



## Department of Planning & Community & Economic Development Community Development Division

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### **Committee Instructions for the Application Process**

And so it begins....Or continues. We would like to extend a big “thank you” for your months of work leading up to this moment. The work actually began soon after the last process ended and has been followed up with staff work, meetings with service providers and stakeholders, other funders and perhaps 30-40 committee meetings. All of that input and a very iterative process has yielded a body of work that is improved and produced by the larger “us”. The City of Madison is fortunate to have a dedicated group of public servants that are willing to do this very challenging work. It dawned on us that it would be useful to capture some of the committee process decisions that you have made over the past months, in a short written summary as the application review process begins.

#### **Calendar**

The calendar is attached. For the months of July, August and part of September, we will be spending lots of quality time together!

#### **Committees**

There are 5 committees involved in this process and they have particular roles. These committees will make the critical decisions concerning what gets funded. Each committee has particular subject matter expertise. The driving metaphor of folks needing to, “stay in their own lanes”, is probably worth keeping in mind in the next few months.

-Early Childhood Care & Education Committee (ECCEC) – Initially review/rank applications in program area “Children & Families” and forwards their funding recommendations to the CSC.

-Senior Citizens Advisory Committee (SCAC) – Initially review/rank applications in program area “Seniors” and forwards their funding recommendations to the CSC.

-Community Services Committee (CSC) – Reviews/ranks applications in program areas “Youth”, “Domestic Violence, Sexual Assault, Crisis Intervention and Safety & Support” and “Access to Resources”. The CSC makes final funding decisions on recommendations referred by the ECCEC and SCAC committees. The CSC has responsibility for allocating the remaining 15% of Community Services funding.

-Community Development Block Grant (CDBG) – Reviews/ranks program areas “Affordable Housing”, “Business Development” and “Access to Information”.

-Conference Committee – Reviews/ranks program areas “Adult Workforce Preparedness and Employment” and “Neighborhoods”.

#### **Sequence**

A standard sequence of action shall be followed by all committees:

1. applications were due on June 25<sup>th</sup>
  2. staff compiles/sorts applications/creates files/makes binders
  3. staff reviews applications and complete staff review criteria forms
  4. Committees receive applications and staff review criteria forms
  5. Committee members individually review and evaluate applications. Members also will identify and submit questions to be addressed by service providers in Q and A sessions.
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6. Committees meet, Q/A with service providers, rank proposals, assign dollar amounts and make decisions concerning program proposals.

### **15%**

The Community Services Committee decided to allocate approximately 85% of the CSC funds coming through their committee by program area, but reserved the ability to allocate the remaining amount after the applications were turned in on June 25<sup>th</sup>. This means that the CSC will have an additional process to go through to allocate the remaining funds. This also means that the ECCEC, SCAC, CSC (for the program areas “Youth”, “Access to Resources” and “Crisis Intervention”) and Conference Committee will need to forward a slate of ranked programs and recommended dollar amounts to be considered for additional funding. These are funds that flow through the CSC so the CDBG Committee is not part of this process.

### **Review Criteria**

Please bring your completed review criteria forms to your committee meetings. These Review Criteria sheets will be part of the public record. The individual member’s scores for each proposal will be aggregated by staff and a numerically based ranking of proposals will be made available to the committees for use in decision making. These will certainly drive the decisions that the committees will make, but the committees are certainly free to consider other evidence or arguments in their final determinations. Obviously, if the entire committee has rated a proposal dead last according to the Review Criteria and suddenly they emerge as the “big winner”, the committee will need to justify their decisions. So, take the Review Criteria sheets seriously but know that you have some latitude.

### **Staff Reviews**

Staff has completed their reviews based upon the information provided in the application and past history with the service providers (if the Division is currently contracting with the agency). In almost all cases the reviews have been forwarded to you with a “recommendation to fund” or a “recommendation to fund with qualifications.” In most cases we have identified questions we have with the application. You are free to ignore these questions or incorporate them into your own Q/A.

### **Committees Role vs. Staff Role**

The committees make the critical decisions. The Division staffs the committees. Staff will also be passing on their own review criteria forms to the committees which will give the committees the benefit of our staff’s professional experience – which I think is important. But although staff will be present during committee deliberations to help with the process and answer any factual questions, staff will quite deliberately be a “step removed” during the discussions. We really think that the committees should make the decisions and we want to be careful about not “steering” decisions.

Once again – Thanks!

**2010 Summer Schedule  
Updated 6/17/2010**

<b>Board/Committee/Commission: Community Services Committee</b>	
<b>Contact Person: Laura Noel</b>	<b>Dept.: Community Services</b>
<b>Phone Number: 266-6520</b>	<b>E-Mail Address: lnoel@cityofmadison.com</b>

DAY	DATE	TIME	TOPIC	LOCATION
Monday	July 19		CSC receives applications and staff reviews	
Wednesday	August 4		Committee members questions for agencies on Access to Resources Program Area proposals due	
Monday	August 9		Committee members questions for agencies on Youth and Crisis/DV/SA Program Area proposals due	
Wednesday	August 11	5:35 p.m.	Agency Q & A <b>and</b> Funding Recommendations (Access to Resources)	Room 260, MMB
Wednesday	August 18	5:35 p.m.	Agency Q & A <b>and</b> Funding Recommendations (Crisis/DV/SA)	Room 300, MMB
Thursday	August 19	5:35 p.m.	Agency Q & A (Youth)	Room 260, MMB
Monday	August 23	5:35 p.m.	Funding Recommendations (Youth)	Water Utility, 119 E. Olin Ave.
Thursday	August 26 (if needed)	5:35 p.m.	Funding Recommendations (Youth)	Water Utility, 119 E. Olin Ave.
Monday	August 30	5:35 p.m.	Funding Recommendations (remaining proposal pool)	Room LL-130, MMB
Wednesday	September 1 (if needed)	5:35 p.m.	Funding Recommendations (remaining proposal pool)	Room LL-130, MMB
Thursday	September 16	5:30 p.m.	Public Hearing	Labor Temple, 1602 S. Park St.
Wednesday	September 22	5:35 p.m.	Final Recommendations for 2011-2012 Community Resources Funding	Water Utility, 119 E. Olin Ave.

**2010 Summer Meeting Schedule**  
**Updated 5/24/10**

<b>Board/Committee/Commission: Early Childhood Care and Education Committee</b>	
<b>Contact Person: Jolene Ibeling</b>	<b>Dept.: Community Services</b>
<b>Phone Number: 266-6520</b>	<b>E-Mail Address: jibeling@cityofmadison.com</b>

DAY	DATE	TIME	TOPIC	LOCATION
Wednesday	June 23	8:00 a.m.	Funding Overview	Room 260, MMB
Wednesday	August 11	8:00 a.m.	Agency Q & A	Room 260, MMB
Wednesday	August 18	8:00 a.m.	Funding Recommendations	Room LL-120, MMB
Wednesday	August 25	8:00 a.m.	Funding Recommendations	Room 260, MMB
Thursday	September 16	5:30 p.m.	Public Hearing	Labor Temple, 1602 S. Park St.

