



Youth, Young Adult and Adult Employment APPLICATION FORM

Submit Application to: cddapplications@cityofmadison.com

Deadline: 12:00 pm CST (noon) on **August 19, 2022**

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

Please limit your proposal and responses to spaces provided in this form. Responses to this RFP should be complete and comprehensive but succinct. Materials submitted in addition to this application form will not be considered in the evaluation of the proposal. If you are applying for multiple program or activity areas you must fill out this application for each program or area. ***Do not attempt to unlock or alter this form.*** Font should be no less than 11 pt.

If you have any questions **related to the content of the application**, please contact: Hugh Wing – hwing@cityofmadison.com or Yolanda Shelton-Morris – yshelton-morris@cityofmadison.com

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:	African Center for Community Development, Inc.	Total Amount Requested:	\$ 76,704
Program Name:	Young Adult Employability & Jobs Program		
Program or Activity are you Applying for:	☐ Youth Employment Services (ages 14-21) ☐ Youth Employment & Training ☐ Wanda Fullmore Youth Internship Program ☒ Young Adult Employment Services (ages 18-26) ☐ Adult Employment Services (18+)		
Contact Person:	Adetunji Lesi	Email:	tunji@africancentermadison.org
Full Address:	6314 Odana Road, Suite 14, Madison, WI 53719	Telephone:	(608) 345-5002
501 (c) 3 Status:	☒ Yes ☐ No	Fiscal Agent (if applicable)	

Organizational Qualifications:

1. Describe your organization's experience implementing services relevant to the services described in the Youth, Young Adult and Adult Employment RFP, including to those who are furthest from resources and opportunities and who face systemic barriers to employment.

The African Center for Community Development, Inc. (ACCD) mission is to promote the well-being of the African immigrant community of Madison and Dane County.

ACCD fulfills its mission by creating education, skills development, empowerment, housing support, entrepreneurship, and dialogue programs. Additionally, ACCD serves as a nexus where immigrants in the African community connect with resources and opportunities in the Madison area.

Our experience providing employment readiness services includes providing literacy programs to youth within our target population. For instance, From 2019 to 2021, ACCD implemented a Transitional Literacy Program (TLP) to support cultural grounding and develop social navigation skills for youths of African origin in Dane county. The TLP program successfully served 18 students, with 80% of households participating, indicating a willingness to continue in the program.

Beyond literary services, ACCD has experience connecting low-income populations within the community to livelihood support. In 2020, ACCD provided tenant-based rental subsidies through the city of Madison. From 2021 to date, ACCD has partnered with the Dane Core Emergency Rental Assistance Program by assisting households who need to apply for rental assistance through Dane Core. In this program, ACCD has served over 113 households. About 81% of beneficiaries of the African Center in the Dane Core program earned below 50% of the Area Median Income (AMI). Also, of these households, 36 were headed by females and nine individuals with disabilities.

One component of the employability program we propose is providing youth financial empowerment training. This program component will scale up the financial literacy program we presently undertake. For instance, on July 6, 2022, ACCD partnered with Associated Bank to offer a financial literacy program for the African immigrant community in Dane county. 13 people participated in this workshop.

The list below summarizes the programs ACCD has offered its community since 2019:

1. Transitional Cultural Literacy Program - 2019 to 2021
 2. Pandemic Assistance Program - 2020
 3. Dane Core Emergency Rental Assistance Program - 2021 to Present
 4. Community Reflection Project/Youth Summer Trip - August 2022.
 5. Undocumented Immigrant Support Program - August to December 31, 2022
 6. Community Financial Literacy Program - July 6, 2022
2. Describe how your agency builds relationships and authentically engages with individuals and households served. Specifically include information on previous strategies used to authentically engage with BIPOC, LGBTQ+, immigrant, and/or low-income households and individuals.

The ACCD was formed in 2014 to meet the specific needs of the African immigrant community, which addresses the intersectionality of their experience as black Americans but also as a minority within the African American community, coupled with their experience as immigrants and English Language learners.

Our ability to serve immigrant and low-income individuals is aided by the fact that our program staff, board, and volunteers are people who, in their personal and professional lives, are integrated with the African immigrant communities we serve. Having these connections to our community enables us to conduct both formal and informal

surveys to understand the needs in our communities. Second, we leverage our relationships with other organizations or collectives of African immigrants. These connections with these associations enable us to leverage their platforms, including social media groups, to dissipate information to our target households. Also, we use initial contacts with household members to reach other family members within the same household who may benefit from other programs we offer. For instance, we can offer academic programs to children of low-income household heads who participate in our rental assistance program.

In the first half of 2022, the African Center has served 157 households. All beneficiaries assisted are below 50% AMI. Specifically, only 15% earned between 30-50% AMI while 85% made below 30% AMI. Of the 157 households assisted, 111 were headed by females, and 16 had individuals with disabilities.

One strategy we have employed in the past to reach our target population is to situate outreach officers in low-income neighborhoods to ensure that transportation is not a barrier to low-income people from accessing our services. For instance, our housing support programs situated outreach offers in five East and North Madison communities, including Lakeview and Hawthorne Libraries and East Madison's and Vera Court's community centers, respectively.

Finally, ACCD provides culturally competent programming because it provides services in languages including Swahili, French, Kinyarwanda, Kigolo, and Pidgin English.

3. Describe your organization's experience, education, and training requirements for program staff and management staff.

A board of ten professionals of African descent within Dane county who have advanced degrees, professional qualifications, and experience in fields including Accounting, Information and Technology, Monitoring & Evaluation, Academia, Engineering, and Entrepreneurship leads ACCD. Two board members are professors at the University of Wisconsin-Madison, while a board member is a Monitoring and Evaluation expert within the UW-Madison Outreach program. In addition, the board provides strategic oversight and mentoring to two program officers and a program director.

The two program officers are responsible for providing one-on-one support (both virtual and in-person) to young adults to enable them to understand program benefits and complete application and onboarding into the program. The staff also manages the program's implementation, including scheduling events and liaising with facilitators. They will serve as the first point of contact for program participants and partners. They are directly supervised by a program director, who reports to the board. The program director supervises the program staff, hires new staff, establishes partnerships with organizations and volunteers as needed, ensures that program logic and monitoring frameworks are followed, and communicates with external stakeholders.

