

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

APPLICATION SUMMARY Submit common description to each revenue source.

ORGANIZATION NAME	Community Action Coalition for South Central Wisconsin, Inc. (CAC)		
MAILING ADDRESS If P.O. Box, include Street Address on second line	1717 N. Stoughton Road, Madison, WI 53704-2605		
TELEPHONE	608-246-4730	LEGAL STATUS	
FAX NUMBER	608-246-4760	<input checked="" type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Other: LLC, LLP, Sole Proprietor	
NAME CHIEF ADMIN/ CONTACT	Greta C. Hansen	Federal EIN: <u>39-1053827</u>	
INTERNET WEBSITE (if applicable)	<u>www.cacscw.org</u>	State CN: _____	
E-MAIL ADDRESS	ghansen@cacscw.org		

PROGRAM LISTING Please list all programs your organization provides (including those which are not funded through this process). Use the same letter throughout the application to identify the programs for which you are requesting funding, consistent with prior years.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL
A: Housing Case Management (formerly Family Support)	Robin Day-Laporte	608-246-4730	<u>robind@cacscw.org</u>
B: Citizen Advocacy	Jen Mrotek	608-246-4730	<u>jenm@cacscw.org</u>
C: Financial Services	Robin Day-Laporte	608-246-4730	<u>robind@cacscw.org</u>
D: Community Gardens	Chris Brockel	608-246-4730	<u>chrisb@cacscw.org</u>
E: Food Security Program	Chris Brockel	608-246-4730	<u>chrisb@cacscw.org</u>
F: Clothing Center	Nichelle Nichols	608-246-4730	<u>nnichols216@cacscw.org</u>
G: Permanent Supportive Housing	Donna Theis	608-246-4730	<u>donnat@cacscw.org</u>
H: Other (including Jefferson, Waukesha, Administration)	Greta Hansen	608-246-4730	<u>ghansen@cacscw.org</u>
I:			
J:			

For larger organizations use letters A-K for programs which seek funding through this common application process and attach a list or summary in row K for other programs your organization offers.

REVENUE Columns 2, 3, and 4 describe **total** agency revenue for a calendar year. Distribute column 4 across the program columns A-K. Identify with an asterisk (*) all funding requests which are duplicative in nature. You may change a row heading to make it applicable to your agency. See the INSTRUCTION SECTION for greater detail.

REVENUE SOURCE	2) 2007 ACTUAL	3) 2008 BUDGET	4) 2009 PROPOSED	2009 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS	173,820	173,820	173,820	131,200	0	0	0
DANE CO CDBG	75,000	75,000	75,000	75,000	0	0	0
MADISON- COMM SVCS	0	0	20,000	0	20,000	0	0
MADISON- CDBG	64,689	63,938	65,565	0	0	23,876	41,689
UNITED WAY ALLOC	159,487	158,512	186,982	30,000	22,820	30,000	6,000
UNITED WAY DESIG	9,309	14,000	14,000	5,000	0	0	3,500
OTHER GOVT	1,851,560	3,000,000	1,283,930	99,960	6,000	199,025	54,000
FUND RAISING DONATIONS	155,477	275,000	290,000	500	1,500	500	2,500
USER FEES	15,678	19,550	20,000	0	0	0	2,000
OTHER – Foundations or brought forward from previous year	340,284	259,906	1,241,200	0	2,000 (foundations)	17,000 (foundations)	105,500 (foundations)
TOTAL REVENUE	2,845,304	4,039,726	3,370,497	341,660	52,320	270,401	215,189

2009 PROPOSED PROGRAMS							
REVENUE SOURCE	E	F	G	H	I	J	K
DANE CO HUMAN SVCS	14,065	28,555	0	0			
DANE CO CDBG	0	0	0	0			
MADISON- COMM SVCS	0	0	0	0			
MADISON- CDBG	0	0	0	0			
UNITED WAY ALLOC	85,000	4912	0	8250			
UNITED WAY DESIG	0	5,500	0	0			
OTHER GOVT	80,000	10,000	222,075	612,870			
FUND RAISING DONATIONS	25,000	6,000	0	254,000			
USER FEES	0	750	0	17,250			
OTHER- Foundations or brought forward from previous year	7000 (foundations)	0	0	1,116,700 (brought forward)			
TOTAL REVENUE	211,065	49,717	222,075	2,009,070			