**2010 Summer Meeting Schedule**  
**Updated 6/17/10**

<b>Board/Committee/Commission: Senior Citizens Advisory Committee</b>	
<b>Contact Person: Laura Noel</b>	<b>Dept.: Community Services</b>
<b>Phone Number: 266-6520   E-Mail Address: lnoel@cityofmadison.com</b>	

DAY	DATE	TIME	TOPIC	LOCATION
Wednesday	July 21		SCAC receives applications and staff reviews	
Wednesday	August 4	1:30 p.m.	Committee determines questions for agencies	Madison Senior Center
Wednesday	August 18	1:30 p.m.	Agency Q &A	Madison Senior Center
Wednesday	August 25	1:30 p.m.	Funding Recommendations	Madison Senior Center
Thursday	September 16	5:30 p.m.	Public Hearing	Labor Temple, 1602 S. Park St.

## 2010 Meeting Schedule Dates CDBG Funding Process

*June 7, 2010*

Board/Committee/Commission: CDBG Committee	
Contact Person: Peggy Stonestreet	Dept.: CDBG
Phone Number: (608) 267-0741 E-Mail Address: pstonestreet@cityofmadison.com	

DAY	DATE	TIME	LOCATION
<b>CDBG Regular Meetings</b>			
Thursday	June 3	5:00 p.m.	Room 300 MMB
Thursday	July 1	5:00 p.m.	Room 260 MMB
Thursday	August 5	5:00 p.m.	Room 260 MMB
Thursday	September 2	5:00 p.m.	Room 260 MMB
Thursday	October 7	5:00 p.m.	Room 260 MMB
<b>CDBG Committee</b>			
Monday	August 2	5:00 p.m.	Room 260 MMB
Tuesday	August 10	5:00 p.m.	Room 300 MMB
Thursday	August 12	5:00 p.m.	Room LL-110 MMB
Tuesday	August 17	5:00 p.m.	Room 260 MMB
Thursday	September 23	5:00 p.m.	Room 300 MMB
<b>Conference Committee</b>			
Thursday	June 10	5:00 p.m.	Room 313 MMB
Wednesday	August 4	5:00 p.m.	Room 300 MMB
Monday	August 9	5:00 p.m.	Room 260 MMB
Monday	August 16	5:00 p.m.	Room 260 MMB
<b>Public Hearing</b>			
Thursday	September 16	5:30 p.m.	Labor Temple 2100 S. Park St. 201B

**Community Development Division 2011-2012 Funding Process**  
Estimated Funds Available (Per Year) by Objective/Program Area

Totals	CDBG 2011-2012 Objectives	Federal CDBG funds	Federal HOME funds	Federal ESG funds	CDBG Office City levy	OCS 2011-2012 Program Areas	OCS City levy
\$ 1,332,250	Affordable Housing:	\$ 370,744	\$ 961,506	\$ -	\$ -		\$ -
	A. Owner-Occupied Housing						
	B. Housing for Buyers						
	D. Rental Housing						
\$ 492,213 *		\$ -	\$ -	\$ -	\$ -	I. Youth	\$ 492,213
\$ 492,213 *		\$ -	\$ -	\$ -	\$ -	II. DV/SA/Crisis Intervention/Safety & Support	\$ 492,213
\$ 328,142 *		\$ -	\$ -	\$ -	\$ -	III. Access to Resources	\$ 328,142
\$ 372,739 *		\$ -	\$ -	\$ -	\$ 143,040	IV. Adult Workforce Preparedness/Employment	\$ 229,699
\$ 185,373	Business Development:	\$ 185,373	\$ -	\$ -	\$ -		\$ -
	E. Job Creation						
	F. Micro-Businesses						
\$ 1,140,250 *	Strengthening Neighborhoods:	\$ 421,574 <sup>1</sup>	\$ -	\$ -	\$ 423,348	V. Neighborhoods	\$ 295,328
	G. Neighborhood Centers and Gardens						
\$ 420,475	Access to Information:	\$ 18,537	\$ -	\$ 48,931	\$ 353,007		\$ -
	J. Homeless						
	X. Access to Resources						
\$ 492,213 *		\$ -	\$ -	\$ -	\$ -	VI. Children and Families	\$ 492,213
\$ 459,398 *		\$ -	\$ -	\$ -	\$ -	VII. Seniors	\$ 459,398
<b>\$ 5,715,265</b>		<b>\$ 996,228</b>	<b>\$ 961,506</b>	<b>\$ 48,931</b>	<b>\$ 919,395</b>		<b>\$ 2,789,205 <sup>2</sup></b>

\* Estimated minimum amount available. Actual amount is dependent upon additional Community Resources Committee funding decisions, and may be somewhat higher than listed figure.

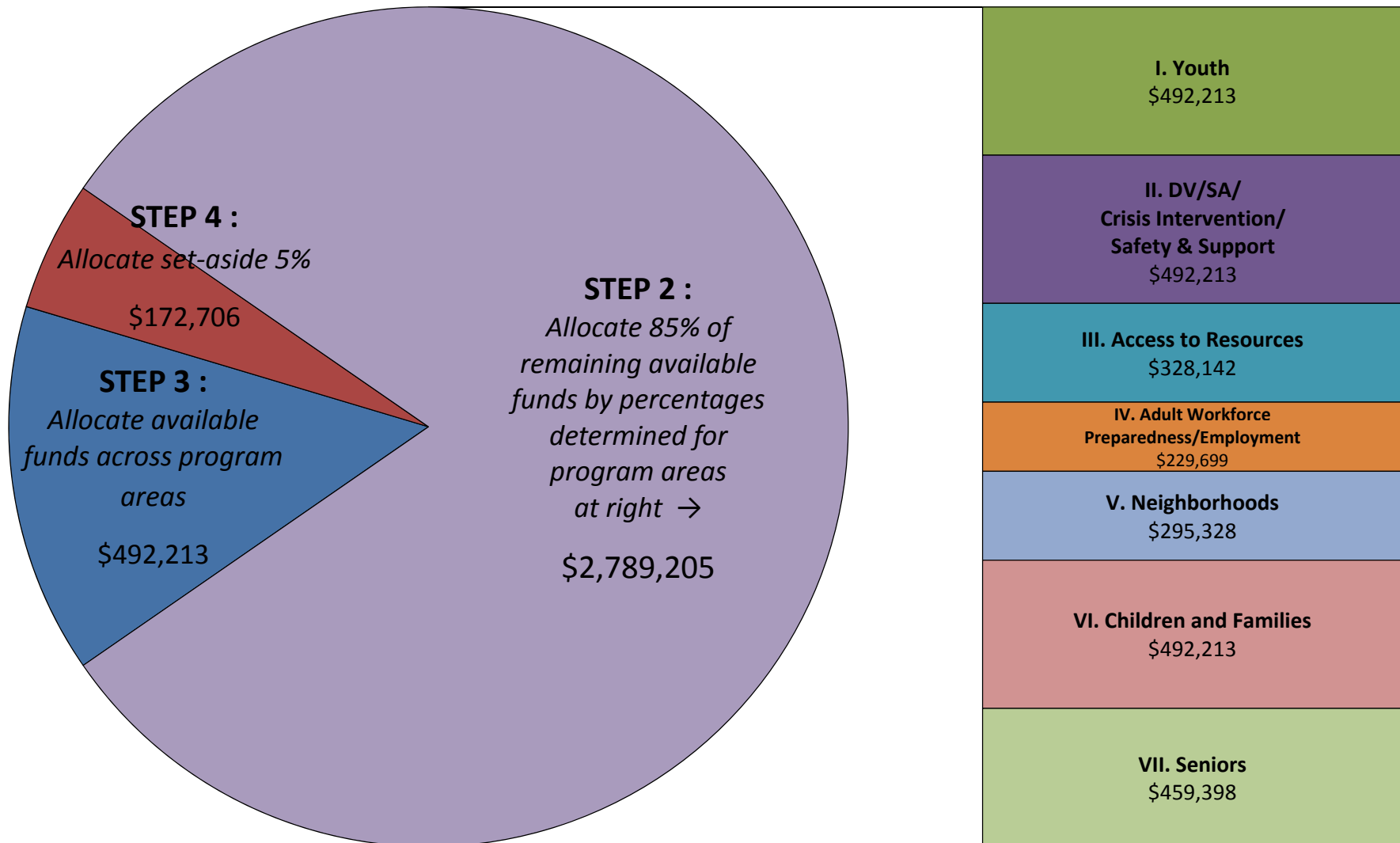
<sup>1</sup> Figure includes an additional \$138,516 in CDBG funds, specifically designated for neighborhood center funding.