The ACCD will ensure that staff lives or have work experience in the African community, are fluent in one or more languages of Africa spoken by the target population, and have undertaken project management training. In addition, ACCD will support staff in accessing professional development opportunities that are relevant to their work duties on an ongoing basis.

Partnerships, Collaboration & Coordination

1. Describe your current and recent collaboration and partnerships with the following groups, specifying organization names, collaboration/partnership dates, and information about your shared work and accomplishments.
 - a. Organizations and groups that work with youth, young adults and/or adults.
ACCD mainly works with the immigrant population, with young adults being part of that population. ACCD's collaboration and partnerships include

a. Partnership with Cultural Bridges Treatment & Consulting LLC for the provision of consultation and supervision in all aspects of TCLP - initiation, process, and evaluation - to ensure the successful implementation of the program

b. Collaboration with Associated Bank to provide financial education to community members

c. Collaboration with UW South Madison Partnership to provide space for young adult and adult employment programs and also to facilitate collaboration with University and community-based organizations operating out of the UW South Madison Partnership

d. ACCD is working on getting a collaboration with African Studies Program at UW-Madison and Madison Technical College (MATC). This collaboration intends to create a bridge between community members and international faculty, and students of the program. Furthermore, the partnership will assist with faculty and student research that may require the participation of the African Immigrant community

- b. Organizations that provide pre-employment/career preparation, employment services, and/or training and education.

ACCD had collaborated with Associated Bank To provide financial education to community members. We have also implemented a literary program in collaboration with Cultural Bridges LLC. In addition, ACCD is working on getting a partnership with African Studies Program at UW-Madison and Madison Technical College (MATC). This collaboration intends to create a bridge between community members and international faculty, and students of the program. Furthermore, the partnership will assist with recruiting faculty and resource persons to deliver training modules for ACCD programs.

- c. Organizations and groups that focus on working with, or have a history of working with, low-income households, women, and those that are Black, Indigenous, People of Color (BIPOC), immigrants, and/or individuals who identify as Lesbian, Gay, Bisexual, Transgender, and Queer + (LGBTQ+).

ACCD has collaborated with several groups that work with immigrants of African descent and the Black and African American population to recruit participants in its past programs. These groups include but are not limited to the African Association of Madison, Caribbean Association, Sene-Gambia Association, the Ghanaian Association, and the African Women's Association. We have distributed information through up to 15 list serves of such organizations. These groups are a collective of immigrants and first-generation Americans with roots in Africa.

2. Describe your plans to partner, collaborate, and coordinate services with organizations and groups, including names and partnership details. Please explain why and how these collaborations benefit the participants served. Organizations identifying key partnerships must provide written documentation of agreement/commitment from each listed partner.

We anticipate that some of the young adults we intend to serve in our employability and job programs may face English language barriers. To help overcome this barrier, we plan to use the Literacy network as a service provider. The Literacy network will provide ongoing literary support to those who require it.

Similarly, some young adults may also face computer literacy barriers. We intend to help them overcome by utilizing training in basic computer literacy training programs offered by the Madison Area technical college. We are also developing a collaboration with UW South Madison Partnership, which currently provides office space for African Center staff. The partnership with UW South Madison will afford us the space to organize proposed workshops for young adult employment programs and facilitate collaboration with University and community-based organizations operating out of the UW South Madison Partnership.

Program Design

1. Describe the organization's program and proposed service delivery plan including recruitment and selection of participants, individual assessment process, anticipated number to be served, who will be served, duration, location, and goals.

We propose to serve immigrant and low-income youth aged 18-26 who face barriers to employment, especially those of African descent, by providing Employment readiness programs and fostering connections to jobs. We anticipate that we will serve a total of 200 youth that fit these criteria over a period of one year in Dane county.

We will leverage our expertise in serving this community by advertising these programs via social media; our email list of African immigrants in Madison and brochures are placed strategically, including various public library locations. In addition, interested youth will be invited to fill out an expression of interest form online and in person at select locations. This assessment will help us determine program eligibility and specific applicant needs. Subsequently, target youth will be invited to participate in an onboarding process. Although we focus on immigrants of African descent, we will welcome all young adults who indicate interest in the program.

The Employment readiness program intends to help participants overcome limitations caused by language barriers, poor computer literacy, and limited exposure to workplace models. We will provide programming that addresses these needs by delivering workplace readiness workshops, financial empowerment workshops, computer literacy training, and sponsoring access to English literacy training from a partner organization such as the Literacy Network. Our focal employment readiness program consists of workplace readiness workshops delivered in a cohort of about 20 participants at a time, intending to serve five(5) cohorts over the year. This workshop will provide training and tools for participants to develop job application materials, including a Resume, LinkedIn profile, and draft cover letters that young adults can adapt to job applications. We prefer the workshop model so participants can develop the skills needed to do it themselves and help others in their communities. In addition to developing application materials, participants will be exposed to personal effectiveness tools, including time management, workplace comportment, and interviewing skills. The financial empowerment program will expose students to financial management tools and principles such as budgeting, savings, credit history, how to operate bank accounts, and debt management.

Together, these programs shall help participants improve their employability, apply successfully to jobs, and improve employment outcomes.

To connect participants to job opportunities, we will curate two(2) job fairs to connect youth with potential employees. At each job fair, we have a goal of 50-100 young adults attending with at least ten potential employers. ACCD will invite employers to showcase the available jobs, job requirements, and benefits. In addition, the job fair will expose participants to opportunities within Dane county and provide an avenue for informational interviews where youth can ask potential employers clarifying questions. Where possible, the job fair can also provide a low-stakes environment for young adults to complete a formal interview process that could result in job offers.

Additionally, to further our goals of exposing youth to jobs and work possibilities, we will leverage our unique strength of having access to a roster of professionals of African descent within Dane county to provide group mentoring sessions. In these sessions, professionals can share the nitty gritty about their professions and entry requirements with target youth, who can ask clarifying questions. These mentorship opportunities with professionals will also include site visits to workplaces so that young adults can observe and familiarise themselves with workplace attitudes and protocols.