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

-Discrimination Based on Disability: Applicant shall comply with Section 39.05, Madison General Ordinances, Nondiscrimination based on Disability in City-Assisted Programs and Activities. Under Section 39.05(7) of the Madison General Ordinances, no City financial assistance shall be granted unless an Assurance of Compliance with Sec. 39.05 is provided by the applicant or recipient, prior to granting of the City financial assistance. Applicant hereby makes the following assurances: Applicant assures and certifies that it will comply with Sec. 39.05 of the Madison General Ordinances, entitled "Nondiscrimination Based on Disability in City Facilities"

and City-Assisted Programs and Activities," and agrees to ensure that any subcontractor who performs any part of the agreement complies with Sec. 39.05, where applicable, including all actions prohibited under Sec. 39.05(4), MGO."

Signed: John Hansen

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

ORGANIZATIONAL PROFILE

ORGANIZATION Community Action Coalition for South Central Wisconsin, Inc.
(Submit to all revenue sources.)

AGENCY INFORMATION

1. **MISSION STATEMENT** Describe your agency's mission in the space provided.
CAC's mission is to develop economic and social capacities of individuals, families and communities to reduce poverty in Dane, Jefferson and Waukesha Counties. CAC's work includes:
Helping people meet their basic needs for housing, food and clothing;
Helping people develop the capacity, knowledge and skills necessary to improve their economic circumstance;
Helping communities develop respectful and responsive approaches to addressing poverty; and,
Increasing our agency's capacity to foster its mission and achieve program goals.

2. **SERVICE IMPROVEMENT** Describe any recent initiatives or best practices, programmatically or administratively, that have improved your agency's ability to deliver services.
In 2007, CAC conducted a community needs assessment in its tri-county service area. CAC partnered with 24 service providers to distribute and collect surveys from low-income individuals. In Dane County, 178 people participate in the needs assessment survey process. Topics covered were: Housing and Housing Assistance; Homelessness and Services Targeted to Homeless Individuals; Meeting Basic Needs: Food, Health, Transportation; Money Management; and Education & Training. Results are used by CAC Board of Directors and staff to determine programming priorities and strategic direction. Results are also used by City CDBG and Dane County Continuum of Care members to determine needs related to homeless services and programs.
In 2007, through the CAC Foods Security Program (and coordination of the Dane County Food Pantry Network), CAC increased accessibility to venison meat in food pantries by working with independent meat processors, Department of Natural Resources and hunters to begin a safe venison donation program after the threat of CDW Disease made venison donations unsafe. CAC also expanded the scope of its Tobacco Disparity Project in 2007, by including tobacco cessation questions in every intake, and by offering Tobacco Quit Kits (with samples of nicotine replacement therapy) to those who expressed an interest in quitting.
CAC also continues to use appropriate systems to ensure accountability to our funders and participants. CAC uses a results oriented management approach (ROMA) and assesses its programs via program progress reports (PPRs). These PPRs are reviewed by the CAC board of directors and reported to the state twice a year. We use these PPRs to determine our progress toward the following goals: (1) low-income people become more self-sufficient, (2) the conditions in which low-income people live are improved, (3) low-income people own a stake in their community, (4) partnerships among supporters and providers of services to low-income people are achieved, (5) agencies increase their capacity to achieve results, and (6) low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

3. **EXPERIENCE AND QUALIFICATIONS** Describe (in the space provided) the experience and qualifications of your agency related to the proposed programs.
Founded in 1966, CAC has provided a variety of services including housing case management, financial assistance and literacy training, landlord/tenant mediation and budget/housing counseling (established in 1968); food resources (1983); a clothing center (1991); community gardening (1980); freely given relationships for individuals with developmental disabilities (1993); and volunteer coordination and support. CAC continually works to refine, restructure and expand programs to efficiently meet the needs of the communities we serve. Staff and caseworkers continually attend training sessions provided by the City and County as well as participate in community wide events. CAC often works with other organizations to develop and implement programs as well as provide technical assistance and advice on community wide projects.

