



School-Age Child and Youth Development Services PART 1 – ORGANIZATION NARRATIVE FORM

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30 pm CDT, 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

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 or Mary O'Donnell, Community Development Specialist 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

Legal Name of Organization:	Elver Park Neighborhood Center, operated by Wisconsin Youth Company	Total Amount Requested:	\$ 129,586
Program(s) included in this application:	Program Name: Elementary Program	Amount Requested: \$ 62,682	
	Program Type: Elementary Year Round Multi-Focus		
	Program Name: Middle School Program	Amount Requested: \$ 66,904	
	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.		
	➤ <i>If you are applying for more than four programs please contact Jennifer Stoiber at jstoiber@cityofmadison.com</i>		
Contact Person:	Jennifer Weber	Email:	jweber@wisconsinyouthcompany.org
Organization Address:	1201 McKenna Blvd. Madison, WI 53711	Telephone:	(608) 492-4169

Organizational Qualifications:

1. Organization History and Mission Statement

Wisconsin Youth Company has been running out of school time programs for children and youth for nearly 50 years throughout the Madison area. In 2003, the City of Madison was searching for a provider to support the children and families on Madison's southwest side and approached Wisconsin Youth Company to fill that need. The children residing in the area are bussed each day to three different elementary schools across two school districts. The separation between schools and the neighborhood design leads to a lack of a central hub to bring neighbors together. Elver Park Neighborhood Center provides a central community space for children and families to gather outside of school hours. Over the years, center staff have worked closely with families to provide after-school and summer camp programs where children have safe space to grow, learn, and thrive with the guidance of caring adult mentors.

In addition to providing out-of-school time programs to children in the Park Edge-Park Ridge community, Elver Park Neighborhood Center offers additional community resources such as public meeting and event space, office space for Joining Forces for Families social workers, and a community food pantry. The neighborhood center strives to strengthen the community through events and support programs that continue to evolve and grow to address the changing needs of children and families served. It is the mission of Elver Park Neighborhood Center to provide a place that empowers the community through educational, recreational, and support services for its residents.

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.

Elver Park Neighborhood Center has been providing high quality after school and summer camp programs since 2003. These programs are year-round offering part-time care for children during the school year and full day care during the summer months.

Elver Park Neighborhood Center is operated by Wisconsin Youth Company, which has been operating high quality out-of-school time programs for almost 50 years. The majority of Wisconsin Youth Company programs are licensed and accredited and all neighborhood center programs, while not formally licensed or accredited, practice the same high-quality standards.

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".

When schools closed at the onset of the COVID-19 pandemic, Elver Park Neighborhood Center transitioned from providing after school care to full-day, in-person programs that supported students with virtual learning. Center staff worked with students, families, and teachers to adhere to individual virtual school schedules and assignment due dates. This change was necessary for children who did not have internet access at home or struggled to engage in virtual learning. Providing care for children during the virtual school day gave parents who were essential workers peace of mind that their child would be cared for while they continued to work. Elver Park Neighborhood Center provided virtual learning support for close to two years throughout the duration of schools being closed.

While the transition to full day programs ended when schools returned to in-person learning, other programs established in response to the COVID-19 pandemic remain vital to the community we serve. In March of 2020, Elver Park Neighborhood Center established a community food pantry to address food insecurity. The food pantry now provides support to more than 500 individuals annually through bi-weekly food pantry services.

In the past year, Wisconsin Youth Company developed a new five-year strategic plan. Elver Park Neighborhood Center and the greater Wisconsin Youth Company organization will focus their work on quality programs, care for staff, and advocacy and awareness.

Elver Park Neighborhood Center's elementary program received funding through Child Care Counts. This funding is scheduled to end in January 2024. These relief dollars were essential to retaining dedicated staff in order to continue to operate high quality programs that best serve the children in our care.

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.

Elver Park Neighborhood Center values its staff, their goals, and continuous professional development. Staff are paid to attend annual trainings as well as ongoing professional development opportunities throughout the year. Before the summer and school-year terms, Elver Park Neighborhood Center pays for staff to attend a variety of professional development workshops hosted by internal directors, the MOST coalition, and other outside providers. These training sessions take place over the course of a week and focus on various topics including program delivery, activity planning and implementation, active supervision, emergency procedures, behavior management, family engagement and more. In addition, center staff participate in other forms of professional development offered through local partners throughout the year. Recently, center staff participated in trauma informed care training provided by Dane County and a mentoring fellowship series provided by the City of Madison and the MOST coalition.

When hiring for program positions, Elver Park Neighborhood Center places an emphasis on individuals with a background working with children and diverse populations. Job postings are made on our website, online job boards, and positions are shared directly with potential applicants by word-of-mouth through our current staff and program partners.

Our organization has established peer lunches where staff are given paid time and a meal stipend to gather with other program staff. During this time, staff gather and share experiences, questions, and build community to better support children in after school and summer camp programs. Staff are also recognized and paid for activity planning within their program. Each staff member is given two hours each week of paid planning time to research, plan, and prepare for activities to implement in the elementary program.

We recognize that our greatest asset as an organization is our staff. Without proper training, compensation, and support for our staff, we would not be able to offer the high-quality, community-centered care and services to children and families they rely on us to provide.



School-Age Child and Youth Development 2023 Request for Proposals PART 2 - Program Narrative Form

Submit Application to: cddapplications@cityofmadison.com

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

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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:	Elver Park Neighborhood Center, operated by Wisconsin Youth Company	Total Amount Requested for this Program:		\$ \$62,682
Program Name:	Elementary Program	Total Program Budget:		\$ 104,751
Program Contact:	Jennifer Weber	Email:	jweber@wisconsinyouthcompany.org	Phone: (608) 492-4169

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 checked="" 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.