We will help participants who participate in the job fair and mentoring sessions to formalize their work aspirations or career goals in an employment plan. Finally, program staff will be designated as ongoing mentors that participants can consult for advice at any stage during job applications.

2. Describe the outreach/marketing methods the organization intends to employ to generate participation in the program and to reach the targeted populations considered priority for this funding.

ACCD has strategic relationships with groups serving immigrant communities, such as various African and Caribbean community groups. Examples of such groups include the Ghanaian Association and other groups such as the African Association of Madison (AAM), Caribbean Association, Sene-Gambian Association, Liberian Association, the Ghana Association, the African Women's Association, the Egbe Yoruba in Wisconsin Area (EYIWA), and the Union of Nigerians in Madison (UNIMA). Historically, we have leveraged our relationships with these community partners to spread the word about programs and recruit participants. Also, in the past, ACCD has employed direct text messages, emails, WhatsApp, and social media channels to reach target groups.

Therefore, to attract youths in our target population of interest, ACCD will engage the community groups through their leaders, who will, in turn, circulate the information to their members. ACCD will also leverage engaging religious institutions to share the information with their members as most immigrant populations lean on religious organizations/places of worship for connection. Specifically, ACCD will send electronic flyers to African groups in Dane County.

Also, information will be made available during events that cater to our target population, such as the annual Africa Fest. The same will also be available on the ACCD brochure and website. We will also display program information in high-reach areas such as public libraries.

3. Describe how your program includes input or suggestions from the target population served in your program design and operation.

ACCD staff, being migrants themselves, know firsthand the issues and challenges faced by the migrant population, as they had also experienced the same issues before they were fully embedded in the society. Therefore, ACCD regularly sends out surveys to the migrant population requesting to know what their immediate needs are and what support they require from ACCD. From the most recent surveys, we see that the significant needs of our target population are bridging skills competency gaps, raising employability, and developing financial literacy.

Theory of Change & Logic Model

1. Describe how your proposed services are based on evidence of success, and how you will meet performance outcomes while maintaining quality services customized to each participant's needs. Please include the following in your response:

- a. Past service outcomes and other accomplishments that validate your approach.
- b. Best practices and proven resources for youth, young adults, and adults you will utilize.
- c. How you will incorporate past experience with performance tracking and reaching outcomes, including challenges overcome.

Our proposed services are built on evidence that jobs are a vital route to improving livelihoods and that enhancing a youth's ability to identify job opportunities, access jobs, and retain jobs can improve livelihoods, reduce chances for delinquency and reduce the likelihood of lifetime reliance on welfare services. However, we understand that both personal constraints to accessing jobs and frictional unemployment occur because youth and employment opportunities are not well matched. Therefore, our program focuses both on removing barriers to employability and fostering connections to job opportunities.

One model for delivering employability services is a cohort model where the same group is grouped and progressed through our suite of services. We intend that this will lead to ongoing peer support as they move on to navigate the job application process. Also, we will deliver most of our employability services via a workshop method, based on evidence from pedagogy that students learn best when they practice active learning techniques, i.e., they can put

what they are learning to practice. We hope that by practicing the skills to prepare job application materials or balance a budget, they can go on to relay those skills to the other youth or even adults in their communities.

Finally, program staff will be designated as ongoing mentors that participants can consult for advice at any stage during job applications.

2. Please describe current and past success in engaging community members and service recipients in developing and improving services.

Our experience providing employment readiness services includes providing literacy programs to youth within our target population. For instance, From 2019 to 2021, ACCD implemented a Transitional Literacy Program (TLP) to support cultural grounding and develop social navigation skills for youths in Dane county of African origin. The TLP program successfully served 18 students, with 80% of households who participated indicating a willingness to continue in the program.

Beyond literary services, ACCD also has experience connecting low-income populations within the community to livelihood support. In 2020, ACCD provided tenant-based rental subsidies through the city of Madison. From 2021 to date, ACCD has partnered with the Dane Core Emergency Rental Assistance Program by assisting households who need to apply for rental assistance through Dane Core. In this program, ACCD has served over 113 households. About 81% of beneficiaries the African Center supported earned below 50% of the Area Median Income (AMI). Also, of these households, 36 were headed by females and nine individuals with disabilities.

One component of the program we propose is providing youth financial empowerment training. This program component will scale up the financial literacy program we presently undertake. For instance, on July 6, 2022, ACCD partnered with Associated Bank to offer a financial literacy program for the African immigrant community in Dane county. 13 people participated in this workshop.

3. Please describe your plan to meaningfully involve service recipients, including past, present, and potential recipients, in ongoing design, flexing and improvement of proposed youth, young adult, and/or adult employment services.

Given that we intend to offer the employability workshops and job fair on a cohort basis. We will conduct exit surveys of participants from each workshop to gather feedback, which ACCD program staff will incorporate into the design and delivery of workshops for the next cohort. Second, We prefer the workshop model so participants can develop the skills needed to do it themselves and help others in their communities.

Budget - Complete the Budget Worksheet, including all costs for which you request funding through this RFP. All costs included must be reasonable, allowable, necessary, and allocable among the stated cost categories.



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Legal Name of Organization:	African Center for Community Development, Inc.	Total Amount Requested:	\$ 75,204
Program Name:	Adults Employability and Work Program		
Program or Activity are you Applying for:	☐ Youth Employment Services (ages 14-21) ☐ Youth Employment & Training ☐ Wanda Fullmore Youth Internship Program ☐ Young Adult Employment Services (ages 18-26) ☒ Adult Employment Services (18+)		
Contact Person:	Adetunji Lesi	Email:	tunji@africancentermadison.org
Full Address:	6314 Odana Road, Suite 14, Madison, WI 53719	Telephone:	(608) 345-5002
501 (c) 3 Status:	☒ Yes ☐ No	Fiscal Agent (if applicable)	

Organizational Qualifications:

1. Describe your organization's experience implementing services relevant to the services described in the Youth, Young Adult and Adult Employment RFP, including to those who are furthest from resources and opportunities and who face systemic barriers to employment.