4. **AGENCY GOVERNING BODY** How many Board meetings has your governing body or Board of Directors scheduled for 2008? 11

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From ___ To ___	Emily Curtis 5334 Westport Road #1, Madison, WI 53704 GHC Manager of Medical Assistance and Interpreter Services Community Representative 11/30/06 to Current	Board Vice-President's Name Home Address Occupation Representing Term of Office: From ___ To ___	Cynthia Pike 2434 Fox River Parkway, Waukesha, WI 53186 Community Health Nurse Public Appointee 04/26/04 To Current
Board Secretary's Name Home Address Occupation Representing Term of Office: From ___ To ___	Meghan Sprager 1320 Pewaukee Road, Room C320, Waukesha, WI 53188 Waukesha County Executive Public Appointee 12/01/07 to Current	Board Treasurer's Name Home Address Occupation Representing Term of Office: From ___ To ___	Bob Salov 2103 Pleasant Drive, Cambridge, WI 53523-9614 Board Supervisor and Shadowfax Employee Public Appointee 06/29/06 to Current
Name Home Address Occupation Representing Term of Office: From ___ To ___	Richard Wildermuth (Former Board President) 755 Braxton Place A606, Madison, WI 53715 Community Activist and Auctioneer Low-Income Representative 05/16/03 To Current	Name Home Address Occupation Representing Term of Office: From ___ To ___	Reg Emshoff 360 W. Washington Avenue #307, Madison, WI 53703 Lawyer Low-Income Representative 01/01/81 To Current
Name Home Address Occupation Representing Term of Office: From ___ To ___	Joyce Hughes 1505 E. Main Street, Watertown, WI 53094 Retired teacher Public Appointee 10/09/03 To Current	Name Home Address Occupation Representing Term of Office: From ___ To ___	Isabelle Bentheimer 753 Maple Grove Drive, Jefferson, WI 53549 Retired Low-Income Representative 04/28/97 To Current
Name Home Address Occupation Representing Term of Office: From ___ To ___	Tom Lopez 911 Mayer Avenue, Madison, WI 53704 Kraft/Oscar Meyer Community Representative 10/11/07 to Current	Name Home Address Occupation Representing Term of Office: From ___ To ___	Bette Barnes 2211 Chadbourne Street, Madison, WI 53726 Retired professor Community Representative 01/01/90 To Current
Name Home Address Occupation Representing Term of Office: From ___ To ___	Note: The term of office for all directors is 3 years.	Name Home Address Occupation Representing Term of Office: From ___ To ___	

STAFF-BOARD-VOLUNTEER DESCRIPTORS

STAFF/BOARD/VOLUNTEERS DESCRIPTORS For your agency's 2007 staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	35	100%	12	100%	550	100%
GENDER						
MALE	12	35%	5	42%	238	43%
FEMALE	23	65%	7	58%	312	57%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	100	18%
18 – 59 YRS	33	94%	7	58%	419	76%
60 AND OLDER	2	6%	5	42%	31	6%
RACE						
WHITE (including 3 Hispanic)	27	77%	11	92%	392	71%
BLACK	3	9%	0	0%	61	11%
NATIVE AMERICAN	0	0%	0	0%	12	2%
ASIAN/PACIFIC ISLE	2	6%	1	8%	46	8%
MULTI-RACIAL (Native American/White, Native American/Hispanic, Black/white)	3	9%	0	0%	27	5%
ETHNICITY						
HISPANIC	4	11%	0	0%	12	2%
NON-HISPANIC	31	89%	12	100%	538	98%
HANDICAPPED* (Persons with Disabilities)	4	12%	2	17%	35	6%

* Refer to definitions on page 3 of the instructions.

