



Madison Apprenticeship Program (MAP)

“Where lives are changed”

An affiliate of T.J.'s Support Brokerage Firm, Inc.
[a 501 (c) 3 organization]
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Application for:

***EMPLOYMENT SERVICES TO PREVENT
HOMELESSNESS
REQUEST FOR PROPOSALS (RFP)***

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A- PROGRAM DESIGN:

The program design will have a case management structure. This would be accomplished by MAP serving as a port of entry for each individual. We have come into the knowledge of understanding that in order for a person to move from one level to another, we must reach their mind, body and spirit. The need for this program came out of a growing need in the community, through the Allied Task Force. MAP will serve as the Lead organization through the Allied Consortium Employment also known as ACE. MAP will have a Lead ACE Assistant whose role will be to work with the homeless population in Dane County. The location for this program is the MAP Center at 4633 A Verona Road Madison, WI 53711.

The key objectives for the Madison Apprenticeship Program consists of serving as the lead agency is to assist homeless individuals to enter into the work force and acquire housing while they are being equipped with the appropriate tools to make that possible. This will lead to more productive citizens, a stronger Allied Drive-Dunn's Marsh and Dane County community, and a model for others to follow. Long-term success will be dependent on participants changing how they see themselves and their community.

The targeted candidates for this project are comprised of the following groups; 50% of the population will come from the Allied Drive community, 25% from Department of Corrections and the remaining 25% will come from the Madison/ Dane County community at large.

How the program will define eligible participants?

Each participant will fill out an initial assessment form that asks questions regarding their background, criminal history (if any), housing situation (past and present), services received and how they have or have not helped them. This assessment tool is not limited to these areas and is still in the process of being developed. They will also have a one-on-one interview to gain more information about them. The targeted participants will be individuals that have been recently released from prison and are usually given 30 days of shelter. These individuals usually have a limited amount of time to secure both employment and housing. If this is not accomplished, they are left unemployed and homeless with many barriers to overcome; thus resulting in these barriers creating more barriers. Another targeted group would be W2 participants who do not qualify for W2 cash benefits and are deemed work ready. These people still may not be able to overcome barriers that keep them from securing and maintaining employment. The homeless population is over crowded and some families and single adults are turned away every night. All of these individuals will be able to utilize the M.A.P office with help to apply for jobs online, compile resumes, and receive

referrals to ACE or other programs and agencies. This is defined by the results of the In this assessment, we can define each persons' barriers and then use a case management approach to direct them down the paths they need to travel in order to overcome those defined obstacles.

The program objectives are:

- Provide a personal assessment of each client, done by the LEAD Assistant.
 - 1) Self-Value and Self-Worth Assessment

 - 2) Developing personal goals and objectives to modify negative behaviors, and establish a personal action plan for change and success.

- Introduce each client to the following options for success:
 - MAP
 - Urban League of Greater Madison
 - Community Action Coalition
 - Start Training Program
 - YWCA Training Program
 - Dane County ECI Program
 - Dane County Parent Council
 - Mental Health services as necessary
 - AODA treatment services as necessary
 - Personal Reevaluation Plan (Reentering society)
 - 1) Conflict Resolution

 - 2) Personal Finance and Budgets

 - 3) Nutritional Skills (Includes budgeting for Healthy Meals)

 - 4) Seven Steps to Success (Personal Worth, Know Thyself) leading to internship, technical college or higher education

 - 5) Leadership

 - 6) Personal Makeover (Dress, Appearance, Communication)

 - 7) Language Arts/Communication

- Follow along case management to ensure sustainability for 6 months upon completion of the process.