<sup>2</sup> Figure represents 85% of the anticipated OCS City levy funds available for allocation. The remaining 15% will be subsequently distributed by the CRC.

## OCS Funds Breakdown: Funding Process for 2011-2012

**STEP 1 :** *Set aside 5% for allocation at end of process (see STEP 4)*

**STEP 2 :**







# City Of Madison

## Community Resources Program

### Program Area Goals and Priorities for 2011-2012

#### **Program Area I: Youth**

*All proposals for Program Area I: Youth will be reviewed by the Community Services Committee.*

Services listed below are in priority order within each goal area.

#### **Goal:**

Support youth to become successful members of their families, school, communities, and workplace through collaboration with the public school system and other key stakeholders.

#### **High Priority:**

- A1. Provide low-income middle school youth access to programs that complement in-school learning and development during non-school hours.
- A2. Provide life skills, vocational/career guidance, pre/post-employment support and job placement for low-income youth.
- A3. Provide low-income high school youth access to programs that complement in-school learning and development during non-school hours.

#### **Intermediate Priority:**

- B1. Provide culturally and/or gender specific programs for vulnerable youth that promote positive youth development.
- B2. Provide opportunities for juveniles who commit municipal violations to receive alternative sanctions from a peer youth court.
- B3. Provide opportunities for positive community engagement for youth at-risk of involvement in the criminal justice system.

#### **Lower Priority:**

- C1. Provide access for low-income parents/guardians education, skills and resources to raise successful youth.

## **Program Area II: Domestic Violence, Sexual Assault, Crisis Intervention and Safety & Support**

*All proposals for Program Area II: Domestic Violence, Sexual Assault, Crisis Intervention and Safety & Support will be reviewed by the Community Services Committee.*

Services listed below are in priority order within each goal area.

### **Goal:**

Provide crisis intervention and supportive services for victims of sexual assault, victims of domestic violence, vulnerable children, runaway/homeless youth, and families in crisis.

### **High Priority:**

- A1. Provide immediate direct services for victims of sexual assault or domestic violence.
- A2. Provide immediate direct services for vulnerable children, runaway and homeless youth.

### **Intermediate Priority:**

- B1. Provide immediate support services for the prevention of abuse and neglect.
- B2. Provide assessment, referral and short-term services for children/youth that have experienced trauma.

### **Lower Priority:**

- C1. Provide education for the prevention of domestic violence and sexual assault.

## **Program Area III: Access to Resources**

***All proposals for Program Area III: Access to Resources will be reviewed by the Community Services Committee.***

Services listed below are in priority order within each goal area

### **Goal:**

Provide services to overcome barriers to the basic resources that increase self-sufficiency and improve the quality of life for the community's most vulnerable individuals. Basic resources may include: food security, housing, healthcare, employment and child care. Barriers may include: language and cultural accessibility, education, knowledge or awareness of services, transportation and past history with the criminal justice system.

### **High Priority:**

- A1. Provide culturally specific or targeted supportive services to members of low to moderate income and/or marginalized groups that increase access to basic services and resources and increase participation in community life.

### **Intermediate Priority:**

- B1. Provide systemic solutions which address barriers and improve access to services that meet basic needs for low to moderate income and/or marginalized groups.

*These services may be targeted to serve a specific population, or a geographic area.*

## **Program Area IV: Adult Workforce Preparedness and Employment**

*All proposals for Program Area IV: Adult Workforce Preparedness and Employment will be reviewed by the Conference Committee.*

Services listed below are in priority order within each goal area.

### **Goal:**

Improve the opportunities for economic stability for residents encountering multiple barriers to employment including: criminal background and/or associations, language barriers, long-term poverty, lack of skills and/or formal education.

### **High Priority:**

- A1. Provide employment related services to unemployed or underemployed individuals who face multiple barriers to employment with a goal of obtaining and maintaining full employment. These services may include literacy and language skills, life skills, vocational/career guidance, pre and post employment services or employment support. Services may be community wide or neighborhood based.

### **Intermediate Priority:**

- B1. Provide services to Madison residents that provide education and literacy proficiency to acquire, maintain or improve their opportunity for full employment.

## **Program Area V: Neighborhoods**

*All proposals for Program Area V: Neighborhoods will be reviewed by the Conference Committee.*

Services listed below are in priority order within each goal area

### **Goal:**

Create and sustain healthy neighborhoods by supporting neighborhood facilities and programs which promote community cohesion, stability, quality services and efforts which build resident capacity, create sustainable partnerships and enable all residents to participate fully in their neighborhood and the broader community.

### **Higher Priority:**

- A1. Sustain and enhance the operation of neighborhood centers. Centers should be neighborhood focal points that are used by low and moderate income residents, and community groups, and should offer programming relevant to the neighborhoods they serve.

### **Intermediate Priority:**

- B1. Support programs and processes that promote and enhance opportunities for residents to be informed and engaged in decisions affecting their neighborhood and the broader community; increase leadership capacity of residents to effectively engage in neighborhood based issue identification, problem solving and advocacy; support programs that provide community mediation and/or create neighborhood mediators. These programs will be accessible to all residents including those of low and moderate income.

## **Program Area VI: Children & Families**

*All proposals for Program Area VI: Children and Families will be reviewed by the Early Childhood Care and Education Committee.*

Services listed below are in priority order within each goal area.

### **Goal:**

Ensure that children and their families have access to developmentally appropriate, quality, affordable child care. Assist and educate parents/guardians, child care providers and the community to prepare Madison's children for optimal growth and development.

### **High Priority:**

- A1. Provide for the availability of affordable, stable, quality child care and/or elementary school-age care for low-income children with emphasis on full-time programming.
- A2. Provide access to education and resources for low-income parents/guardians to raise successful healthy children.

### **Intermediate Priority:**

- B1. Provide specialized training and consultation services for City of Madison accredited programs that strengthen the ability of child care staff to serve at-risk children.

### **Lower Priority:**

- C1. Provide professional development opportunities that improve the quality of child care in the City of Madison.

## **Program Area VII: Seniors**

*All proposals for Program Area VII: Seniors will be reviewed by the Senior Citizen's Advisory Committee.*

Services listed below are in priority order within each goal area.

### **Goal:**

Help seniors live as independently as possible, maintain/improve seniors' health and well-being, and reduce seniors' isolation.

### **High Priority:**

- A1. Provide case management activities that help seniors live independently by connecting them to needed services.
- A2. Provide volunteer-based home chore services that help seniors remain in their homes.