BUDGET TOTAL OPERATING EXPENSES

6 **AGENCY EXPENSE BUDGET** This chart describes your agency's total expense budget for 3 separate years. Where possible, use audited figures for 2007 Actual. Use current budget projections for 2008 Budget.

ACCOUNT DESCRIPTION	2007 ACTUAL (GAAP)	2008 BUDGET (NON-GAAP)	2009 PROPOSED (NON-GAAP)
A. PERSONNEL			
Salary	954,295	1,051,314	1,125,025
Taxes	95,931	101,766	123,755
Benefits	172,925	200,660	229,000
SUBTOTAL A:	1,223,151	1,353,740	1,477,780
B. OPERATING			
All "Operating" Costs	228,463	238,150	250,000
SUBTOTAL B	228,463	238,150	250,000
C. SPACE			
Rent/Utilities/Maintenance	148,982	158,782	165,000
Mortgage (P&I)/Depreciation/Taxes	7,453	9,336	10,000
SUBTOTAL C	156,435	168,518	175,000
D. SPECIAL COSTS			
Assistance to Individuals	1,296,067	1,136,018	1,300,000
Subcontracts, etc.	50,000	16,000	16,000
Affiliation Dues	13,418	11,000	14,000
Earmark for next year	0	1,116,700	1,125,000
SUBTOTAL D	1,359,485	2,323,536	2,455,000
TOTAL OPERATING EXPENSES A-D	2,967,534	4,039,726	4,307,780
E. TOTAL CAPITAL EXPENDITURES			

7. PERSONNEL SCHEDULE

- Column 1) each individual staff position by title.
- Columns 2) and 4) indicate the number of Full Time Equivalents (FTEs) in each staff position.
- Columns 3) and 5) indicate the total salaries for all FTEs in that staff position. Do not include payroll taxes or benefits in this table.
- Columns A-K distribute column 4) (2008 FTEs) across all agency programs.

PLEASE NOTE COLUMNS A-K are FTEs, NOT dollar amounts.

Continue on page 6 if you have more than five (A-E) programs.

1) STAFF POSITION/ CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM				
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	A	B	C	D	E
Directors	3.00	178,960	3.00	185,800					
Managers	0	0	4.00	165,200	.50	.20	.15	.50	.50
Coordinators	5.00	195,692	5.00	168,425	1.00	1.00	1.00		
Caseworkers	7.70	225,498	5.90	180,500	4.90				
Specialists	13.00	368,136	12.25	337,525	1.00		2.00	3.00	2.00
Assistants	3.50	830,028	3.60	87,575					.75
TOTAL	32.20	1,051,314	33.75	1,125,025	7.40	1.20	3.15	3.50	3.25

7b. **PERSONNEL SCHEDULE** (continued)

1) STAFF POSITION/CATEGORY	2008 ESTIMATED		2009 PROPOSED		2009 PROPOSED FTE'S DISTRIBUTED BY PROGRAM			
	2) FTE	3) TOTAL SALARY	4) FTE	5) TOTAL SALARY	F	G	H	
Directors (con't)					.10		2.90	
Managers (con't)						.15	2.00	
Coordinators (con't)					.80	1.00	.20	
Caseworkers (con't)							1.00	
Specialists (con't)					1.00		3.25	
Assistants (con't)							2.85	
TOTAL					1.90	1.15	12.20	

8. **LIST PERCENT OF STAFF TURNOVER** 12.5% Divide the number of resignations or terminations in calendar year 2007 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had a 20% or more turnover rate in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