Elver Park Neighborhood Center, operated by Wisconsin Youth Company, has been serving children and families residing in the Park Edge-Park Ridge neighborhoods with high quality and affordable out-of-school time programs since 2003. Center programs were established to meet the need of families in the community for safe spaces where children would be cared for outside of school hours. Wisconsin Youth Company has close to fifty years of experience operating high quality out-of-school time programs, and applies these practices to the neighborhood center programs to best serve the children in our care.

According to the Madison Neighborhood Indicators Project, the surrounding area has the highest number of family households living in poverty and that number has been rising since 2011. Youth serving programs are critical to this area due to the high percentage of young people residing nearby. An estimated 25% of the neighborhood served by Elver Park Neighborhood Center is under 17 years old.

Elver Park Neighborhood Center families reside along a school district boundary line. Children in the neighborhood attend either Madison Metropolitan School District or Middleton Cross Plains

Area School District. Some of the schools that Elver Park Neighborhood Center students attend, such as West Middleton Elementary and Olson Elementary, are located outside of the City of Madison and cannot be reached by public transportation. The school commute is up to 30 minutes by car from their homes, which poses a significant barrier for parents and guardians to pick their child(ren) up from school or after school programs. These students take a school bus at the end of their school day to the neighborhood center, which serves as a connection point by providing after school and summer camps close to home, easing the burden on families.

According to the City of Madison's Neighborhood Indicator project 2020 edition, 73.3% of youth in the neighborhood served by Elver Park Neighborhood Center are economically disadvantaged. Also, according to this same data, 8.4% of parents in the neighborhood have no high school diploma or GED as compared to 6.7% in the City of Madison as a whole. Neighborhood Center programs support the educational and career goals of both children and their families. While children are cared for in neighborhood center programs after school, some parents are actively enrolled in school or training programs to further their education and pursue their careers.

The 2013 Race to Equity report stated that in 2011 nearly half (48.1%) of all Dane County's Black third graders failed to meet proficiency standards in reading, compared to 10.9% of White third graders. The pandemic only exacerbated this gap. The recent report from Harvard, School District and Community Factors Associated With Learning Loss During the COVID-19 Pandemic stated, "...we also find that scores declined more in high poverty and high minority districts; and in districts that spent more time in remote and hybrid instruction during the 2020-21 school year. Undoubtedly, in-person learning is important for student achievement." During the height of the pandemic, Elver Park Neighborhood Center opened its doors and community spaces to serve children through full-day virtual learning support programs. Our center became a make-shift school, providing children with educational support, nutritious meals, adult supervision and

guidance, and time away from screens to play and interact with peers. The repercussions of virtual learning on low-income and minority students are still being felt, but with the relationships built during the pandemic and knowledge gained, center staff are better equipped than ever to support children’s social-emotional learning and growth outside of the classroom.

It is important that Elver Park Neighborhood Center is able to provide affordable and free services to the families in its community. Elver Park Neighborhood Center primarily serves low-income families of color. In 2022, 94% of youth served by the center identified as a person of color and 92% of the families served identified as low-income. Demographic data is collected for each child on program registration forms completed by parents and guardians.

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?

The goal of Elver Park Neighborhood Center’s elementary program is to provide a safe place for children to be introduced to various areas of education and enrichment where they learn, explore, and thrive. Center staff are intentional with the elementary program design, creating a clear routine, safe expectations, and providing a variety of activities each day. Students are provided with a choice-based environment that allows them to explore materials based upon their own interests. Each day, students are nurtured by caring adult mentors as they learn social emotional skills and develop into their best selves. This program is provided to families at little or no cost in the direct neighborhood in which they live, dismantling transportation and financial barriers.

C. Program Summary (3-5 sentences):

Elver Park Neighborhood Center’s elementary after school and summer camp programs provide children living in the Elver Park community with a safe space to grow, play, and thrive outside of school hours. Center staff plan hands-on learning activities, outdoor play, and enrichment to introduce children to new experiences each week. The elementary program serves as a connection point between children, families, and schools to support children in an accessible and welcoming space.

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.

Elver Park Neighborhood Center’s elementary program primarily serves low-income families and residents of the Elver Park neighborhood. In 2022, 94% of youth served by the center identified as a person of color and 92% of the families served identified as low-income. The elementary program has had an increase of English language learners attending since schools were closed and Elver Park Neighborhood Center provided virtual learning. Youth voice helps shape Elver Park Neighborhood Center’s program plans, providing students activities and experiences that interest them.

B. 2022 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian	2	8%
Black/African American	10	42%
Asian	0	0%
American Indian/Alaskan Native	0	0%
Native Hawaiian/Other Pacific Islander	0	0%
Multi-Racial	2	8%
Balance/Other	10	42%
Total:	24	
Ethnicity		
Hispanic or Latino	10	42%
Not Hispanic or Latino	14	58%
Total:	24	
Gender		
Boy/Man	9	38%
Girl/Woman	15	62%
Non-binary/GenderQueer	0	0%

Prefer Not to Say	0	0%
Total:	d	

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.

Elver Park Neighborhood Center uses a translation service through telephone. This service assists English speaking staff to have an in-person or over the phone conversation with students and families. Neighborhood center staff have also used translation apps for text and in-person conversations. Additionally, Elver Park Neighborhood Center has a Dane County Joining Forces for Families social worker housed in the building who is bilingual and helps translate conversations and text for students and families.

Elver Park Neighborhood Center’s elementary program embraces the LatinX and African American cultures through its program activities and family nights. Students virtually travel around the world through the use of a smartboard and learn about different places of participant heritage. In addition, staff have catered and cooked culturally relevant foods for family nights that families and staff have enjoyed together.

