2 are the Behavior policies.

## II. Shared Space

### A. Community Room

- a. **Booking:** MSCR will use [MPL Meeting Room Policy](#) when booking the shared community space for MSCR events, activities and MSCR partnerships.
- b. **Scheduling:** Consistent programs for both MSCR and MPL are roughed into the schedule on an ongoing basis, and remaining programs are scheduled as needed. Room usage should match the funding breakdown -- the Library should have access to the room 50% of the time, while MNC has access to the room 50%. Joint staff meetings between MPL and MSCR will be held seasonally to discuss room usage and program planning.
- c. **Maintenance and Upkeep:** Only trained staff should be putting up and taking down the dividing wall. No members of the public should attempt to set it up. All Maintenance and upkeep costs will follow a 50%/50% split. MPL will pay the full bill and invoice MSCR on a quarterly basis. Costs will include materials and labor and include (but are not limited to): fire systems, meeting room wall, furniture, appliances, lights, kitchen plumbing, basic supplies such as soap and paper towels. The Library facility team will maintain final decision-making approval on space maintenance, but they will not make any improvements or repairs that cost over \$3,000 without MSCR approval. The Library will not pay 50% for anything that has not received final approval by Library Facility Staff.
- d. **Behavior:** If the booking has been made through the Library, Library behavior policy takes precedence. If the booking has been made through the MNC, their behavior policy takes precedence.

### B. Kitchen

- a. **Training:** Both MNC/MSCR and the Library will have all permanent staff take the Safe Serve training. Each organization will pay for their own staff to attend the training.
  - b. **Personal Use:** The programming kitchen should not be used for personal meal preparation. Personal meals should be made in the staff break room only. Exceptions can be made for staff meetings and staff get-togethers.
  - c. **Safety:** All permanent staff from MNC/MSCR and Library should receive training on site-specific safety best practices from library staff in addition to using safe serve practices when handling food. Kitchen door, gas valve door, and the knife drawer need to be locked whenever the room is not in use.
-

Each party shall be responsible for its own acts, errors or omissions and for the acts, errors or omissions of its employees, officers, officials, agents, boards, committees and commissions, and shall be responsible for any losses, claims, and liabilities that are attributable to such acts, errors, or omissions including providing its own defense, arising out of this Agreement. In situations involving joint liability, each party shall only be responsible for such losses, claims, and liabilities that are attributable to its own acts, errors, or omissions and the acts, errors or omissions of its employees, officers, officials, agents, boards, committees and commissions. It is not the intent of either party to waive, limit or otherwise modify the protections and limitations of liability found in Wis. Stat. 893.80 or any other protections available to the parties by law. This paragraph shall survive the termination or expiration of this agreement.

- d. **Scheduling:** Kitchen programming should follow the 50/50 split, in line with practices of the community room. Both MSCR and the Library should use the same scheduling software to record their bookings.
- e. **Supervision:** Unattended children should never be in the kitchen. If Library staff book a kitchen program, a Library staff person must stay in the room for the duration of the program and supervise clean-up. Likewise, if MNC/MSCR books the kitchen, an MNC/MSCR staff person must remain in the space for the duration of the program and clean-up.
- f. **Maintenance and Upkeep:** All Maintenance and upkeep costs will follow a 50%/50% split. MPL will pay the full bill and invoice MSCR on a quarterly basis. Costs will include materials and labor and include (but are not limited to): fire systems, meeting room wall, furniture, appliances, lights, kitchen plumbing, basic supplies such as soap and paper towel. As majority payer, the Library facility team will maintain final decision-making approval on space maintenance. The Library will not pay 50% for anything that has not received final approval by Library Facility Staff.
  - i. **Cleaning:** Whoever uses the kitchen and surrounding areas is responsible for cleaning per ServSafe guidelines when they are finished. Time to clean the kitchen should be taken into consideration and booked into the room reservation time.
  - ii. **Deep Cleaning:** Two deep-cleanings per year will be scheduled by MPL with their cleaning contractor. MSCR will be charged for 50% of each on their quarterly invoice.
  - iii. **Replacement of items:** A list of standard kitchen equipment will be agreed upon by both organizations. If any item on the list is lost, broken, or otherwise in need of replacement, the items will be replaced according to the 50/50% cost formula. If an item breaks during a program, staff should notify each other immediately and a

joint decision about replacement timeline will be made. A quarterly inventory of equipment will be conducted jointly by Library and MNC/MSCR staff.