The African Center for Community Development (ACCD) mission is to promote the well-being of the African immigrant community of Madison and Dane County.

ACCD fulfills its mission by creating education, skills development, empowerment, housing support, entrepreneurship, and dialogue programs. Additionally, ACCD serves as a nexus where immigrants in the African community connect with resources and opportunities in the Madison area.

Our experience providing employment readiness services includes providing literacy programs to people within our target population. For instance, From 2019 to 2021, ACCD implemented a Transitional Cultural Literacy Program (TCLP) to support cultural grounding and develop social navigation skills for students of African origin in Dane county. The TCLP program successfully served 18 students, with 80% of households participating, indicating a willingness to continue in the program.

Beyond literary services, ACCD has experience connecting low-income populations within the community to livelihood support. In 2020, ACCD provided tenant-based rental subsidies through the city of Madison. From 2021 to date, ACCD has partnered with the Dane Core Emergency Rental Assistance Program by assisting households who need to apply for rental assistance through Dane Core. In this program, ACCD has served over 113 households. About 81% of beneficiaries of the African Center in the Dane Core program earned below 50% of the Area Median Income (AMI). Also, of these households, 36 were headed by females, and nine individuals had disabilities.

One component of the employability program we propose is to provide financial empowerment training to adults. This program component will scale up the financial literacy program we presently undertake. For instance, on July 6, 2022, ACCD partnered with Associated Bank to offer a financial literacy program for the African immigrant community in Dane county. Thirteen people participated in this workshop.

2. Describe how your agency builds relationships and authentically engages with individuals and households served. Specifically include information on previous strategies used to authentically engage with BIPOC, LGBTQ+, immigrant, and/or low-income households and individuals.

The ACCD was formed in 2014 to meet the specific needs of the African immigrant community, which addresses the intersectionality of their experience as black Americans but also as a minority within the African American community, coupled with their experience as immigrants and English language learners.

Our ability to serve immigrant and low-income individuals is aided by the fact that our program staff, board, and volunteers are people who, in their personal and professional lives, are integrated with the African immigrant communities we serve. Having these connections to our community enables us to conduct both formal and informal surveys to understand the needs in our communities. Second, we leverage our relationships with other organizations or collectives of African immigrants. Connections with these associations enable us to leverage their platforms, including social media groups, to disseminate information to our target households. Also, we use initial contacts with household members to reach other family members within the same home who may benefit from other programs we offer. For instance, we can provide academic programs to children of low-income household heads who participate in our rental assistance program.

In the first half of 2022, the African Center served 157 households. All beneficiaries assisted were below 50% AMI. Specifically, only 15% earned between 30-50% AMI while 85% earned below 30% AMI. Of the 157 households assisted, 111 were headed by females, and 16 were individuals with disabilities.

One strategy we have employed in the past to reach our target population is to situate outreach officers in low-income neighborhoods to ensure that transportation is not a barrier to low-income people from accessing our services. For instance, our housing support programs situated outreach offers in five East and North Madison communities, including Lakeview and Hawthorne Libraries and East Madison's and Vera Court's community centers, respectively.

Finally, ACCD provides culturally competent programming because it provides services in languages including Swahili, French, Kinyarwanda, Kigolo, and Pidgin English.

3. Describe your organization's experience, education, and training requirements for program staff and management staff.

The ACCD is led by a board of ten professionals of African descent within Dane county who have advanced degrees, professional qualifications, and work experience in fields including Accounting, Information and Technology, Monitoring & Evaluation, Academia, Engineering, and Entrepreneurship. Two board members are professors at the University of Wisconsin-Madison, while a board member is a Monitoring and Evaluation expert with the UW-Madison Division of Extension. Other board members include business leaders within the community. To implement the program, the board will provide strategic oversight and mentoring to two program officers and a program director.

The two program officers will serve as the first point of contact for program participants and partners. They will be responsible for providing one-on-one support (both virtual and in-person) to adults to enable them to understand program benefits and complete the application and onboarding into the program. The staff will also manage the program's implementation, including scheduling events and liaising with facilitators and service providers. They will be directly supervised by a program director, who reports to the board. The program director will oversee the program staff, hire new staff, establish partnerships with organizations and volunteers as needed, ensure that program logic and monitoring frameworks are followed, and communicate with external stakeholders.

The ACCD will ensure that staff lives or have work experience in the African community, are fluent in one or more languages of Africa spoken by the target population, and have undertaken project management training. In addition, ACCD will support staff in accessing professional development opportunities that are relevant to their work duties on an ongoing basis.

Partnerships, Collaboration & Coordination

1. Describe your current and recent collaboration and partnerships with the following groups, specifying organization names, collaboration/partnership dates, and information about your shared work and accomplishments.

a. Organizations and groups work with youth, young adults and/or adults.

ACCD mainly works with the African immigrant population. ACCD's past and ongoing collaboration and partnerships include:

a. Partnership with Cultural Bridges Treatment & Consulting LLC for the provision of consultation and supervision in all aspects of TCLP - initiation, process, and evaluation - to ensure the successful implementation of the program

b. Collaboration with Associated Bank to provide financial education to community members

c. Collaboration with UW South Madison Partnership to provide space for young adult and adult employment programs and also to facilitate collaboration with University and community-based organizations operating out of the UW South Madison Partnership

d. ACCD is working on getting a collaboration with African Studies Program at UW-Madison and Madison Technical College (MATC). This collaboration intends to create a bridge between community members and international faculty, and students of the program. Furthermore, the partnership will assist with recruiting faculty and resource persons to deliver training modules for ACCD programs.

- b. Organizations that provide pre-employment/career preparation, employment services, and/or training and education.

ACCD had collaborated with Associated Bank To provide financial education to community members. We have also implemented a literary program in collaboration with Cultural Bridges LLC. In addition, ACCD is working on getting a collaboration with African Studies Program at UW-Madison and Madison Technical College (MATC). This collaboration intends to create a bridge between community members and international faculty, and students of the program. Furthermore, the collaboration will assist with recruiting faculty and resource persons to deliver training modules for ACCD programs.