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.

Elver Park Neighborhood Center’s registration process for its elementary program is online through Wisconsin Youth Company’s database. The registration process is user friendly from a phone, tablet, or computer and the user can translate the text to other languages. Wisconsin Youth Company’s registration team meets with families to complete program registration if families have additional questions or do not have access to the internet.

Communication with families occurs across multiple channels. Families receive emailed newsletters and text message communications for upcoming events, news, and updates about programs and services provided by the center. These correspondences are sent by staff in both English and Spanish. Additionally, center staff connect with families face-to-face at the end of program when children are picked up, at community gatherings and events, and during family nights.

Elver Park Neighborhood Center staff communicate regularly with staff at the schools where children attend, our Dane County Joining Forces for Families social worker, neighborhood police officer, and other stakeholders to identify families in need of childcare. For families facing additional barriers to accessing essential out-of-school time programs, center staff work with the community support programs in place to find solutions and meet the family where they are.

Finding creative solutions to ensure the children and families have the care they need means addressing transportation barriers by coordinating with schools to have children bussed from the school building to our center at the end of the day. Elver Park Neighborhood Center staff work with each family as a unit, using a multi-generational approach to service delivery. Understanding that many families served face barriers including homelessness, financial insecurity, language access, and more, staff use a wrap-around case management approach when providing services.

Meeting families where they are requires that we ensure cost is never a barrier to a child attending the neighborhood center’s after school or summer camp programs. For each family, neighborhood center staff work closely with the registration team to meet financial needs and provide full or partial scholarships for anyone who requests it. The elementary program continues to see returning participants each year as well as new participants registering for after school and summer camp programs. According to the national Afterschool Alliance, for every child enrolled in an afterschool program across the state of Wisconsin, two children are waiting for the care they need. Our goal is to grow program capacity to reduce program waitlists and minimize stress on families that comes with a lack of reliable out-of-school time care.

Families are surveyed during registration as well as through an annual parent survey on their feedback related to the program. This feedback is used to shape program design and delivery in the future.

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.

Elver Park Neighborhood Center’s elementary program has a daily routine that encourages learning and having fun. During a typical day, students are provided snacks and meals, free choice throughout a program area that has dramatic play, building and constructs, games, arts and crafts, books, and more as well as planned activities. The elementary program has partnered with Madison Reading Project, the Dream Bus, Girl Scouts, and more to provide additional activities to the children enrolled.

The elementary program is intentional and designed around best practices in the field. Elver Park Neighborhood Center’s elementary program is licensed through the Wisconsin Department of Children and Families. The Department ensures that all licensing requirements are met through ongoing inspection. In addition, this program is accredited by the City of Madison; a process based on high quality standards that promotes healthy child development. These standards go beyond licensing requirements to ensure the wellbeing and safety of children. Lastly, Elver Park Neighborhood Center’s elementary program holds a 5-star YoungStar rating. This is a state childcare quality rating system based on staff education, environment, curriculum, and practices.

Wisconsin Youth Company’s Director of Risk Management takes time to visit and review neighborhood center programs seasonally in order to assess program practices. Based on her review, program staff make any necessary adjustments to program activities in order to best serve the youth in their care.

- 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): Elver Park Neighborhood Center			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year	3:00 pm	5:45 pm
	Summer	9:00 am	4:00 pm
Tuesday	School Year	3:00 pm	5:45 pm
	Summer	9:00 am	4:00 pm
Wednesday	School Year	3:00 pm	5:45 pm
	Summer	9:00 am	4:00 pm
Thursday	School Year	3:00 pm	5:45 pm
	Summer	9:00 am	4:00 pm
Friday	School Year	3:00 pm	5:45 pm
	Summer	9:00 am	4:00 pm
Saturday	School Year	N/A	
	Summer	N/A	
Sunday	School Year	N/A	
	Summer	N/A	

Table 2

Location(s): N/A

Day of the Week	Time of Year	Start Time	End Time
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.
N/A

- 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.

	Frequency*	# of Program Hours Per Program Day	Annual Duration**	Adult to Youth Ratio	Anticipated Average Attendance per Program Day
Location #1: Elver Park Neighborhood Center					
School Year	5x per week	M-F: 2.75 each	9 months	1:17	35
Summer	5x per week	M-F: 7 hours	9 weeks	1:10	35
Location #2 (if applicable): N/A					
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 to the programs included in the table above.

N/A

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.

To gather feedback from families, there is a feedback form included in the registration process where families provide input on center programs, activities, and events. At the end of scheduled school year and summer camp programs, families receive a survey to provide feedback on their own and their child’s experience. In addition, families gather three times a year for a family night where staff ask for input from families on program planning and design. Informal and formal family feedback is used to shape future elementary program plans.

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.

Elver Park Neighborhood Center sends out surveys through a text messaging service to community members who have utilized the center's services. This survey is anonymous and gives the community an opportunity to provide feedback on program activities and design. Surveys are provided in both English and Spanish.

In addition, Elver Park Neighborhood Center staff meet with community partners who have worked with the center. Feedback is gathered on their experience and this feedback is used to shape future partnerships and projects in the elementary program.

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)?
Girl Scouts	Empower girls to discover their strengths and rise to meet new challenges	Crystal Hefter	No
Madison Reading Project	Connects community with free books and literacy sources	Natalie Holdahl	No
Joining Forces for Families	Help families navigate resources through Dane County	Sarah Shatz	Yes
Wisconsin Institute for Discovery	Engages youth in knowledge and development of science and research	Jarrold Buckner	No

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

N/A

How do these partnerships enhance this proposal?

Elver Park Neighborhood Center staff work hard to bring a variety of experiences and resources to the children and families in the elementary program. Partnering with these stakeholders has provided robust program experiences and solid relationships between organizations. Elver Park Neighborhood Center is a committed partner and works alongside other organizations to create strong programming.