### **Intermediate Priority:**

- B1. Support focal point agencies that provide information, referral and other services that maintain seniors' health and independence.
- B2. Provide services that improve seniors' health and connection to the community through recreational, educational, social, health and safety, multi-cultural and intergenerational activities, and volunteer opportunities. (agency referrals and special projects)

### **Lower Priority:**

- C1. Provide services that overcome the employment barriers seniors face.

REVIEW CRITERIA: Individual Rating Sheet for 2011-2012  
For Members of the Community Services, Early Childhood and Senior Services Committees

Agency\_\_\_\_\_ Program/Project Title\_\_\_\_\_ Program Letter \_\_\_\_\_

**This sheet should be completed after reading a proposal. This sheet should be brought, in a completed form, to the Community Services, Early Childhood or Senior Committee meeting where this agency will answer questions related to this proposal. Enter the number of points for each question that you determine should be assigned to the specific proposal.**

<b><u>Q: P6, 7, 10 NC1, RH6, OH3</u></b>	<b>10 points</b>		
1. To what extent does the proposal meet the Objectives of the <u>Community Development Division, Community Resources Program Goals and Priorities</u> for 2011-2012	<b>1</b> <b>Does not meet objectives or priorities</b>	<b>10</b> <b>Meets objectives and priorities</b>	<b>Points</b>
<b><u>Q: P7-19,23,24,27, NC1-2</u></b>	<b>10 points</b>		
2. To what extent does the proposal incorporate an innovative and/or research based <u>program design</u> that will have a positive impact on the need or problem identified?	<b>1</b> <b>Ineffective program design, not research based or does not use best practice standards, unlikely to have positive impact.</b>	<b>10</b> <b>Highly effective program design, uses best practices or meets industry standards, very likely to have positive impact.</b>	<b>Points</b>
<b><u>Q: P8 &amp; 29, NC 5 &amp; 6</u></b>	<b>5 points</b>		
3. To what extent does the proposal include <u>service goals</u> and <u>outcome objectives</u> that are realistic and measurable and are likely to be achieved within the proposed timeline?	<b>1</b> <b>Vague objectives, not realistic or measurable, unlikely to be achieved within timeline</b>	<b>5</b> <b>Clear objectives, realistic &amp; measurable, very likely to be achieved within timeline</b>	<b>Points</b>
<b><u>Q: P17-19, A5-7,9 NC-1</u></b>	<b>10 points</b>		
4. To what extent do the agency, staff and/or Board <u>experience, qualifications, past performance</u> and <u>capacity</u> indicate probable success of the proposal?	<b>1</b> <b>Low capacity to provide high quality service, poor track record, poor qualifications.</b>	<b>10</b> <b>High capacity to provide high quality services, strong administration, excellent track record, high staff and Board qualifications.</b>	<b>Points</b>
<b><u>Q: P1-5,19,22 N1-2, A3 &amp; 8,-9 NC4, RH5,8,9, HB7, ED3 &amp; 4</u></b>	<b>5 points</b>		
5. To what extent is the agency's proposed <u>budget reasonable and realistic</u> , able to <u>leverage additional resources</u> , and demonstrate <u>sound fiscal planning</u> and management?	<b>1</b> <b>Proposed budget is unclear and/or incorrect, unrealistic, does not leverage additional resources.</b>	<b>5</b> <b>Proposed budget is clear and accurate, reflects realistic &amp; appropriate costs, leverages other funds to support program</b>	<b>Points</b>
Subtotal of points			



<b><u>Q: P13 – 15, NC1</u></b>	<b>5 points</b>		
6. To what extent does the agency's proposal demonstrate efforts and success at securing a <u>diverse array of support, including volunteers, in-kind support</u> and securing <u>partnerships</u> with agencies and community groups?	<b>1</b> <b>Very few partnerships, volunteer or in-kind support.</b>	<b>5</b> <b>Strong partnerships- effectively utilizes volunteers &amp; in-kind support.</b>	<b>Points</b>
<b><u>Q: P10-12, 15, 20, 25, 27 &amp; 28, RH3</u></b>	<b>5 points</b>		
7. To what extent does the applicant propose services that are accessible and appropriate to the needs of <u>low income individuals</u> , <u>culturally diverse</u> populations and/or populations with specific <u>language barriers</u> and/or <u>physical or mental disabilities</u> ?	<b>1</b> <b>Little attention paid to culturally relevant programming, few low income individuals served, no specific plan for addressing accessibility or language barriers</b>	<b>5</b> <b>Program design in culturally responsive, addresses accessibility &amp; language needs of a variety of individuals, serves a high number of low income individuals</b>	<b>Points</b>
Subtotal of points			
Comments, thoughts, issues:			
50 Total Points Possible			Total Points Assigned to Proposal:

Agency\_\_\_\_\_ Program/Project Title\_\_\_\_\_ Program letter \_\_\_\_\_

Community Services, Early Childhood or Senior Services Committee

Name of Person completing this form: \_\_\_\_\_

If you have questions about this proposal that you would want the agency to address during their scheduled question/answer time, please list them below or use the question log provided in your packet. Electronic copies are available upon request. Submit these questions to the Community Development Division Office by the time period identified by program goal area listed below:

ECCEC due **July 30<sup>th</sup>**

CSC Access to Resources due **August 4<sup>th</sup>**

CSC Youth due **August 9<sup>th</sup>**

CSC Domestic Violence, Sexual Assault, Crisis Intervention and Safety & Support due **August 9<sup>th</sup>**

SCAC bring questions to the meeting **August 4<sup>th</sup>**

Questions (list):

**City of Madison  
Community Development Division  
Application for 2011-2012 CALENDAR YEAR FUNDS  
Application Instructions**



**City of Madison funding sources, applications, and deadline** – All organizations requesting calendar year 2011 and/or 2012 funds from the City of Madison Community Development Division: Office of Community Services, Community Resources Program or City of Madison Community Development Block Grant Funds, must submit a completed application no later than:

**12:00 NOON, FRIDAY, June 25, 2010.**

**LATE APPLICATIONS WILL NOT BE ACCEPTED. NO EXCEPTIONS.**

All applications must be submitted digitally via email to [CDDapplications@cityofmadison.com](mailto:CDDapplications@cityofmadison.com)

The application and all supporting documents are available at:

<http://www.cityofmadison.com/cdbg/cddapp.htm>

**If you do not have access to email, or can not work within a Microsoft Excel document please contact Tammy Peters at (608) 266-6520, to discuss support options.**

**Application Workshops** - FIVE workshops have been scheduled to review funder priorities, the proposal review process, and the application form. Register for only one workshop. Contact Tammy Peters at [tpeters@cityofmadison.com](mailto:tpeters@cityofmadison.com) or 266-6520 to register. Sessions will fill and close so register as soon as possible.

**May 26, 2010**

8:30 to 11AM (FULL)

**or**

1:30-4PM ( Full)

Villager Mall Atrium, Rm  
2300 Park St

**May 27, 2010**

8:30 to 11AM

1:30-4PM

4:30-7PM ( Neighborhood Centers)  
Villager Mall Atrium, Rm  
2300 Park St

Application Packet: The Community Development Division application packet for 2011-2012 calendar year funds consists of the following documents:

- **Funding Process Timeline**
- **Funding Process Timeline by Committee**
- **Community Resources Goals and Priorities Document**
- **CDBG Program Goals and Priorities Document**
- **Estimated Allocations by Program Area**
- **Proposal Review Criteria**
- **Community Resources Program -Resource Documents**
- **Downloading Instructions and Macros**
- **Community Development Division application “Q and A”**

Please familiarize yourself with these documents; they will be useful to you in completing the application and planning for your involvement in this process.