STRATEGIES

Strategy	Time Frame	Person(s) Responsible
Notify the ACE team of the approval	Within 4 weeks of funding	Ex. Director
Introduce Brandy to the team	Within 4 weeks of funding	Ex. Director
Complete the Assessment Tool with the Lead Assistant and the ACE team members	Immediately upon funding within first 2 months	Lead Assistant
Notify agencies, media, etc. of program	Immediately upon funding	Ex. Director/LEAD Assistant
	As soon as hired	Ex. Director/Consultant
Prepare recruitment campaign for clients	Immediately upon funding through the existing MAP Center	Lead Assistant
Kick off recruitment campaign/Outreach to potential homeless population	Immediately upon funding: Start with communicating the program to the neighborhood, agencies, media, etc. and expand as office opens	Ex. Director/ACE Team/Lead Assistant
Ongoing monitoring of the program		Full time staff team and Ace Team members

B- QUALIFICATIONS:

Over the past decade T.J.'S Support Brokerage Firm, Inc has served the community for the less fortunate. Our programs are designed to assist the developmentally disabled through case management made to meet their needs. Diana Shinall, the executive director with 20 plus years of nursing and a BS in management in communication, saw a need in her community beyond what the agency was providing. Therefore, in 2005 she developed the Madison Apprenticeship Program. This twelve week life skills training program was envisioned to provide motivational mentorship that would lead to a decrease in the most self-destructive patterns of behavior exhibited by our inner-cities and most challenged neighborhoods. In Madison Wisconsin, this extreme need was found in the Allied Drive Dunn's Marsh community. To date MAP has served over 125 participants and will be celebrating its 4th year anniversary in July as well as marking the 100th successful graduate from the program.

Our goal and strong vision for MAP is led by Ms. Shinall, combined with the hiring of an individual who has overcome barriers by facing homelessness themselves. Ms. Brandy McClernan lives the life that this program speaks of. She has gone from homelessness to being financially stable in housing for the past year. Brandy understands the need from this population from the inside out and has been hand selected to serve in the role as Lead Assistant. She has

strong communication skills both verbally and written and can work well in a team.

Our company has a solid reputation in service to the communities in which we serve, and we are excited about the possibility of serving as the lead agency with ACE and continuing to meet the needs of the people of this great city.

The services from this collaboration will begin in August, 2009 and the lead assistant will serve as the glue to the ACE team. She will disperse information to all agencies under the umbrella. She will provide presentations in the community to ensure awareness of the program to the constituents, the department of corrections as well as the community at large. She will collaborate with the employment agencies under the ACE umbrella to stay abreast of the jobs that are available along with the desired expectations of this position. In doing this, she will be able to realistically prepare the participants for the next phase once they have completed all of the needed trainings and set goals.

C-OUTCOMES:

It is our goal that staff will have contact with 40 individuals per month; a portion of whom staff will provide assessment and case management for. A minimum of 10 eligible individuals will be assisted through employment training and development activities that will result in at least part time employment. A minimum of 10 eligible individuals will be placed in full time jobs. Ninety percent (90%) of the households connected with employment will retain housing at the end of this contract period. The participants will exhibit some form of success in their life as a result of going through the ACE experience.

Outcomes will begin as a person enters into the facility. Each individual will complete an assessment tool that will determine the needs of the person at that time. Upon completion of the assessment, the Lead Assistant will determine which referrals are appropriate.

The participants will be tracked in three ways:

1. Participants will be considered successful upon completion of one of the training programs within the consortium.

The participant will follow their goals described as needed at the initial assessment.

2. The participant will gain employment either full or part-time and maintain that position for over a period of 6 months.

3. The participant will secure housing and maintain the housing for up to one year.

D- BUDGET:

The following budget is related to the proposed project along with budget details:

Salary/ taxes/benefits	
• Administrator-	\$ 6,000.00
• Lead Assistant-	\$ 32,500.00
Printing/Postage	\$1,000.00
Staff Development	\$ 500.00
Program Supplies	\$ 500.00
Assistance to Individuals	\$ 727.00
Mileage-	<u>\$ 500.00</u>
Total requested:	\$42,727.00

BUDGET DETAILS:

Staff Salaries	Includes: Executive Director and Lead Assistant Salary, taxes and benefits.
Printing/ Poster Design	Includes program brochure and posters, design and printing and other required materials (English and Spanish initially)
Mileage	Local for staff, consultant, speakers, etc. to do training and presentations for the program
Professional Development	Staff training and conferences
Assistance	Includes assistance for the participants to have transportation such as bus passes, and or cab fares based on need and helpwith housing applications and fees.

E- REFERENCES:

Skilled Trades Apprenticeship Readiness Training

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Dane County Parent Council, Inc

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