What are the decision-making agreements with each partner?

Girl Scouts, Madison Reading Project, and Wisconsin Institute for Discovery plan the programming that they bring to the students at the center. Each of these organizations have strong systems and designs and have proven that they can plan and provide a strong programming experience. Joining Forces for Families has an office in Elver Park Neighborhood Center and is a reliable resource where staff refer elementary families to help them navigate and access services such as locating and securing housing, resources for food insecurity, assistance with employment referral, and more.

- 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?

Through out-of-school time programs, center staff develop close connections centered in trust with children and their families. This allows center staff to advocate and coordinate for the families we serve to access additional resources. Center staff plan programming around observed community need. Elver Park Neighborhood Center operates an in-house food pantry to address food insecurity and support families struggling with financial insecurity. The center also offers annual community events to uplift children and their families such as bicycle and helmet giveaways through a partnership with FreeBikes4Kids, school supplies and backpacks, holiday meal baskets, and a holiday toy drive.

By dedicating time to developing close relationships with children and their families, center staff are better able to plan programming that meets the needs of the community and builds neighborhood capacity. By establishing our center as a reliable resource, our staff are better able to connect families and participants to partner organizations like Joining Forces for Families in order to access local services beyond the scope of center programs.

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.

Intentional Program Design – Our elementary program offers a variety of activities for children that are intentionally chosen by staff and students together. Youth voice is a driving force for program structure, activity, and decision making.

Supportive Relationships with Youth – Center staff understand the importance of relationships and work to build authentic bonds with each child and family individually. Children enrolled understand the importance of safety and respect and have healthy boundaries with peers and staff.

Youth Voice and Leadership – Students are encouraged to take the lead and take the initiative within the program setting. Youth are taught that Elver Park Neighborhood Center is their community, and they have ownership over activities and offerings in the program.

Racial and Cultural Inclusion – Racial and cultural diversity is promoted in the program and with staff. Program decorations, materials, and activities promote a diverse theme of people and places. Staff are provided with paid time to participate in a monthly Diversity, Equity, and Inclusion lunch and learn series hosted by Wisconsin Youth Company.

Community and Family Engagement – Elver Park Neighborhood Center staff see themselves as a partner to students, families, their schools, and other organizations that serve them. Center staff work hard to communicate and build relationships with all groups to best serve elementary school students and their families. Families are surveyed during registration and throughout the year where they are asked to share their feedback about center programming. This feedback is used to shape elementary school programming plans and implementation.

Organizational Management and Staff Support – Staff are provided with annual professional development before the beginning of the school year and summer seasons. In addition, they are provided ongoing support and guidance throughout the term. Wisconsin Youth Company's strategic plan focuses on the effort to increase wages to recruit and retain talented staff.

Environment and Safety – The elementary program space is designed to keep children safe while they learn and have fun. Wisconsin Youth Company's full-time risk manager performs seasonal assessments of the program space, design, and practices and guides staff through any changes that need to be made.

Elementary program staff are trained and guided by their supervisor to ensure evidence-based standards and MOST effective practices are maintained. In addition to these best practices, the elementary program is a licensed program and also undergoes annual accreditation through the City of Madison. All of these standards are followed through the design and implementation of the program.

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

Total Annual Unduplicated Children or Youth participating in proposed program: 57

Total program hours annually: 495 for school year/360 for summer

C. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives?
 Elver Park Neighborhood Center’s elementary program currently receives City of Madison funding. These outcome objectives have been created by Elver Park Neighborhood Center and City of Madison staff together.

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.

Outcome Objective #1: 80% of 35 children will stay fully engaged in academic activities during the educational component of after school or summer camp program				
Performance Standard	Targeted Percent	80%	Targeted Number	28
Measurement Tool(s) and Comments: Attendance records, staff tracking, participant survey and Wisconsin Youth Company’s Survey of Academic and Youth Outcomes (SAYO).				

Outcome Objective #2: 80% of 35 children will demonstrate the ability to resolve their conflicts peacefully using social emotional tools				
Performance Standard	Targeted Percent	80%	Targeted Number	28
Measurement Tool(s) and Comments: Attendance records, staff tracking, participant survey and Wisconsin Youth Company’s Survey of Academic and Youth Outcomes (SAYO).				

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

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

Elver Park Neighborhood Center has been using the Survey of Academic Youth Outcomes (SAYO) for over a decade to measure youth outcomes related to their program experience. These survey results are compiled and presented to Wisconsin Youth Company’s board to demonstrate impact on program goals as well as to shape future program practices and design. The center has also volunteered to participate in a pilot project with the City of Madison which will compare local SAYO data to national data.

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?

Demographics – completed by families when registering for the program and during City Sampling Week

Program Activities and Outcome Measurements – tracked by staff daily in spreadsheets and through the Survey of Academic Youth Outcomes (SAYO) to measure youth outcomes related to their program experience.

Expenses – tracked through Wisconsin Youth Company’s administrative team and credit card/billing service.

6. PROGRAM LOCATION

- A. Address(es) of the site where programs will occur:
 Elver Park Neighborhood Center
 1201 McKenna Blvd.
 Madison, WI 53719

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.
 *Use one line per individual employee

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
Elementary Supervisor	High school diploma or GED, First Aid, CPR	Elver Park Neighborhood Center	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	1.00 – Year-Round	N/A
Program Leader	High school diploma or GED, First Aid, CPR	Elver Park Neighborhood Center	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	.56 - Year-Round	N/A
Program Leader	High school diploma or GED, First Aid, CPR	Elver Park Neighborhood Center	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	.56 - Year-Round	N/A
			<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:			0	
	Year-Round			2.12	
	Summer				0

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

Any volunteers must complete a criminal background check to be in program space with students. Volunteers cannot be left alone with students and are trained by elementary program staff on policies and procedures.