**APPLICATION:** This application contains eight sections:

1. Cover Page
2. Program Sections (One for each program proposed)
3. Non-City Funding
4. Agency Overview

*(The following are the CDBG supplements)*

5. Neighborhood Centers/Gardens
6. Rental Housing
7. Housing for Buyers
8. Economic Development-Capital Projects

Applicant agencies should consult the matrix below to determine the tab sections of the application that must be submitted based on the Program Area or Goal Statement that meets the objective(s) of your proposed program(s). Applications must have all tab sections as noted below or the application will not be considered complete.

<b>Programs Requiring Standard Application</b>	
All agencies or organizations that are applying for at least <u>one or more</u> programs under the following program areas please complete the identified required sections:	
<p>Community Resources:</p> <ul style="list-style-type: none"> <li>I. Youth</li> <li>II. Domestic Violence Sexual Assault, Crisis Intervention and Safety and Support</li> <li>III. Access to Resources</li> <li>IV. Adult Workforce Preparedness and Employment</li> <li>V. Neighborhoods All <u>but</u> Neighborhoods Priority Statement A-1</li> <li>VI. Children and Families</li> <li>VII. Seniors</li> </ul> <p>Community Development Block Grant:</p> <ul style="list-style-type: none"> <li>A. Owner Occupied Housing</li> <li>F. Micro Businesses</li> <li>J/X. Access to Information</li> <li>E. Business Development (unless project involves property acq/rehab)</li> </ul>	<p>Sections Required:</p> <ul style="list-style-type: none"> <li>1. Cover page</li> <li>2. One Program Section for <u>each</u> program for which you are applying.</li> <li>3. Non City funding</li> <li>4. Agency Overview</li> </ul>
<b>Required Supplements to the Standard Application</b>	
All agencies or organizations that are applying for at least <u>one or more</u> programs under the following program areas complete the standard application and the identified supplemental required sections. (You may also include in your application proposed programs from the program areas above):	
G. All agencies or organizations applying under Community Resources Neighborhoods Program Area: Priority Statement A-1 and/or CDBG Neighborhood Centers/Gardens	<p>Sections Required:</p> <ul style="list-style-type: none"> <li>1. Cover page</li> <li>2. One Program Section for <u>each</u> program for which you are applying</li> <li>3. Non City funding</li> <li>4. Agency Overview</li> <li>5. Neighborhood Centers/Gardens</li> </ul>
B. Housing For Buyers	<p>Sections Required:</p> <ul style="list-style-type: none"> <li>1. Cover page</li> <li>2. One Program Section for <u>each</u> program for which you are applying</li> <li>3. Non City funding</li> <li>4. Agency Overview</li> <li>5. Housing For Buyers</li> </ul>
D. Rental Housing	<p>Sections Required:</p> <ul style="list-style-type: none"> <li>1. Cover page</li> <li>2. One Program Section for <u>each</u> program for which you are applying</li> <li>3. Non City funding</li> <li>4. Agency Overview</li> <li>5. Rental Housing</li> </ul>
E. Business Development	<p>Sections Required:</p> <ul style="list-style-type: none"> <li>1. Cover page</li> <li>2. One Program Section for <u>each</u> program for which you are applying</li> <li>3. Non City funding</li> <li>4. Agency Overview</li> <li>5. Economic Development Supplement- <u>if</u> project includes property acq/rehab</li> </ul>

## **GENERAL INSTRUCTIONS**

1. **Consult the Goals and Priorities documents.** These documents are the products of the work of multiple committees and identify specific efforts, projects and programs the City is interested in funding. Your program proposals should speak to these specific priority statements.
2. **Consult the evaluation criteria.** You have been provided copies of the individual rating sheets that will be used in the evaluation of each program proposal. These rating sheets will identify which questions within the application will be considered when staff and committee members evaluate the proposals.
3. **Follow directions.** Work through the document and spreadsheets in the order outlined in these instructions.
4. **Be concise.** Staff and citizen committees expect to review approximately 150 program proposals. Avoid hyperbole and industry catch phrases that may not be understood by the general public. All text boxes are locked to the sizes stated.
5. **Pay attention.** Complete all sections as required. You will not be notified if you have left required sections incomplete.
6. **Work smart.** You may want to assign one individual to be in control of entering the data or assembling the actual Application Workbook.
7. **Complete and submit the application before the deadline.** No late applications will be accepted. Given that this is a new application format, and a new submission process, reduce your margin for error by starting early and completing the application prior to the June 25, noon deadline.

## **TECHNICAL INSTRUCTIONS**

1. **Fill in yellow areas.** This document is designed to auto fill, particularly the budget and demographic information, to provide consistency of reported numbers throughout various sections. White boxes that have auto filled cannot be altered without going in and altering the information you first entered in yellow.
2. **Respect the tabbed sections.** When printing, print by tabbed section. This will preserve the page numbering within the sections. The individual worksheets are protected, but not the workbook. This has been done to in order to maintain the integrity of the formulas.
3. **Text boxes.** Type over the listed character limits. Text boxes **WILL NOT COPY**. Type the narrative either directly into the text boxes or use a word processor and then copy/paste into the text box.
4. **Copying.** You can copy areas of the application to a blank Excel workbook for other people to work on. We encourage you to test to make sure you're comfortable with the copy/paste function into a blank worksheet and the copy/paste function of yellow cells back into the application. **You can only copy yellow cells BACK into the application.**
5. **Test your system.** Before the final due date, try sending a document or a copy of the application to the application mailbox ([CDDapplications@cityofmadison.com](mailto:CDDapplications@cityofmadison.com)). Please write test on the subject line of the email.
6. **System Compatibility.** The application has been tested in MS Excel 2000 and MS Excel 2007. If you have questions about system compatibility please contact us.
7. **Enabling Macros and downloading the application.** Please see document "Macros and Downloading" in the application packet.

## **QUESTIONS**

After reading through this document, if you have **questions related to the content** of the application, please email those questions to [CDDapplications@cityofmadison.com](mailto:CDDapplications@cityofmadison.com). Please list question in the subject line. All content related questions will be posted and answered on the Community Development Division application Q and A document within 2 business days of receipt.

If you have questions or concerns that are related to **technical aspects** of this document including difficulties with text boxes or auto fill functions please email those questions to [CDDapplications@cityofmadison.com](mailto:CDDapplications@cityofmadison.com). Please list technical question in the subject line. Similarly, we will be posting a Q and A document for any questions that seem to address general technical issues.

Do not contact Community Resources or Community Development Block Grant staff to discuss your responses to the Application questions, or to advise you on strategy related to the application process.

## **APPLICATION**

The following pages will take you through the application section by section. Numbers and/or headings correspond to the numbers and/or headings in the application document. Use only the forms and space provided. As multiple city staff and citizen committees must review many proposals, precise and succinct applications are important

## **COVER PAGES**

**1. AGENCY CONTACT INFORMATION** - Complete all applicable fields

**2. AGENCY PROGRAM SUMMARY**

**Programs/Projects and corresponding Goals and Priorities-** List only programs for which you are applying for City of Madison Community Development Funding (City of Madison Community Resources or Community Development Block Grant Funds). When possible, keep Program Letters consistent with past years.