- c. Organizations and groups that focus on working with, or have a history of working with, low-income households, women, and those that are Black, Indigenous, People of Color (BIPOC), immigrants, and/or individuals who identify as Lesbian, Gay, Bisexual, Transgender, and Queer + (LGBTQ+).

ACCD has collaborated with several groups that work with immigrants of African descent and the Black and African American population to recruit participants in its past programs. These groups include but are not limited to the African Association of Madison, Caribbean Association, Sene-Gambia Association, the Ghanaian Association, and the African Women's Association. We have distributed information through up to 15 list serves of such organizations. These groups are a collective of immigrants and first-generation Americans with roots in Africa. Also, although our programs mainly focus on immigrants in the African-American community, we have served other people of color from different demographics, including the Latin American community. Finally, all our programs have an explicit ethos of non-discrimination based on personal characteristics, including gender, immigration status, disability, and sexual orientation.

2. Describe your plans to partner, collaborate, and coordinate services with organizations and groups, including names and partnership details. Please explain why and how these collaborations benefit the participants served. Organizations that identify key partnerships must provide written documentation of agreement/commitment from each listed partner.

We anticipate that some of the adults we intend to serve in our employability and job programs may face English language barriers. We intend to use the Literacy network as a service provider to overcome this barrier. The Literacy network will provide ongoing literacy support to those who require it.

Similarly, some adults may also face computer literacy barriers. We intend to help them overcome by utilizing training in basic computer literacy training programs offered by the Madison Area technical college. We are also developing a collaboration with UW South Madison, which currently provides office space for African Center staff. The partnership with UW South Madison will afford us the room to organize proposed workshops for adult employment programs and facilitate collaboration with University and community-based organizations operating out of the UW South Madison Partnership.

Program Design

1. Describe the organization's program and proposed service delivery plan, including recruitment and selection of participants, individual assessment process, anticipated number to be served, who will be served, duration, location, and goals.

We propose to serve immigrant and low-income adults aged 18 and older who face barriers to employment, especially those of African descent, by providing employment readiness programs and fostering connections to work opportunities. We anticipate that we will serve a total of 100 adults who meet these criteria over a period of one year in Dane County.

We will leverage our expertise in serving this community by advertising these programs via social media, emails (our email list serves African immigrants in Madison), and brochures placed at strategic locations, including various public library locations. In addition, interested adults will be invited to complete an expression of interest form online or in person at select locations. This assessment will help us determine program eligibility and specific applicant needs. Subsequently, target adults will be invited to participate in an onboarding process. Although we will focus on immigrants of African descent, we will welcome all adults who indicate interest in the program.

The Employment readiness program intends to help participants overcome limitations caused by language barriers, poor computer literacy, and limited exposure to workplace models. We will provide programming that addresses these needs by delivering workplace readiness workshops, financial empowerment workshops, computer literacy training, and sponsoring access to English literacy training from a partner organization such as the Literacy Network. Our focal employment readiness program consists of workplace readiness workshops delivered in a cohort of about 20 participants at a time, intending to serve five (5) cohorts over the year. This workshop will provide training and tools for participants to develop job application materials, including a Resume, LinkedIn profile, and draft cover letters that young adults can adapt to job applications. We prefer the workshop model so participants can develop the skills needed to do it themselves and help others in their communities.

In addition to developing application materials, participants will be exposed to personal effectiveness tools, including time management, workplace comportment, and interviewing skills. The financial empowerment program will expose students to financial management tools and principles such as budgeting, savings, credit history, how to operate a bank account, and debt management.

From our experience working with adults in our target population, we realize that some adults within our target population have low educational qualifications, which inhibits them from accessing formal jobs. Therefore, we intend to provide multiple paths to employment, including providing vocational training options where needed. Choices of such vocational opportunities include computer and phone repairs, etc.,

Together, these programs shall help participants improve their employability, apply successfully to jobs, and improve employment outcomes.

Additionally, to further our goals of exposing adults to jobs and work possibilities, we will leverage our unique strength of having access to a roster of professionals and entrepreneurs of African descent within Dane county. We will convene group mentoring sessions where professionals can share the details about their occupations and entry requirements with target adults, who can, in turn, ask clarifying questions. These mentorship opportunities with professionals will also include site visits to workplaces so that participants can observe and familiarise themselves with workplace attitudes and protocols.

We will help participants who participate in the mentoring sessions to formalize their work aspirations or career goals in an employment plan. Finally, program staff will be designated as ongoing mentors that participants can consult for advice at any stage during job applications.

2. Describe the outreach/marketing methods the organization intends to employ to generate participation in the program and to reach the targeted populations considered priority for this funding.

ACCD has strategic relationships with groups serving immigrant communities, such as various African and Caribbean community groups. Such groups include the Ghana Association of Madison, Egbe Yoruba in Wisconsin Area, African Association of Madison, Caribbean Association, Sene-Gambia Association, Liberian Association in Wisconsin, African Women's Association, and the Union of Nigerians in Madison. Historically, we have leveraged our relationships with these community partners to spread the word about programs and recruit participants. Also, in the past, ACCD has employed word of mouth, direct text messages, emails, WhatsApp, and social media channels to reach target groups.

Therefore, to attract adults in our target population of interest, ACCD will engage the community groups through their leaders, who will, in turn, circulate the information to their members. ACCD will also leverage engaging religious institutions to share the information with their members as most immigrant populations lean on religious organizations/places of worship for connection. Specifically, ACCD will send electronic flyers to African groups in Dane County.

Also, information will be made available during events that cater to our target population, such as the annual Africa Fest. The same will also be available on the ACCD brochure and website. Additionally, we will display program information in high-reach areas such as public libraries.

3. Describe how your program includes input or suggestions from target population served in your program design and operation.

ACCD staff, being migrants themselves, know firsthand the issues and challenges faced by the migrant population, as they also experienced the same problems before they were fully embedded in the society. ACCD regularly sends out surveys to the migrant population requesting to know what their immediate needs are and what support they require from ACCD. From the most recent surveys, we see that the significant needs of our target population are bridging skills competency gaps, raising employability, and developing financial literacy.