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

Being on the bus route is essential for Elver Park Neighborhood Center's programming. Students live in the City of Madison. A portion of families living in Madison are within Middleton Cross Plains Area School District boundary lines. Students are bussed out to Middleton Cross Plains schools and must be bussed back to their neighborhoods each day.

Wisconsin Youth Company has two company owned vans which assist in transporting the program for field trip opportunities.

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.
N/A
- B. Disclosure of Contract Failures, Litigations
Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.
N/A



School-Age Child and Youth Development 2023 Request for Proposals PART 2 - Program Narrative Form

Submit Application to: 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 or Mary O'Donnell, Community Development Specialist 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

Legal Name of Organization:	Elver Park Neighborhood Center, operated by Wisconsin Youth Company	Total Amount Requested for this Program:	\$ 66,904
Program Name:	Middle School Program	Total Program Budget:	\$ 129,181
Program Contact:	Jennifer Weber	Email:	jweber@wisconsinyouthcompany.org
		Phone:	(608) 492-4169
AGE Group and Program TYPE: Select <u>ONE</u> Program Type under ONE Age Group for this form.			

Elementary

- Multi-focus School Year Only
- Multi-focus Summer Only
- Multi-focused Year Round
- Topical/ Skill/Population

Middle School

- Multi-focus School Year Only
- Multi-focus Summer Only
- Multi-focused Year Round
- Topical/ Skill/Population

High School

- Multi-focus School Year Only
- Multi-focus Summer Only
- Multi-focused Year Round
- 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.

Elver Park Neighborhood Center has been serving youth and families residing in the Park Edge-Park Ridge neighborhood with high quality and affordable out-of-school time programs since 2003. Center programs were established to meet the need of families in the community for safe spaces where middle schoolers would be cared for outside of school hours. Elver Park Neighborhood Center staff specifically plan programs to strengthen community assets and address community need.

According to the Madison Neighborhood Indicators Project, the surrounding area has the highest number of family households living in poverty and that number has been rising since 2011. Youth-serving programs are critical to this area due to the high percentage of young people residing nearby. An estimated 25% of the neighborhood served by Elver Park Neighborhood Center is under 17 years old.

Elver Park Neighborhood Center families reside along a school district boundary line. Youth in the neighborhood attend Glacier Creek Middle School, Jefferson Middle School, or Toki Middle School spread across the Madison Metropolitan or Middleton Cross Plains Area School Districts. These students take a school bus at the end of their school day to the neighborhood center, which serves as a connection point by providing after school and summer camps close to home.

The person- and society-related police incidents reported in the neighborhood have been declining each year since 2013, according to the City of Madison’s Neighborhood Indicator project (2020 edition.) Although juvenile crime has dramatically decreased in the past decade, a report from Strong Nation titled “From Risk to Opportunity: Afterschool Programs Keep Kids Safe When Juvenile Crime Peaks” determined that, nationally, the hours between 2 p.m. and 6 p.m. are the peak time for juvenile crime. Elver Park Neighborhood Center operates after school programs for middle school students that give them a place where they feel welcome, safe, supported, and comfortable – a place where they want to be outside of school hours.

It is important that Elver Park Neighborhood Center is able to provide affordable and free services to the families in its community. Elver Park Neighborhood Center primarily serves low-income families of color. In 2022, 96% of middle school youth served by the center identified as a person of color and 91% of the families served identified as low-income. Demographic data is collected for each child on program registration forms completed by parents and guardians.

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?

The goal of Elver Park Neighborhood Center’s middle school program is to provide social support, guidance, and enrichment experiences to middle school students as they navigate through

adolescence. Center staff engage students in a program full of educational and enriching experiences that support positive youth development. Students are provided with mentorship, introduced to experiential learning opportunities and off-site activities, and come together for a shared meal each evening the program operates.

C. Program Summary (3-5 sentences):

The middle school program at Elver Park Neighborhood Center provides after school and summer camp programming for middle school youth living in and around the Elver Park community. The middle school program provides a variety of learning experiences, enrichment activities, youth mentorship opportunities, and leisure time to students who attend. Staff work to build relationships with students served and their families while providing a community space for middle school youth when they are not in school.

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.

Elver Park Neighborhood Center’s middle school program serves primarily low-income students of color living in the Park Edge-Park Ridge community. In 2022, 96% of middle school youth served by the center identified as a person of color and 91% of the families served identified as low-income. Youth voice helps shape Elver Park Neighborhood Center’s program plans, providing youth with activities and experiences that they have interest in.

B. 2022 Participant Demographics (if applicable):

Race	# of Participants	% of Total Participants
White/Caucasian	2	4%
Black/African American	33	73%
Asian	0	0%
American Indian/Alaskan Native	0	0%
Native Hawaiian/Other Pacific Islander	0	0%
Multi-Racial	6	13%
Balance/Other	4	9%
Total:	45	
Ethnicity		
Hispanic or Latino	5	11%
Not Hispanic or Latino	40	89%
Total:	45	
Gender		
Boy/Man	28	62%
Girl/Woman	17	38%
Non-binary/GenderQueer	0	0%
Prefer Not to Say	0	0%
Total:	45	

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.

Elver Park Neighborhood Center uses a translation service through telephone. This service assists English speaking staff to have an in-person or over the phone conversations with students and families. Neighborhood center staff have used translation apps for text and in-person conversations, as well. Additionally, Elver Park Neighborhood Center has a Dane County Joining Forces for Families social worker housed in its building who is bilingual who has helped translate conversations and text for students and families.