*Note: This information will auto fill into the program sections and other parts of the application. If your program names change or corrections need to be made you would return to this section to make changes.*

*Note: If you are applying for more than 12 programs please speak with Laura Noel, Community Services Program Coordinator at 266-6563, as soon as possible.*

**New?-** Click on the corner of the box to indicate whether this program was funded by Community Resources or City CDBG in the 2009-2010 funding cycle. (Yes or No)

**Goals and Priorities-** (This is a drop down menu) Refer to the Goals and Priorities documents published with this application. For each program click on the corner of the given box, scroll through the drop down menu and click on the program Goal and Priority statement of the Community Resources Program or City CDBG that best applies to each program. In parentheses within that statement you will also see indicated the City Committee that will be reviewing that specific program proposal.

**3. SIGNATURE PAGE-** Please review. Note the **LIVING WAGE ORDINANCE**. The Living Wage for Madison 2011 had not been established at the time of publication of this application. However, a wage of \$12.00 (hourly) reflects a 3% increase over Madison Living Wage for 2011, and would be consistent with prior annual increases.

**4. SIGNATURE-** Please enter the initials of the Executive Director, and the submission date of the application.

## **PROGRAM DESCRIPTION**

These pages are specific to each program for which you are requesting funding and must be completed separately for each program being proposed for funding from the City. For example: If you are applying to the City Of Madison for funding for three different programs you would complete three separate program sections.

### **PROGRAM BUDGET DEFINITIONS**

- A. **Revenue Source-** Describe the estimated program budget, by funding source and account categories. For United Way funds, distinguish between designated and allocated revenues. Programs that do not operate on a January 1-December 31 fiscal year should use adjusted figures to match the calendar year. Fill in detail below for Other Govt. and Other categories. "Terms" indicates length and conditions of funding i.e. "two year funds that expire 9/2011"

B. **Definition of Account Categories-** In the program sections of the application we are asking for lump sum costs in these four categories. Later, in the agency section of the application we will be asking for more budget detail. The revenue and program costs identified in the program budget(s) and in the Non City Funding section will auto fill and aggregate into later sections of the application (Sections that ask for agency budgets) so that you will not have to repeat this information.

- **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 operating 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 associated with owning a building (excluding utilities and maintenance).
- **Special Costs:** *Amount reported for operating costs should include all of the following items:*  
  
Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients.  
  
Payment to Affiliate Organizations - required payments to a parent organization (usually state or national).  
  
Service/Program Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: the agency subcontracts a specialized counseling service to an individual practitioner; the agency acts as a fiscal agent for a multi-agency collaborative project and provides payment to those agencies under subcontract agreements.  
  
Capital Expenses - includes items such as property acquisition, rehab, loans, etc.

1. **2010 Budgeted** – Describe the program budget by funding source and account categories. (See Definitions of Account Categories above)
2. **2011 Proposed Budget** - Describe the program budget by funding source and account categories. (See Definitions of Account Categories above)

**2012 PROGRAM CHANGE EXPLANATION – Complete only if you are requesting more than your 2011 request.** Additional funding for the second year should only be requested in situations where services or programming will change or expand in the second year. For example, if you are starting a program in March 2011, and expect your staffing and operating costs to be higher in the second year, use this section. Similarly, if you expect to be reducing programming, or lose a significant grant, that can also be addressed here.

3. **Program Update** - Describe any significant changes being proposed for the second year of funding (2012). If staffing, level of services, geographic area, target population, or other areas are planned for change, please explain how and why.



4. **2012 Cost Explanation** - Explain by revenue source any noteworthy charge in the proposed 2012 budget. For example, unusual cost increases, program expansion, or loss of revenue
5. **2012 Proposed Budget (See PROGRAM BUDGET DEFINITIONS )**

### **DESCRIPTION OF SERVICES**

Limit your response to the space provided on this form. Do not provide any additional information or materials.

**Questions 6-18** respond as stated. Please be brief and concise.

19. **STAFF:** Indicate all program staff whether funded by the City or other funding sources. Aggregate positions as needed to fit staffing into allocated space. (For example 3 case managers, 2.5 FTE, BSW's with at least 2 years experience) Indicate whether City Funding will be supporting this specific position. Qualifications- Please indicate level of education or experience, certification, or licensing that would be identified as required or preferred at the point of hire for this position. (For example: 3 case managers, 2.5 FTE, BSW's with at least 2 years experience)

### **CDD/CDBG -DESCRIPTION OF SERVICES -SUPPLEMENT**

Complete this section if applying for programs that meet the Community Development Division Program Goals and Priorities. If you are not applying for programs in these areas go on to

### **COMMUNITY RESOURCES DESCRIPTION OF SERVICES SUPPLEMENT.**

**20 & 21 PARTICIPANT INCOME LEVELS-** Respond as stated, numbers will total.

22. **AGENCY COST ALLOCATION PLAN-** Typical indirect costs include the costs of operating and maintaining facilities, equipment, and grounds; depreciation or use allowances; and administrative salaries and supplies. These costs are usually charged as a percentage of some or all of the direct cost items in the applicant's budget. Please describe your method of allocating these costs among programs.

23. **PROGRAM ACTIVITIES-** Please describe appropriate bench mark and estimated month of completion

### **COMMUNITY RESOURCES DESCRIPTION OF SERVICES -SUPPLEMENT**

If you are not applying for programs within the Community Resources Program Goals and Priorities, skip this section and go on to section **DEMOGRAPHICS**.

### **24. CONTRIBUTING RESEARCH AND RESOURCE DOCUMENTS**

Please refer to the folder of Resource Documents available on the application website. These documents, when available, are organized by Program Area and Priority statement. If there are other best practice frameworks, social science research or professional or licensing organization publications, research or guidelines that you have utilized in developing or evaluating your proposed program please indicate and describe here.

**QUESTIONS 25-27-** Respond as stated. Please be brief and concise.

28. **DEMOGRAPHICS** - Follow the directions on the form. You will receive an error message until all categories total accurately and correspond to your participant count. Be aware that total does not correspond in any way to "Persons with Disabilities". Totals for Gender, Age, Race, Ethnicity and Residency should correspond with each other.

Definitions for racial categories:

*WHITE/CAUCASIAN* includes persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.



**BLACK/AFRICAN AMERICAN** includes persons who consider themselves to be Black, Negro, or African-American. A person having origins in any of the black racial groups of Africa, the West Indies, and people from other countries- such as Jamaica, Cuba, Panama, Haiti, Nigeria, etc., who consider themselves Black.

**ASIAN:** A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines Islands, Thailand and Vietnam.

**AMERICAN INDIAN/ALASKAN NATIVE** includes persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

**NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER:** A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.

**MULTI-RACIAL:** Includes persons who consider themselves to be a mixture of two or more races. Use multiracial categories as stated. If participants report mixtures of races that differ from those described count them in **BALANCE/ OTHER**.

**NOTE:** Race and ethnic categories are stated as defined in HUD standards.

**BALANCE/ OTHER:** Enter remaining numbers that either did not report race/ethnicity or reported as "other".

Definitions for Hispanic Ethnicity:

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican South or Central American or other Spanish culture or origin regardless of race.

**Not Hispanic or Latino:** A person not of Hispanic or Latino culture.

The definition of "Persons with Disabilities" are people who:

- a. Have a physical or mental impairment which substantially limits one or more major life activities;
- b. Have a record of such an impairment; or
- c. Are regarded as having such an impairment. (Section 504 of the Rehabilitation Act of 1973) and (Chapter 111.32(8) Wisconsin Statutes).