Staff retention is always a concern in the non-profit community. In a community like Madison, however, it has added punch in that CAC is competing with a very large pool of other non-profits as well as the University of Wisconsin and state government. Even though CAC has no entry level jobs per se, many people work at CAC right out of college and then leave for different opportunities in a year or so. These employees leave with a better understanding of poverty, including its causes and effects, and what they can do to address it. That is, on the one hand, a good outcome. On the other hand, turnover drains resources, agency capacity and sometimes makes relationships with community partners more difficult to maintain. To counter the concern, the CAC Board of Directors has worked hard to offer a compensation package that is competitive. Health insurance premiums for the single HMO plan are paid completely by CAC for the employee. Leave time is generous. Despite level funding from the majority of funding sources, CAC was able to provide a pay raise mid-year. In addition, CAC has a casual work environment, provides social outlets for staff such as potlucks and picnics, and staff have flexibility regarding their work schedules. A family-friendly workplace, CAC employees can adjust their work schedules to accommodate family obligations as needed. CAC is constantly working to help its employees succeed.

CITY-COUNTY CONSOLIDATED APPLICATION FOR 2009 & 2010 FUNDS

PROGRAM DESCRIPTION

ORGANIZATION: Community Action Coalition for South Central Wisconsin, Inc. (CAC)

PROGRAM: Financial Services (Intake, Budget/Housing Counseling, Etc.) PROGRAM LETTER: C
(Submit only to relevant revenue sources.) (from App Summary Page A)

A. PROGRAM OVERVIEW (Word limit: 150 words)

Financial Services provides services to Dane County residents to better enable them to maintain stable housing and more effectively manage their money. CAC provides monetary financial assistance including rent payment and deposit assistance, and a variety of non-monetary financial services. Non-monetary financial services include housing information and referral, budgeting counseling (one-on-one), telephone assistance, financial literacy instruction, and financial case management. Financial services staff screen households using an intake assessment process and then a follow up application. The process is used to identify specific barriers to maintaining stable housing and to determine eligibility for CAC programs and/or other community programs. Budget and housing counseling are provided to identify participants' financial resources and help them better prioritize expenses. CAC also offers financial literacy instruction, which cover goal-setting, budgeting, credit and credit reports, consumer and banking issues, and saving and investing. In addition, CAC mediates between participants and telephone and utility companies to develop payment plans for overdue bills.

B. PARTICIPANT DEMOGRAPHICS

Please note: Any discrepancies found in unduplicated numbers reported by CAC are due to participants' choice to not provide information on registration forms.

PARTICIPANT DESCRIPTOR	NUMBER	PERCENT	PARTICIPANT DESCRIPTOR	NUMBER	PERCENT
TOTAL	2,404	100%	TOTAL PARTICIPANTS BY RACE	2,265	100%
MALE	972	40%	WHITE	584	25%
FEMALE	1,432	59%	BLACK	1,425	62%
AGE	2,404	100%	NATIVE AMERICAN	21	1%
0 - 5	480	19%	ASIAN/PACIFIC ISLANDER	26	1%
6 - 11	439	18%	MULTI-RACIAL	0	0%
12 - 17	311	12%	ETHNICITY	2,404	100%
18 - 23	210	8%	HISPANIC	139	5%
24 - 44	684	28%	NON-HISPANIC	2,265	94%
45 - 54	183	7%	HANDICAPPED (persons with disabilities) - of 1,174 surveyed	347	29%
55 - 69	76	3%	RESIDENCY	2,404	100%
70 & UP	21	<1%	CITY OF MADISON	2,308	96%
			DANE COUNTY (NOT IN CITY)	96	4%
			OUTSIDE DANE COUNTY		

Note: Simple racial and ethnic categories are inadequate to describe the heritage of many people. Please fit client data to the categories above as closely as possible.

(Submit only to relevant revenue sources.)

C. CAC's financial services are available to all residents of Dane County. Non-monetary services, such as money management classes (financial literacy), budget counseling and telecommunications education are available to anyone in Dane County. Direct financial assistance paid to landlords and telephone companies to help people stabilize housing is available to those who must have an income below 80% of the County Median Income and have proof of income sufficient to support their housing and basic expenses. However, all participants receiving financial assistance have income levels below 50% CMI, with over 90% under 30 % of CMI.