- iv. **Locked cabinets:** Each organization will maintain some locked cabinet space in the kitchen for their particular programming needs.

### III. Grants

- A. **Process:** MPL and MSCR may jointly pursue grants. If MPL is the primary applicant, staff should follow the process and approvals outlined by the Library's Digital Services & Marketing Manager. If MSCR is the primary applicant, MSCR processes and approvals should be followed.

### IV. Emergency Procedures

- A. **Tornado:** MSCR and MPL each follow their own tornado and emergency procedures.
- B. **Lockdown:** If either agency goes on lockdown, that agency's staff will contact the other agency's staff immediately, so that they can also go on lockdown.
- C. **Mandatory Reporting of Threats of School Violence (Act 143) Training:** Library staff and MSCR staff will take this training jointly. (It can be found at [dpi.wi.gov](http://dpi.wi.gov)).
- D. **Facility Emergency:** For emergency facility repairs such as exposed wires, water leaks, etc., library staff should be contacted immediately and they will be responsible for contacting Library Maintenance.

**V. Length of Agreement:** This MOU shall continue for a period of one (1) year commencing on the date on which all parties have fully executed this MOU. Any party may terminate its participation in this MOU at the end of a calendar year by providing written notice to the other parties at least ninety (90) days prior to the end of the year, in which case the terms of this MOU shall remain in full force and effect with regard to the non-terminating parties.

Wherein the parties hereto by their authorized representatives have executed this MOU, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

#### For Madison Public Library:

By: \_\_\_\_\_  
Greg Mickells, Library Director

Date: \_\_\_\_\_

#### For Madison School and Community Recreation:

By: \_\_\_\_\_  
Janet Dyer, Executive Director

Date: \_\_\_\_\_



## Program Description Harvest Snack Program Revised Date: Mar. 2023

Thanks to a Henry J. Predolin Foundation grant through the United Way, Second Harvest of Southern Wisconsin (SHFB) is able to provide funds to Dane County youth programs to order fresh produce and dairy products in partnership with R.E. Golden Produce. This funding is intended for afterschool programs, providing snacks and fresh ingredients to supplement meals.

### Statement of Reference

This Program Description is an addendum to the Partnership Agreement that provides a summary of mutual responsibilities agreed to by Second Harvest Foodbank of Southern Wisconsin (SHFB) and Meadowood Neighborhood Center. This Program Description document is not intended to be a comprehensive set of instructions, agreements, and guidelines.

### Contact Information

- Primary Contact, Youth & Family Initiatives Specialist:  
**Kylie Jacobsen (she/her)**  
[kyliej@shfbmadison.org](mailto:kyliej@shfbmadison.org)
- Secondary Contact, Youth & Family Initiatives Manager:  
**Brian Squire (he/him)**  
[brians@shfbmadison.org](mailto:brians@shfbmadison.org)
- Agency Representative:  
**Lori Peppard (she/her)**  
[lorip@shfbmadison.org](mailto:lorip@shfbmadison.org)
- Golden Produce:  
**Tom Woodford**  
[tom@regoldenproduce.com](mailto:tom@regoldenproduce.com)
- FoodShare Outreach Specialist:  
**Julia Wiebe (she/her/ella)**  
[juliaw@shfbmadison.org](mailto:juliaw@shfbmadison.org)

### Program Staffing

This program requires one or more staff and/or volunteers to coordinate logistics including placing orders, coordinating delivery schedules, reporting, and preparing/serving food. It is important to remain in regular contact with the Youth & Family Initiatives Specialist for any support or updates to programming. If there are any changes to staffing, please contact the Youth & Family Initiatives Specialist as soon as possible so that new staff receive all communications with the most up-to-date information.