Theory of Change & Logic Model

1. Describe how your proposed services are based on evidence of success, and how you will meet performance outcomes while maintaining quality services customized to each participant's needs. Please include the following in your response:

- a. Past service outcomes and other accomplishments that validate your approach.
- b. Best practices and proven resources for youth, young adults, and/or adults you will utilize.
- c. How you will incorporate past experience with performance tracking and reaching outcomes, including challenges overcome.

Our proposed services are built on evidence that jobs are a vital route to improving livelihoods and that enhancing an adult's ability to identify job opportunities, access jobs, and retain jobs can improve livelihoods, reduce chances for delinquency, and reduce the likelihood of lifetime reliance on welfare services. However, we understand that both personal constraints to accessing jobs and frictional unemployment occur because adult and employment opportunities are not well matched. Therefore, our program focuses on removing barriers to employability and fostering connections to job opportunities.

From our experience working with adults in our target population, we realize that some adults within our target population have low educational qualifications, which inhibits them from accessing formal jobs. Therefore, we intend to provide multiple paths to employment, including providing vocational training options where needed.

Our model for delivering employability services is a cohort model where the same group is grouped and progressed through our suite of services. We intend that this will lead to ongoing peer support as they move on to navigate the

job application process. Also, we will deliver most of our employability services via a workshop method, based on evidence from pedagogy that students learn best when they practice active learning techniques, i.e., they can put what they are learning to practice. We hope that by practicing the skills to prepare job application materials or balance a budget, they can go on to relay those skills to the other adults in their communities.

Finally, program staff will be designated as ongoing mentors that participants can consult for advice at any stage during job applications.

2. Please describe current and past success in engaging community members and service recipients in developing and improving services.

Our experience providing employment readiness services includes providing literacy programs to people within our target population. For instance, From 2019 to 2021, ACCD implemented a Transitional Cultural Literacy Program (TCLP) to support cultural grounding and develop social navigation skills for people of African origin in Dane county. The TCLP program successfully served 18 students, with 80% of households participating, indicating a willingness to continue in the program.

Beyond literary services, ACCD also has experience connecting low-income populations within the community to livelihood support. In 2020, ACCD provided tenant-based rental subsidies through the city of Madison. Since 2021, ACCD has partnered with the Dane Core Emergency Rental Assistance Program by assisting households who need to apply for rental assistance through Dane Core. In this program, ACCD has served over 113 families. About 81% of beneficiaries the African Center supported earned below 50% of the Area Median Income (AMI). Also, of these households, 36 were headed by females, and nine individuals had disabilities.

One component of the program we propose is to provide financial empowerment training to adults. This program component will scale up the financial literacy program we presently undertake. For instance, on July 6, 2022, ACCD partnered with Associated Bank to offer a financial literacy program for the African immigrant community in Dane county. Thirteen people participated in this workshop.

3. Please describe your plan to meaningfully involve service recipients, including past, present, and potential recipients, in ongoing design, flexing and improvement of proposed youth, young adult, and/or adult employment services.

We intend to offer employability workshops and job fairs on a cohort basis to enable us to incorporate learning into the delivery of the program. Firstly, we will conduct exit surveys of participants from each workshop to gather feedback, which ACCD program staff will incorporate into the design and delivery of workshops for the next cohort. Secondly, we will use the workshop model so that participants can develop the skills needed to do it themselves and help others in their communities.

Budget - Complete the Budget Worksheet, including all costs for which you request funding through this RFP. All costs included must be reasonable, allowable, necessary, and allocable among the stated cost categories.

YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM
AGENCY AND PROGRAM REVENUES

Legal Name of Organization: The African center for Community Development, Inc.

Total Amount Requested: 151,908

Contact Name and Email for Budget Info: Adetunji Lesi, tunjilesi@tunjilesicpa.com

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

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

REVENUE SOURCE	AGENCY 2023	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0						
UNITED WAY DANE CO	0						
CITY CDD-This Application	151,908	76,704	75,204				
OTHER GOVT*	0						
FUNDRAISING DONATIONS**	43,072	21,536	21,536				
USER FEES	0						
TOTAL REVENUE	194,980	98,240	96,740	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.

YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM
AGENCY AND PROGRAM REVENUES

Enter all expenses for the programs in this application under the PGM A-D columns. Enter the amount you would like the City to pay for with this funding under the CITY SHARE column next to the PGM column. Enter all other programs in your agency under NON APP PGMS (last column).

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

ACCOUNT CATEGORY	AGENCY 2023	TTL CITY REQUEST	PGM A	CITY SHARE	PGM B	CITY SHARE	PGM C	CITY SHARE	PGM D	CITY SHARE	PGM E	CITY SHARE	NON APP PGMS
A. PERSONNEL													
Salary	90,480	54,408	45,240	27,204	45,240	27,204							
Taxes/Benefits	0	0											
Subtotal A.	90,480	54,408	45,240	27,204	45,240	27,204	0	0	0	0	0	0	0
B. OTHER OPERATING													
Insurance	0	0											
Professional Fees/Audit	5,000	0	2,500	0	2,500	0							
Postage/Office & Program	0	0											
Supplies/Printing/Photocopy	2,500	2,500	1,250	1,250	1,250	1,250							
Equipment/Furnishings/Depr.	0	0											
Telephone	0	0											
Training/Conferences	74,500	72,500	38,500	37,500	36,000	35,000							
Food/Household Supplies	0	0											
Travel	9,000	9,000	4,500	4,500	4,500	4,500							
Vehicle Costs/Depreciation	0	0											
Other	1,000	1,000	500	500	500	500							
Subtotal B.	92,000	85,000	47,250	43,750	44,750	41,250	0	0	0	0	0	0	0
C. SPACE													
Rent/Utilities/Maintenance	5,500	5,500	2,750	2,750	2,750	2,750							
Mortgage Principal/Interest	0	0											
Depreciation/Taxes	0	0											
Subtotal C.	5,500	5,500	2,750	2,750	2,750	2,750	0	0	0	0	0	0	0
D. SPECIAL COSTS													
Assistance to Individuals	6,000	6,000	2,500	2,500	3,500	3,500							
Participant Wages	0	0											
Participant Taxes/Benefits	0	0											
Other	1,000	1,000	500	500	500	500							

YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM

AGENCY AND PROGRAM REVENUES

The African center for Community Development, Inc.