Elver Park Neighborhood Center’s middle school program embraces the LatinX and African American cultures through its program activities and evening dinners. Staff work with students to plan and

prepare culturally relevant meals together. In addition, the middle school program has a map that they use to pick a country, research it, and to prepare a meal around that country's heritage.

- 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.

Elver Park Neighborhood's middle school program is converting its registration process from paper to electronic. Families will be able to register students through their phones, tablet, or computer and will be able to communicate with staff directly through an app. Staff will be able to share photos, reminders, and more in real-time to families. If families do not have a phone or internet access, staff can walk them through the registration process using a computer located in the neighborhood center and communicate with them through their preferred method.

In addition, Elver Park Neighborhood Center staff communicate regularly with school day staff, our Dane County Joining Forces for Families social worker, neighborhood police officer, and other stakeholders to recruit middle school youth to attend programming. The middle school program continues to see returning participants as well as new participants in its program.

Families are surveyed during registration as well as through an annual parent survey on their feedback related to the program. This feedback is used to shape program design and delivery in the future.

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.

The middle school program at Elver Park Neighborhood Center revolves around youth voice and choice. Staff work to gear the program and program activities around student interest as well as incentivize educational work time. A daily routine of leisure time, a club based, or other staff led activity, mealtimes and more. The middle school program uses MOST Effective Out of School Time Best Practices as guidance for program planning and implementation.

- 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): Elver Park Neighborhood Center			
Day of the Week	Time of Year	Start Time	End Time
Monday	School Year	3 pm	7 pm
	Summer	11 am	5 pm
Tuesday	School Year	3 pm	7 pm
	Summer	11 am	5 pm
Wednesday	School Year	3 pm	7 pm
	Summer	11 am	5 pm
Thursday	School Year	3 pm	7 pm
	Summer	11 am	5 pm
Friday	School Year	3 pm	7 pm
	Summer	11 am	5 pm
Saturday	School Year	N/A	
	Summer	N/A	
Sunday	School Year	N/A	
	Summer	N/A	

Table 2

Location(s): N/A			
Day of the Week	Time of Year	Start Time	End Time
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.
N/A

- 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.

	Frequency*	# of Program Hours Per Program Day	Annual Duration**	Adult to Youth Ratio	Anticipated Average Attendance per Program Day
Location #1: Elver Park Neighborhood Center					
School Year	5 x per week	M-R: 4 hr, F: 3 hr	9 months	1:12	25
Summer	5 x per week	M-F: 6 hr	3 months	1:12	25
Location #2 (if applicable): N/A					
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 to programs included in the table above.
N/A

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.

To gather feedback from families, there is a feedback form included in the registration process where families provide input on center programs, activities, and events. At the end of scheduled school year and summer camp programs, families receive a survey to provide feedback on their and their middle school youth's experience. In addition, families are invited three times a year for a family night where staff ask for input from families on program planning and design. Middle school families and students frequently participate in community events sponsored by the center. These events include various celebrations around holidays and days of recognition as well as give-a-ways during back-to-school season and holiday meal basket distribution that bring families and neighbors together. Informal and formal family feedback is used to shape future middle school program plans.

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.

Elver Park Neighborhood Center sends out surveys through a text messaging service to families who have utilized center services. This survey is anonymous and gives the community an opportunity to provide feedback on program activities and design. Surveys are provided in both English and Spanish.

In addition, Elver Park Neighborhood Center staff meet with community partners who have worked with the center. Feedback is gathered on their experience and this feedback is used to shape future partnerships and projects in the middle school program.

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)?
Girl Scouts	Empower girls to discover their strengths and rise to meet new challenges	Crystal Hefter	No
Building Opportunities for Student Success	Creating a pathway into the architecture and design industry for youth	Megan Simmons	No
Joining Forces for Families	Help families navigate resources through Dane County	Sarah Shatz	Yes

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

N/A

How do these partnerships enhance this proposal?

Elver Park Neighborhood Center staff work hard to bring a variety of experiences and resources to the youth and families served through the middle school program. Partnering with these stakeholders has provided robust program experiences and solid relationships between organizations. Elver Park Neighborhood Center is a committed partner and works alongside other organizations to create strong programming.

What are the decision-making agreements with each partner?

Girl Scouts and Building Opportunities for Student Success have their own curriculum and programming that they bring to the center. Through prior experience, center staff are confident that their programs and structure are strong, and that center staff do not need to oversee their planning. Joining Forces for Families is an in-house Dane County Social Worker who center staff refer

families to when applicable. Joining Forces for Families helps families navigate through resources and services like food, housing, and financial insecurities.

- 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?

Through out-of-school time programs, center staff develop close connections centered in trust with youth and their families. This allows center staff to advocate and coordinate for the families we serve to access additional resources. Center staff plan programming around observed community need. Elver Park Neighborhood Center operates an in-house food pantry to address food insecurity and support families struggling with financial insecurity. The center also offers annual community events to uplift children and their families such as a bicycle and helmet giveaways through a partnership with FreeBikes4Kids, school supplies and backpacks, holiday meal baskets, and a holiday toy drive.

By dedicating time to developing close relationships with children and their families, center staff are better able to plan programming that meets the needs of the community and builds neighborhood capacity. By establishing our center as a reliable resource, our staff are better able to connect families and participants to partner organizations like Joining Forces for Families in order to access local services beyond the scope of center programs.

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.

Intentional Program Design – Supporting youth through adolescence in a program that allows for them to thrive, explore, and have fun. Elver Park Neighborhood Center’s middle school program takes a proactive approach to supporting youth and provides activities and a routine that incorporates the interests and voice of the youth served.