D. PROGRAM OUTCOMES

2,404 Number of unduplicated individual participants served during 2007.

n/a Number of unduplicated participants who completed the program during 2007 (if applicable).

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

OUTCOME OBJECTIVE # 1		Households seeking financial assistance and/or financial services (education) will increase knowledge of managing limited income, reducing debt and utilizing community resources to improve housing stability.				
Performance Indicator(s)		Of the 320 households who receive financial assistance, 75% will report that they were able to maintain a budget for 90 days. Of the 75 households receiving non-monetary financial services, 80% will report that they increased their knowledge and ability to manage limited income and expenses, resulting in stable housing.				
Explain the measurement tools or methods.		CAC conducts a survey with those receiving financial services after 6 months. Surveys will also be collected from those attending a money management class, receiving one-one-one financial case management and/or budgeting sessions				
Target Proposed for 2009	Total to be served	395	Targeted <u>percent</u> to meet performance indicator(s)	75%/80%	Number to meet indicator(s)	300
Target Proposed for 2010	Total to be served	395	Targeted <u>percent</u> to meet performance indicator(s)	75%/80%	Number to meet indicator(s)	300
OUTCOME OBJECTIVE # 2		Qualifying households will be provided with financial assistance to increase their ability to secure or retain housing.				
Performance Indicator(s)		Of the 320 households receiving financial assistance to obtain/retain housing, 75% of those surveyed will report that they are still in stable housing after 6 months and 65% of those surveyed will report they are still in stable housing after 12 months.				
Explain the measurement tools or methods.		CAC's financial services specialists will follow up after 6 months by phone, letter or personal visit with households to determine the percent of households that have stabilized their housing.				
Target proposed for 2009	Total to be served	320	Targeted <u>percent</u> to meet performance indicator(s)	75%/65%	Number to meet indicator(s)	240/ 208
Target proposed for 2010	Total to be served	320	Targeted <u>percent</u> to meet performance indicator(s)	75%/65%	Number to meet indicator(s)	240/ 208

PROGRAM ACTIVITIES

Outcome #1 Households seeking financial assistance and/or financial services (education) will increase knowledge of managing limited income, reducing debt and utilizing community resources to improve housing stability.

CAC provides a comprehensive intake assessment process to determine participant barriers and assets, and the appropriate programs to address them in order to increase housing stability. **Intake Assessment and Information & Referral:** Intake is the primary and personal starting point for housing and other assistance from CAC. When an individual calls or walks into CAC requesting general and/or other assistance, CAC staff is called upon to complete a more thorough Intake assessment which screens individuals for eligibility into CAC programs and/or refers individuals to other community agencies better suited to respond to their specific circumstances. **Budget Counseling/ Money Management:** Budget Counseling is a necessary part of all of forms of financial assistance. CAC staff work one-to-one and in group settings with participants to assess streams of income, fixed and variable expenses, and spending choices. Credit reports and analysis are also used to help participants develop a plan to decrease debt. **Housing Counseling:** helping participants access local housing resources, sharing up-to-date information on housing vacancies, connecting participants to flexible landlords, helping participants apply for subsidized housing, and offering tenant-landlord mediation to help a participant obtain or retain stable housing.

Outcome #2 Qualifying households will be provided with financial assistance to increase their ability to secure or retain housing.

CAC's strategy is to assist households with financial assistance when housing cannot be secured or retained through budget counseling, housing counseling, or case management alone and for whom financial assistance would make a significant difference (for example, when a household has experienced a sudden and temporary loss of income that jeopardizes their housing for one month). In 2007, CAC was able to assist 387 of eligible participants with rent payment assistance. In order to achieve this outcome, CAC staff conduct the following activities:

- CAC will determine eligibility from the intake assessment process. All applicants for financial assistance must have an income below 80% of the County Median Income and have proof of income sufficient to support their housing and basic expenses.
- Upon selection in the monthly drawing, CAC staff work with the participant to comply with the necessary documentation and works with each on her/his budget and also tries to ensure that each has accessed other services available in the community.
- CAC staff follow up with previous participants to determine if they have been able to maintain their housing.
- The program also maintains working relationships with partners through participation in, and administration of rent subsidies for, the Dane County Homeless Services Consortium.