****List all staff positions related to programs requestiong 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
Program Officer	0.50	0.50				1.00	41,600		41,600	20.00	25,080
Program Officer	0.25	0.25				0.50	20,800		20,800	20.00	12,480
Director of Programmes	0.25	0.25				0.50	28,080		28,080	27.00	16,848
						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
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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
TOTAL:	1.00					2.00	90,480	0	90,480	67.00	54,408

*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

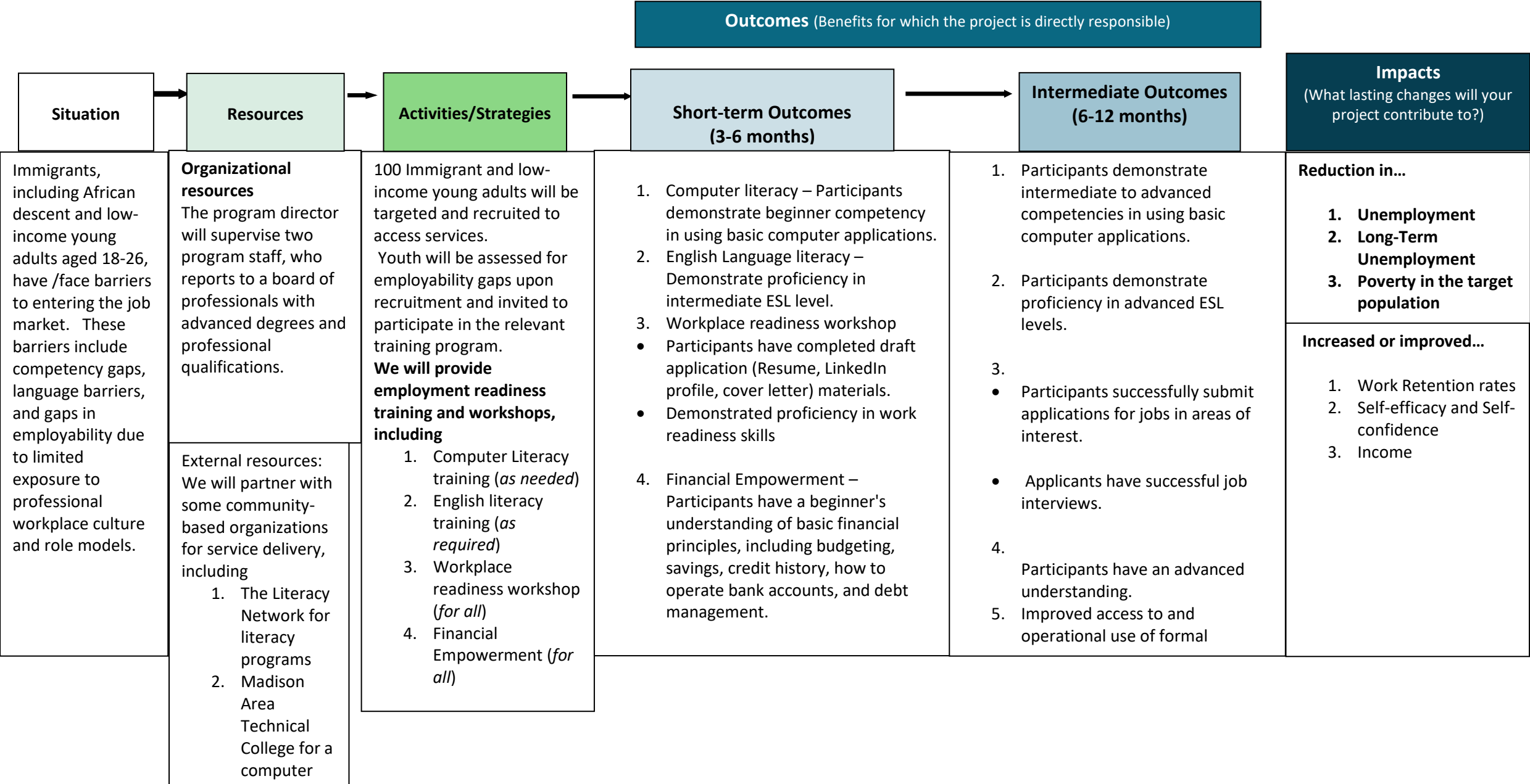
YOUTH, YOUNG ADULT AND ADULT EMPLOYMENT BUDGET APPLICATION FORM
AGENCY AND PROGRAM REVENUES