## Funding

- Funds for the Harvest Snack Program are used to place orders directly through R.E. Golden Produce
- SHFB will monitor budgets and update them monthly on the shared Google Sheets based on invoices from R.E. Golden Produce
- Funds are subject to increase or decrease throughout the year depending on capacity and spending patterns of each program. The Youth & Family Initiatives specialist will communicate any changes with program staff
- Greater than or equal to 60% of the funds must be used for produce items. This may be up to 100%, but no more than 40% may be used for dairy items
- Meadowood Neighborhood Center Calendar Year 23 budget: **\$5,000.00**

Initials WR

## Ordering & Delivery Instructions

- Each organization has access to an online account through R.E. Golden Produce to place orders.
- After logging in:
  - o Click on "Catalog"
  - o In the "View" box, search for items by Class, Brand or all items. Please be sure to only order fruits, vegetables (fresh or frozen), and dairy. Please reach out to the Youth & Family Initiatives Specialist with questions about guidelines.
  - o Enter keywords in the box marked "Enter search keywords"
    - For instance, if "Ched" is entered all the cheddars appear.
    - If a red asterisk appears next to the weight, that item is priced per pound.
  - o To the left of the picture of the item, click on the arrow up for the quantity. The number chosen will apply to the pack size of that item.
    - For instance, for Lettuce/Iceberg, you can order it by the head, or the case.
    - Or, for broccoli crowns, you can order it by weight/lb., or by the case.
  - o Items requested will appear in your cart.
  - o When you have finished your order click complete.
  - o Once in the complete screen, comments can be added for special requests.
  - o The "Requested Delivery date" defaults to the next delivery day. A different date can be selected as needed
  - o If you plan to add on to your order before submitting click on "Save for Later"
  - o If you are ready to submit your full order, click on "Complete Order," then "yes" to confirm.
- All ordering, transportation, and delivery questions can be directed to Tom Woodford at Golden Produce.

## SHFB Support

- The **Youth & Family Initiatives Specialist** is your primary contact. Please keep them up to date with what's going on at your organization, including but not limited to the

types of programming you're running, significant increases/decreases in enrollment, snack and meal plans, future plans and visions, and requests for support in all areas.

- Your **Agency Representative** is there for agency support elements such as food safety, monitoring, internal (Agency Express) ordering and deliveries, and assuring all necessary certifications are up to date.
- Second Harvest has **Foodshare Outreach Specialists** that are available to support your communities in determining eligibility and applying for SNAP benefits. You can expect to hear from a SHFB FoodShare Outreach Specialist throughout the year, but please feel free to reach out to them for support.

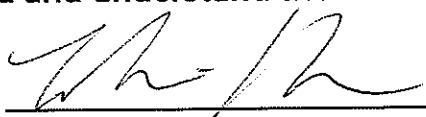
### Reporting

- Monthly reporting is a requirement of the Harvest Snack Program. Reporting forms are found on the shared Google Sheets. Please submit these by the 5<sup>th</sup> of the following month.
- A more robust biannual report is also submitted to the Predolin Foundation. As such, you are required to submit a story every 6 months, and pictures as applicable.

### Program Evaluation

- A short evaluation tool will be provided no more than twice each year to inform and improve the program. Please reach out to the Youth & Family Initiative Specialist regularly with any feedback, questions, comments, or concerns.

**I have read and understand the above information.**

Signature 

Name (please print) Tauri Robinson

Date 3/3/23





**Restorative Justice Initiative**  
**MOU between YWCA Madison, Inc. and Meadowood Neighborhood Center**  
**March 2022 to February 2023**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between YWCA Madison, Inc. and Meadowood Neighborhood Center to memorialize the ongoing collaboration between organizations in support of the development, implementation, and delivery of restorative justice services and programming in the City of Madison.

***Summary Project Description***

YWCA Madison will work with Meadowood Neighborhood Center to provide comprehensive Restorative Justice (RJ) programming to Dane County youth 12-17 years old, with a goal of centering the needs and priorities of youth to ensure their healthy development and successful engagement in the community, developing social and interpersonal skills, and supporting 360 degree accountability and transparency in addressing conditions that criminalize and push out BIPOC youth. Through deep investment in Restorative Justice (RJ) practices and the creation of a community of practice for youth circle keepers, we hope to provide preventative and alternative spaces to reconcile conflicts and harm caused to and by young people without the use of police, courts, punishment, and other exclusionary practices that function to replicate and reinforce harm and generally lead to more conflict.