Supportive Relationships with Youth – Staff are caring and consistent and take the time to build relationships with each middle school student served. Staff build caring relationships grounded in trust and healthy boundaries with students and provide support through their middle school years.

Youth Voice and Leadership – Students assist in the planning and implementation and feel ownership over their program and center. Staff provide students with the opportunity to lead, learn, and problem solve.

Racial and Cultural Inclusion - Racial and cultural diversity is promoted in the program and with staff. Program decorations, materials, and activities promote a diverse theme of people and places. Staff can also participate in a monthly Diversity, Equity, and Inclusion lunch and learn series hosted by Wisconsin Youth Company staff.

Community and Family Engagement – Elver Park Neighborhood Center staff see themselves as a partner to students, families, their schools, and other organizations that serve them. Center staff work hard to communicate and build relationships with all groups to best serve middle school students and their families. Families are surveyed during registration and throughout the year where they are asked to share their feedback about center programming. This feedback is used to shape middle school programming plans and implementation.

Organizational management and staff support - Staff are provided with annual professional development before the beginning of the school year and summer seasons. In addition, they are provided ongoing support and guidance throughout the term. Wisconsin Youth Company’s strategic plan focuses on the effort to increase wages to recruit and retain talented staff.

Environment and Safety - The middle school program space is designed to keep children safe while they engage in programming. Wisconsin Youth Company's full time risk manager does an assessment once a year of the program space, design, and practices and guides staff through any changes that need to be made.

Middle school program staff are trained and guided by their supervisor to ensure the best and MOST effective practices are maintained. The middle school program and its staff at Elver Park Neighborhood Center are also provided with training from our internal Risk Manager and participate in annual professional development that focuses on concepts such as social/emotional support, behavior management, first aid, and more.

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

Total Annual Unduplicated Children or Youth participating in proposed program: 45

Total program hours annually: 674 school year / 240 summer

C. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives? Elver Park Neighborhood Center's middle school program currently receives City of Madison funding. These outcome objectives have been created by Elver Park Neighborhood Center and City of Madison staff together.

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.

Outcome Objective #1: 80% of 25 children will stay fully engaged in academic activities during the educational component of after school or summer camp program.				
Performance Standard	Targeted Percent	80%	Targeted Number	20
Measurement Tool(s) and Comments: Attendance records, staff tracking, participant survey and Wisconsin Youth Company's Survey of Academic and Youth Outcomes (SAYO).				

Outcome Objective #2: 80% of 25 children will demonstrate the ability to resolve their conflicts peacefully using social emotional tools				
Performance Standard	Targeted Percent	80%	Targeted Number	20
Measurement Tool(s) and Comments: Attendance records, staff tracking, participant survey and Wisconsin Youth Company's Survey of Academic and Youth Outcomes (SAYO).				

Outcome Objective #3: N/A				
Performance Standard	Targeted Percent		Targeted Number	
Measurement Tool(s) and Comments:				

If necessary, add additional outcome objectives, performance standards, targeted percent, targeted number, and measurement tools:
Elver Park Neighborhood Center has been using the Survey of Academic Youth Outcomes (SAYO) for over a decade to measure youth outcomes related to their program experience. These survey results are compiled and presented to Wisconsin Youth Company's board to demonstrate impact on

program goals as well as to shape future program practices and design. The center has also volunteered to participate in a pilot project with the City of Madison which will compare local SAYO data to national data.

- 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?
 Demographics – completed by families when registering for the program and during City Sampling Week

Program Activities and Outcome Measurements – tracked by staff daily in spreadsheets and through the Survey of Academic Youth Outcomes (SAYO) to measure youth outcomes related to their program experience.

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- A. Address(es) of the site where programs will occur:
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 Madison, WI 53719

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- 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.
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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
Program Supervisor	High school diploma or GED, first aid, CPR	Elver Park Neighborhood Center	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	1.00 - Year-Round	N/A
Teen Program Staff	High school diploma or GED, first aid, CPR	Elver Park Neighborhood Center	<input type="checkbox"/> SY, <input type="checkbox"/> SU or YR <input checked="" type="checkbox"/>	0.60 - Year-Round	N/A
			<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"/>		
			<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:			0	
	Year-Round			1.6	
	Summer				N/A

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

Any volunteers must complete a criminal background check to be in program space with students. Volunteers cannot be left alone with students and are trained by teen program staff on policies and procedures.

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

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Wisconsin Youth Company has two company owned vans which assist in transporting the program for field trip opportunities.

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.

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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.

N/A

B. Disclosure of Contract Failures, Litigations

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

N/A

APPLICATION FOR 2023 SCHOOL-AGE CHILD AND YOUTH PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Wisconsin Youth Company, Inc.		
Mailing Address	1201 McKenna Blvd.		
Telephone	608-276-9782		
FAX	262-547-0394		
Director	Jennifer Weber		
Email Address	jweber@wisconsinyouthcompany.org		
Additional Contact	Rebecca Carlin		
Email Address	rcarlin@wisconsinyouthcompany.org		
Legal Status	Private: Non-Profit		
Federal EIN:	23-7401836		

2. PROPOSED PROGRAMS

Program Name:	2024		If currently City funded
	Letter	Amount Requested	2023 Allocation
Elementary After School and Summer	A	\$62,682	\$49,356
Contact: Jennifer Weber			
Teen School Year and Summer	B	\$66,904	\$52,681
Contact: Jennifer Weber			
	C		
Contact:			
	D		
Contact:			
	E		
Contact:			
TOTAL REQUEST		\$129,586	

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.