(Submit only to relevant revenue sources.)

PROGRAM BUDGET 2008 ESTIMATED OPERATING BUDGET and 2009 Proposed Budget (You may change row headings to make them applicable to your organization.)

ACCOUNT CATEGORY Source	2008 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	0	0	0	0	0
MADISON CDBG	23,376	23,376	0	0	0
UNITED WAY ALLOC	50,000	29,000	5,500	3,000	12,500
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	194,600	28,600	0	0	166,000
FUND RAISING	500	0	0	500	0
USER FEES	0	0	0	0	0
OTHER	25,000	21,000	1,000	1,000	2,000
TOTAL	293,476	101,976	6,500	4,500	180,500

ACCOUNT CATEGORY Source	2009 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON COMM SERV	0	0	0	0	0
MADISON CDBG	23,876	23,876	0	0	0
UNITED WAY ALLOC	30,000	17,000	2,500	3,000	7,500
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	199,025	32,232	0	0	167,000
FUND RAISING	500	0	0	500	0
USER FEES	0	0	0	0	0
OTHER	17,000	15,000	500	500	1000
TOTAL	270,401	87,608	3,000	4,000	175,500

G. **2009 COST EXPLANATION** (Complete only if significant financial changes are anticipated between 2008 and 2009.) Explain specifically, by revenue source and/or account category, any noteworthy change in the 2009 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.

In 2009, CAC anticipates less funding from United Way for a financial services program targeted for Allied Drive neighborhood called Building Bridges. CAC anticipates a slight decrease in foundation funding.

PROGRAM: Financial Services

PROGRAM LETTER: C

(Submit only to relevant revenue sources.)

11 **PARTICIPANT COST** This chart requests unit and participant/client costs for this program only. For column 4) divide column 2) by column 3). For column 6) divide column 2) by column 5).

	2) TOTAL COST OF PROGRAM	3) UNDUPLICATED PARTICIPANTS	4) COST PER PARTICIPANT	5) UNITS PROVIDED	6) UNIT COST
2007 ACTUAL	453,285	2,404	2,404	826	548
2008 BUDGETED	293,476	1455	201	500	586
2009 PROPOSED	269,901	1455	185	500	539

I. **SERVICE UNITS** Define the 2009 Proposed Units Provided in column 5) in the Unit Cost table above. Wherever possible use the unit of service requested by a revenue source.

In 2009 and 2009 a unit is a household receiving some form of financial services (financial payments, housing counseling, money management classes). Please note, in 2007, a unit was an individual who received a financial payment. In 2007, the program costs included clothing.

J. **UNDUPLICATED PARTICIPANT** How does your agency define an unduplicated participant in this program (e.g., a youth who enrolls in a 4-week summer program, or a senior who receives care management services during the year, or a monthly visitor to a neighborhood center)?

An unduplicated participant is any member of a household who receives financial assistance and/or financial services focused on financial literacy.

2010 SECOND YEAR FUNDING SUPPLEMENT

USE only if applying to City of Madison OCS or City of Madison CDBG

If you are requesting only a COLA increase in 2010, indicate by check the box on the left and skip sections K, L and M. If you are requesting increased funding beyond a COLA, complete Sections K through M.

K. **PROGRAM UPDATE** 1) Describe any major changes being proposed for the program/service in 2010, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

We need to complete this part...

L. **2010 PROPOSED BUDGET**

2010 PROPOSED BUDGET					
ACCOUNT CATEGORY	2010 PROPOSED BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

M. **2010 COST EXPLANATION** Explain specifically, by revenue source, any financial changes that you anticipate between 2009 and 2010.