The core principles that will guide the restorative justice practice of YWCA Madison can be found in the following publications: *The Little Book of Circle Processes: A New/Old Approach to Peacemaking* by Kay Pranis; *The Little Book of Race and Restorative Justice: Black Lives, Healing, and US Social Transformation* by Fania E. Davis; and *The Little Book of Restorative Justice in Education: Fostering Responsibility, Healing, and Hope in Schools* by Katherine Evans and Dorothy Vaandering; *We Want To Do More Than Survive - Abolitionist Teaching and the Pursuit of Educational Freedom* by Dr. Bettina L. Love.

***Goals for March 2022-February 2023***

- 1) YWCA Madison will provide restorative justice (RJ) services to youth referred by law enforcement at Meadowood Neighborhood Center, offering restorative justice services to youth as a diversion from the traditional municipal court process for eligible violations/tickets.
- 2) Build capacity of the Madison community to engage with RJ and expand community referrals beyond law enforcement (e.g., providing training/education experiences to Meadowood Neighborhood Center staff and other community members facilitating education experiences at the Neighborhood Center).

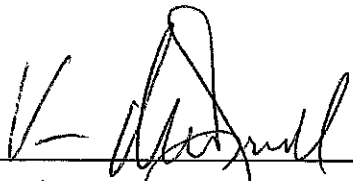
- 3) YWCA Madison will create a youth circle keepers community of practice / RJ youth club at Meadowood Neighborhood Center by connecting with existing circle keepers in Dane County and conducting outreach and receiving referrals from staff, volunteers, parents/caregivers, and other youth engaged in activities at Meadowood Neighborhood Center or other places in the Community.

### ***Agreements to Guide the Partnership***

Both YWCA Madison and Meadowood Neighborhood Center agree to the following:

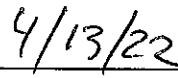
1. YWCA Madison will accept referrals of youth from municipal law enforcement agencies, courts, and schools; conduct intake to determine eligibility for restorative justice services, and according to location and youth preference, invite youth to engage in RJ programming at Meadowood Neighborhood Center.
2. Meadowood Neighborhood Center will provide community space where YWCA Madison can provide direct RJ services to youth who are connected with RJ due to direct law enforcement and/or community-based referrals.
3. YWCA Madison will recruit up to 10 youth to participate in bi-weekly/monthly RJ clubs to train them to become circle keepers. Trained circle keepers will be offered opportunities to participate and facilitate circles with other young people across our programs and at the community center. The intention is to continue building the capacity of youth to care for each other through the creation of a "Youth Circle Keepers Community of Practice". Meadowood Neighborhood Center will support YWCA Madison with sharing information with community members about youth and family engagement opportunities.
4. YWCA Madison will provide strategic leadership to the YWCA RJ staff assigned to provide services covered by this MOU.
5. Meadowood Neighborhood Center will provide a point person to support the running of the RJ Program, designated space and time for weekly/bi-weekly circles, access to Wifi, screen with speakers, and support in identifying and communicating to youth, families, and volunteers for the different RJ engagements.
6. YWCA Madison will provide/offer consultation, professional development, and support on Restorative Justice for Meadowood Neighborhood Center.
7. Meadowood Neighborhood Center agrees to work with YWCA Madison and other community and government agencies in efforts to expand and deepen restorative justice work to meet the needs of youth in the City of Madison.

This MOU shall be effective upon approval by both parties as evidenced by the signatures and dates below. Should this Memorandum require modification, such changes will be added by mutual agreement by both parties named in this MOU.

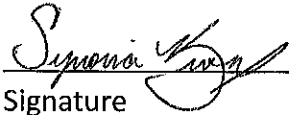


Signature

Authorized Party from YWCA Madison

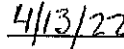


Date



Signature

Authorized Party from  
Meadowood Neighborhood Center



Date