## 29. PROGRAM OUTCOMES

**Unduplicated participants:** Unduplicated participants are the number of individuals served in the program in 2009, when each individual served is counted only once. (This number will auto fill from numbers reported in question #28 DEMOGRAPHICS.)

**Total to be served in 2011:** Number you expect to serve in the proposed program in 2011, based on your proposed budget.

**Outcome Objectives-** Outcomes should be specific, attainable, and measurable statements of a program's intended effects on the participant's knowledge, skills, attitudes, behavior, or condition. This is to reflect the benefit, impact, or change to participants during or after participating in the program. Outcomes may be short-term, intermediate, or long-term. Examples of outcomes include: unemployed adults demonstrate job readiness skills, parents' understanding of children's development improves, older adults maintain independent living. Programs are directed to look at those outcomes where they can have a direct, measurable impact. It is generally expected that programs will retain the same outcome objectives from one year to the next. Up to two outcome objectives per program will be reviewed.

**Performance Indicators** - The desired level of achievement of a program on its outcome indicators based on the expected outcome, the length of service, characteristics of the service population, and other factors. These are expressed in numerical terms. For example, 75% of parents will report an increase in how often they read to their preschoolers.

- i. *Total to be considered*-Number of people to be considered in measurement, usually number of people served.
- ii. *Targeted Percent* - Percent of all persons served by this program who are expected to achieve the stated outcome objective.
- iii. *Targeted Number* - The unduplicated number of persons served by this program who are expected to achieve the stated outcome objective.

**Measurement Tools** - Identifies what is being measured to track the program's success on an outcome. An indicator is observable and measurable. Measurement tools might include standardized assessment tools, follow-up surveys or interviews, client self reports, court records, future client behavior, etc.

### **NON CITY AGENCY BUDGET**

Please aggregate for 2010 and 2011 all Revenue Sources and Account Categories for all programs that do not receive either Community Resources or CDBG Funding from the City of Madison, Community Development Division. You will fill out this page only once. Refer to BUDGET DEFINITIONS used previously in this application, and remember to complete the \*Other Govt and \*\*Other sections as instructed for Non- City funded Programs.

1. **2010 AGENCY BUDGET** - Describe the estimated program budget, by funding source and account categories. For United Way funds, distinguish between designated and allocated revenues.
2. **2011 PROPOSED BUDGET** - Describe the program budget by funding source and account categories.

### **AGENCY OVERVIEW**

1. **AGENCY CONTACT INFORMATION:** Your agency contact information will auto fill from cover pages, as will program names and letters.
2. **PROGRAM CONTACT INFORMATION:** Please complete contact information by program.
3. **AGENCY REVENUE DETAILED BY PROGRAM:** Your 2010 and 2011 REVENUE SOURCE information will auto fill from **PROGRAM BUDGET** and **NON CITY AGENCY REVENUE** pages. Please fill in the requested information for 2009.
4. **AGENCY MISSION STATEMENT:** Describe your agency's mission in the space provided.
5. **AGENCY EXPERIENCE AND QUALIFICATIONS:** Describe the experience and qualifications of your agency related to the proposed programs.
6. **AGENCY GOVERNING BODY:** Complete initial questions re: Board meetings, bylaws and composition. List the members of the current Board of Director's and/or any other governing body required in Agency Bylaws.
7. **STAFF/BOARD/VOLUNTEER DEMOGRAPHICS:** Please refer to definitions used in program descriptions. On the first line enter the total number of permanent paid staff, board members and other volunteers. You will receive an error message until all categories total accurately and correspond to your staff board members and volunteer count. Be aware that total does not correspond in any way to "Persons with Disabilities". Totals for Gender, Age, Race, Ethnicity and Residency should correspond.

8. **AGENCY EXPENSE BUDGET:** This chart describes the total agency budget for three separate calendar years. The subtotals for each account category will auto fill. Please provide the breakdown by categories stated below. You will receive an error message if your itemized accounts do not equal the subtotal.

#### Definition of Account Categories

A. *Personnel* –

Salary includes all permanent, hourly and seasonal staff costs.

Taxes includes all payroll taxes, and unemployment compensation

Benefits include health insurance, life insurance, retirement benefits, etc.

B. *Operating-*

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

C. *Space-*

- Rent/Utilities/Maintenance - rental costs for office space; costs of utilities and maintenance for owned or rented space.
- Mortgage Principal/Interest/Depreciation/Taxes - costs associated with owning a building (excluding utilities and maintenance).

D. *Special Costs*

- Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients.
- Service/Program Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: the agency subcontracts a specialized counseling service to an individual practitioner; the agency acts as a fiscal agent for a multi-agency collaborative project and provides payment to those agencies under subcontract agreements.
- Payment to Affiliate Organizations - required payments to a parent organization (usually state or national).
- Capital Expenses - includes items such as property acquisition, rehab, loans, etc.
- Other

#### PERSONNEL DATA:

9. **Staff Turnover for 2009:** Compute the total percentage of paid staff (full and part time) who terminated their employment at your organization during the calendar year 2009. Do not include seasonal positions. If the number exceeds 20% for one or more job categories, please explain any noteworthy issues. You may wish to reference industry standards or trends or agency policies to reduce staff turnovers.
10. **Personnel Schedule:** In column (1) list individual staff positions by title. If your organization employs more than one staff person under the same job title, list the job title only once. AmeriCorps or Vista type volunteers or staff can be entered as either salaried employees or Seasonal/Project employees. If the AmeriCorps or VISTA employees receive a stipend that is not equal to the Living Wage (they are exempt) leave the corresponding hourly wage cell blank. Seasonal and Project employees will be captured in the section below. Place an asterisk (\*) next to those positions that qualify for a living wage exception.

**2010 Estimated FTE:** Indicate the number of FTE's (full-time equivalents) in each staff position (e.g., 1.00 Executive Director; 5.50 Outreach Workers, etc.). As a general rule, an FTE is someone who works 35-40 hours/week on average.

**2010 Estimated Salary:** Indicate the total salaries for all staff FTE's in that staff position. Do not include payroll taxes or benefits in this column.

**2010 Proposed FTE:** Indicate the number of FTE's (full-time equivalents) in each staff position (e.g., 1.00 Executive Director; 5.50 Outreach Workers, etc.). As a general rule, an FTE is someone who works 35-40 hours/week on average

**2010 Proposed Salary:** Indicate the total salaries for all staff FTE's in that staff position. Do not include payroll taxes or benefits in this column.

**Hourly Wage** Indicate the hourly wage paid to this employee, whether salaried, hourly or contractual. Note: all employees paid under City of Madison funded programs must be paid the established Living Wage as required under City of Madison Ordinance 4.20.

**Program Distribution of FTE's:** In columns A-L, distribute the number of FTE's from column (4) across all appropriate programs. (Note that columns A-L are number of FTE's, not dollar amounts. The Non City column will reflect Personnel time spent in programs not funded by City of Madison.)

#### **Seasonal or Project Employees.**

**Number (NBR) of weeks:** Indicate the number of weeks in 2011 this employee will be utilized.

**Total Hours:** Indicate the total number of hours this employee will work for your agency in 2011.

**Hourly Wage:** Indicate the hourly wage paid to this employee. Note: all employees paid under City of Madison funded programs must be paid the established Living Wage as required under City of Madison Ordinance 4.20.