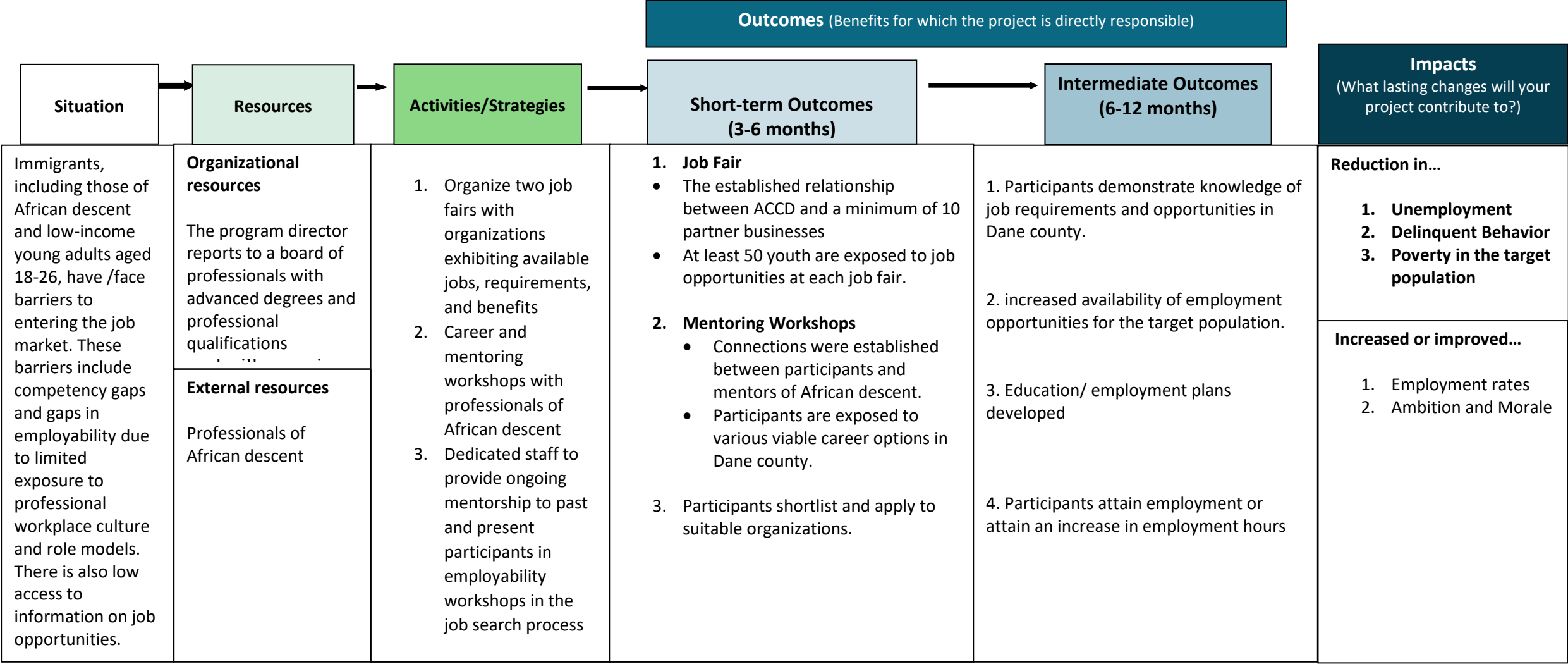
Please name each program you are requesting funding for next to each funding request.

**Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.

Pgm Letter	Program Name	Program Expenses	2023 City Request
A	Young Adult(18-26) Employment Program(YEAP)	PERSONNEL	27,204
		OTHER OPERATING	43,750
		SPACE	2,750
		SPECIAL COSTS	3,000
		TOTAL	76,704
B	Adult Employability Program	PERSONNEL	27,204
		OTHER OPERATING	41,250
		SPACE	2,750
		SPECIAL COSTS	4,000
		TOTAL	75,204
C		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			151,908

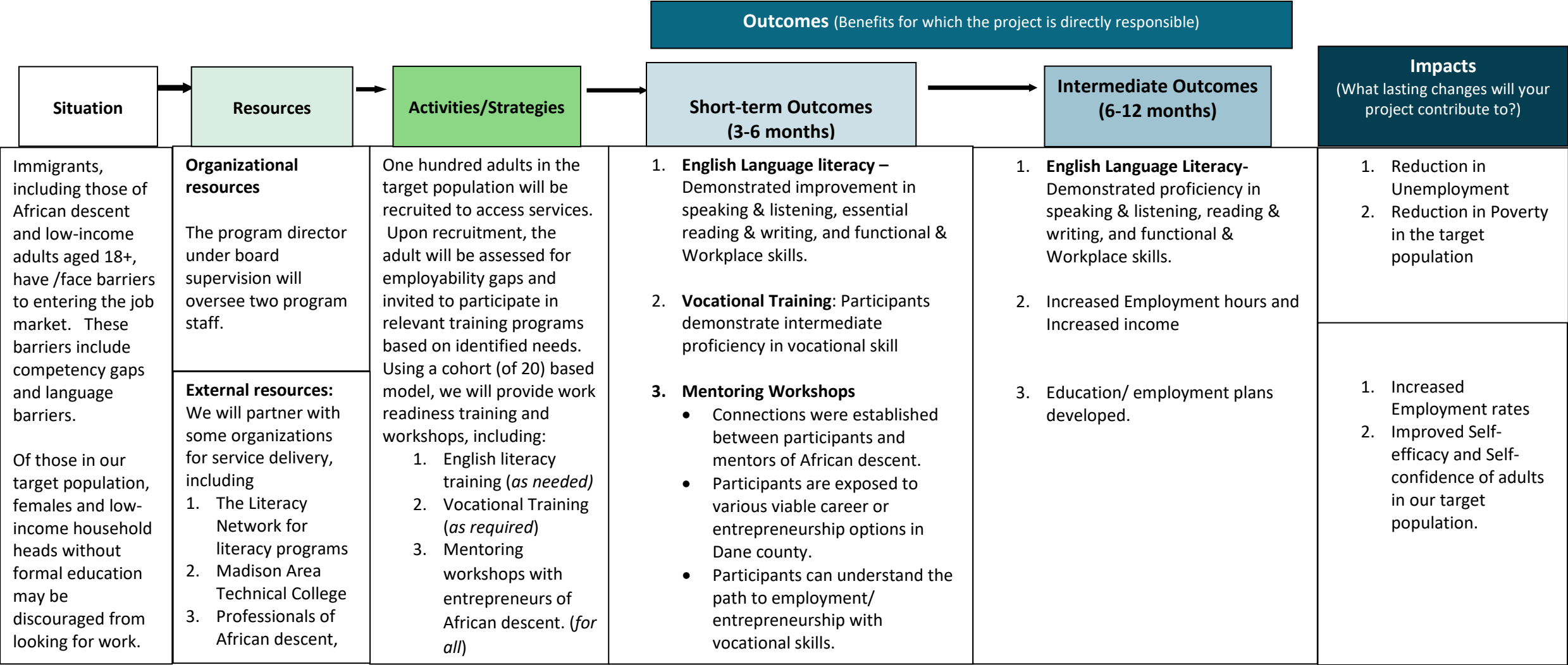
Logic Model Template:
The following logic model template should be used by applicants applying for funds to support youth, young adult & adult employment and training initiatives. Any content over the 3 page limit will not be considered by reviewers. Below is a brief definition of each required logic model component.





Appendix B: Logic Model

Logic Model Template:
The following logic model template should be used by applicants applying for funds to support youth, young adult & adult employment and training initiatives. Any content over the 3 page limit will not be considered by reviewers. Below is a brief definition of each required logic model component.



Appendix B: Logic Model