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	MADISON*						
	BOARD		STAFF		GENERAL	POVERTY	R/POV**
	Number	Percent	Number	Percent	Percent	Percent	Percent
TOTAL	10	100%	5	100%			
GENDER							
MAN	3	30%	1	20%			
WOMAN	7	70%	4	80%			
NON-BINARY/GENDERQUEER		0%		0%			
PREFER NOT TO SAY		0%		0%			
TOTAL GENDER	10	100%	5	100%			
AGE							
LESS THAN 18 YRS		0%		0%			
18-59 YRS	9	90%	5	100%			
60 AND OLDER	1	10%		0%			
TOTAL AGE	10	100%	5	100%			
RACE							
WHITE/CAUCASIAN	9	90%	3	60%	80%	67%	16%
BLACK/AFRICAN AMERICAN	1	10%	1	20%	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		0%	1	20%	1%	2%	28%
TOTAL RACE	10	100%	5	100%			
ETHNICITY							
HISPANIC OR LATINO		0%	0	0%	7%	9%	26%
NOT HISPANIC OR LATINO	10	100%	5	100%	93%	81%	74%
TOTAL ETHNICITY	10	100%	5	100%			
PERSONS WITH DISABILITIES	1	10%	1	20%			

*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)

The data shows 20% of staff and 10% of board members identify as Black/African American. In the center programs, 42% of elementary participants and 73% of teens identify as Black/African American. The staff and board have no Hispanic/Latino members while 42% of elementary participants and 11% of teens identify as Hispanic/Latino.

Because the population of the neighborhood is diverse, there is variation in those percentages even among programs. The staff and board percentages are not directly aligned with youth populations. However, it is important to note that staff live in the neighborhood serve and staff children also attend the youth programs.

Wisconsin Youth Company values diversity and understands the importance of children and youth seeing their own race, ethnicity, and cultural values reflected in the adults around them. Over the past two years, the organization has reviewed and made changes to the recruiting, hiring, and training practices in order to create a more diverse workforce.

8. AGENCY GOVERNING BODY

How many Board meetings were held in 2022	10
How many Board meetings has your governing body or Board of Directors scheduled for 2023?	10
How many Board seats are indicated in your agency by-laws?	7

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

Name	Nate Jorgensen			
Home Address	4206 David Rd, Madison, WI 53704			
Occupation	IT Support Specialist			
Representing	Member			
Term of Office	second	From:	11/2021	To: 11/2024
Name	Alexis Bourgeois			
Home Address	3114 Oakridge Ave, Madison, WI 53704			
Occupation	Educational Advisor			
Representing	Member			
Term of Office	second	From:	11/2021	To: 11/2024
Name	Barbara Springer			
Home Address	4140 Pikes Peak Rd, Ridgeway, WI 53582			
Occupation	Retired Corporate Attorney			
Representing	Member			
Term of Office	second	From:	03/2023	To: 03/2026
Name	Jennifer Burken-Brett			
Home Address	1376 Circle Drive, Sun Prairie, WI 53590			
Occupation	Research Scientist			
Representing	Member			
Term of Office	second	From:	03/2023	To: 03/2026
Name	Julianne Lind			
Home Address	420 Dunhill Dr, Verona, WI 53593			
Occupation	Account Executive			
Representing	President			
Term of Office	second	From:	04/2023	To: 04/2026
Name	Erika Freeman			
Home Address	7543 Suffolk Down, Sun Prairie, WI 53590			
Occupation	Communications & Engagement Specialist			
Representing	Vice President/Treasurer			
Term of Office	first	From:	11/2022	To: 11/2025
Name	David Petty			
Home Address	1233 Woodbridge Trl, Waunakee, WI 53597			
Occupation	Infrastructure Team Leader			
Representing	Secretary			
Term of Office	first	From:	11/2022	To: 11/2025
Name	Meghan Leatherman			
Home Address	1106 Water Wheel Dr, Waunakee, WI 53597			
Occupation	Communications Strategist			
Representing	Member			
Term of Office	first	From:	11/2023	To: 11/2026

AGENCY GOVERNING BODY cont.

Name	Beth Zuehlke			
Home Address	11 Larkin St, Madison, WI 53705			
Occupation	Chief Customer Officer			
Representing	Member			
Term of Office	first	From:	11/2023	To: 11/2026
Name	Dalton Miles			
Home Address	153 W End Cir, Unit 102, Verona, WI 53593			
Occupation	English Teacher			
Representing	Member			
Term of Office	first	From:	11/2023	To: 11/2026
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
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Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

****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	10,932		10,932				
UNITED WAY DANE CO	0						
CITY CDD (This Application)	129,586	62,682	66,904				
City CDD (Not this Application)	0						
OTHER GOVT*	0						
FUNDRAISING DONATIONS**	73,422	22,069	51,353				
USER FEES	20,000	20,000					
TOTAL REVENUE	233,940	104,751	129,189	0	0	0	0

*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.

****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 Group Leader	0.56					0.56	20,300	1,827	22,127	17.50	16,436
Elementary Group Leader	0.56					0.56	19,720	1,775	21,495	17.00	16,436
Teen Program Staff		0.60				0.60	25,650	2,309	27,959	19.00	26,645
Elementary Supervisor	1.00					1.00	50,440	4,540	54,980	24.25	22,437
Teen Supervisor		1.00				1.00	46,800	4,212	51,012	22.50	32,646
						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
SUBTOTAL/TOTAL:	2.12	1.60	0.00	0.00	0.00	3.72	162910.00	14661.90	177571.90	100.25	114600.00

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 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
						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
TOTAL:	2.12	1.60	0.00	0.00	0.00	3.72	162910.00	14661.90	177571.90	100.25	114600.00

*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 and Summer	PERSONNEL	55,309
		OTHER OPERATING	7,373
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	62,682
B	Teen School Year and Summer	PERSONNEL	59,291
		OTHER OPERATING	7,613
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	66,904
C	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			129,586