**Seasonal Earnings** will auto fill based on hourly wage and total earnings and their hourly wage.

In columns A-L indicate the distribution employee FTE's across programs.

The form will generate a total budgeted amount for hourly workers that will auto fill into your Total Personnel costs.

#### **Neighborhood Centers/Gardens CDBG Supplemental Pages**

Complete this section only if you are applying for projects that meet the CDBG Goals and Priorities, Outcome Objective G., Neighborhood Centers or Gardens, or Community Resources Program-Neighborhoods Program Area, Priority A-1.

Centers should design and apply for a program that meets the CDBG and/or Community resources goals and meets the needs of the center. Agencies are not restricted to applying for the same or similar program that they have received city funding for in the past. The program title for all center programs to be considered under these priority statements should be "**Neighborhood Center Support**"

Projects that are in centers complete Pages 1-9.

Projects that are gardens complete Page 1 only.

Questions 1-3: Your answers should apply to your proposed program, or garden project

- 3. AGENCY BUDGET BY PROGRAM:** This section should detail all revenue and expenses by program for all programs that you provide at your center. Program Names should auto-fill from Page 1 of Cover Page. For each Program Name, enter the 2009 Actual information for each program. 2009 Actual is the audited figures for 2009. The 2010 Budget and 2011 Proposed columns should auto-fill. For the last Column Section, titled Non-City Programs, list the aggregate revenue and expenses of all programs not proposed to be funded by the City (either OCS or CDBG).

4. **AGENCY PROCESS OBJECTIVE BY PROGRAM:** This section should detail all process objectives by program for all programs that you provide at your center. Program Names will auto-fill from Page 1 of Cover Page. For each Program Name, identify the Service Unit that you measure program accomplishments by (i.e. hours, meals, newsletters). Enter this on the line next to the words "Service Units for each program. For each Program Name, enter the number of service units provided and the number of unduplicated participants to be served for the year. Enter the number of service units provided and unduplicated participants you actually served in 2009. Enter the number of service units and number of unduplicated participants to be served that you proposed for 2010. Enter the number of service units and number of unduplicated participants to be served that you propose in this application for 2011. For the last program section, titled Non-City Programs, list the aggregate service units and unduplicated participants to be served for all programs not funded by the City (either CDBG or OCS). Enter 2009 Actual, 2010 Goal and 2011 Proposed.
5. **AGENCY OUTCOME OBJECTIVE BY PROGRAM:** This section should detail all outcome objective information by program for all programs that you provide at your center. Program Names will auto-fill from Page 1 of Cover Page. For each Program Name, summarize the outcome objective information, including two outcome objectives, two performance indicators and two measurement tools, that you propose in the 2011-2012 application, Program Page 9 of each Program section you submit. Enter Performance Measurement information for each Program Name and outcome objective that you actually achieved in 2009, and that you set as a goal for 2010. The 2011 column will auto-fill. The last Program section, titled Non-City Programs, should list two Outcome Objectives, two Performance Indicators, two Measurement Tools and Performance Measurements for 2009 Actual, 2010 Goal and 2011 proposed. For programs not funded by the City (either OCS or CDBG).

#### **Rental Housing CDBG Supplemental Pages**

**Complete this section only if you are applying for projects that meet the CDBG Goals and Priorities, Outcome Objective D, Rental Housing.**

1. Provide detailed information for each address and unit that is included in your proposed rental project. Enter the number of bedrooms by unit that the end project will contain. Enter the amount of funds that you are requesting per unit from the CDBG Office. Select the Household Income Category for each unit that you are proposing to rent from the drop down menu. Enter the monthly rent for each unit that you are proposing to rent. Select whether the monthly rent that you listed includes utilities such as heat and electric from the Yes/No drop down menu. If no specific site is identified in your proposal, provide information that details the project that you have in mind.
2. Select an X from the drop down menu for all project features that apply to your proposed rental project.
3. Explain whether your proposed rental project includes services to the residents that will reside in your project.
4. Select Yes/No from the drop down menu.
5. Provide information regarding non-federal matching funds.
6. Describe why CDBG Office funds are needed for this project.
7. Provide detailed information for each address that is included in your proposed rental project. Enter the address(s) of all properties in your rental project. Enter the number of units for the address that exist prior to your purchasing the property. Enter the number of units for each address that you propose at project end. Enter the number of units at each address that, at the time that you first discuss purchase with the owner, are occupied. Enter the number of tenants at each address, that will have to be temporarily or permanently relocated once you purchase the property. Enter the current appraised value of the property for each address. Enter the proposed appraised value of the property for each address, after you purchase and/or rehab the property per your proposed project. Enter the purchase price of each property address. Select Yes/No from the drop down menu to indicate if the property at each address is accessible at the time of purchase. Select Yes/No from the drop down menu to indicate if the property at each address is accessible after you purchase and/or rehab the property per your proposed project. If no specific site is identified in your proposal, use an average cost estimate that details the project that you have in mind.

8. Enter a detailed capital budget, using the line items listed, to detail your proposed capital budget for your rental project. The total column should indicate the total line item expenses for the entire project. The columns to the right should list the revenue amount by source that is proposed to be received to cover expenses.
9. Enter projected revenue and expenses by line item for operating the rental housing project for a 15 year period. List the assumptions for changes in vacancy and expenses over the 15 year period.

### **Housing for Buyers CDBG Supplemental Pages**

**Complete this section only if you are applying for projects that meet the CDBG Goals and Priorities, Outcome Objective B, Housing for Buyers.**

1. Provide detailed information for each address that is included in your proposed owner housing project. Enter the address(s) of all properties in your owner housing project. Enter the number of units for the address that exist prior to your purchasing the property. Enter the number of units for each address that you propose at project end. Enter the number of units at each address that, at the time that you first discuss purchase with the owner, are occupied. Enter the number of tenants at each address that will have to be temporarily or permanently relocated once you purchase the property. Enter the current appraised value of the property for each address. Enter the proposed appraised value of the property for each address, after you purchase and/or rehab the property per your proposed project. Enter the purchase price of each property address. Select Yes/No from the drop down menu to indicate if the property at each address is accessible at the time of purchase. Select Yes/No from the drop down menu to indicate if the property at each address is accessible after you purchase and/or rehab the property per your proposed project.  
If no specific site is identified in your proposal, use an average cost estimate that details the project that you have in mind.
2. Provide detailed information for each address and unit that is included in your proposed owner housing project. Enter the number of bedrooms by unit that the end project will contain. Enter the amount of funds that you are requesting per unit from the CDBG Office. Enter the projected monthly PITI for the proposed unit. Select the Household Income Category for each unit that you are targeting for sale from the drop down menu. Enter the number of years you propose that the project will stay affordable. Enter the proposed sale price for each unit that you propose for the owner housing project.  
If no specific site is identified in your proposal, provide information that details the project that you have in mind.
3. Select an X from the drop down menu for all project features that apply to your proposed rental project.
4. Select Yes/No from the drop down menu.
5. Provide information regarding non-federal matching funds.
6. Describe why CDBG Office funds are needed for this project.
7. Enter a detailed capital budget, using the line items listed, to detail your proposed capital budget for your owner housing project. The total column should indicate the total line item expenses for the entire project. The columns to the right should list the revenue amount by source that is proposed to be received to cover expenses.

### **Economic Development CDBG Supplemental Pages**

**Complete this section only if you are applying for projects that meet the CDBG Goals and Priorities, Outcome Objective E, Economic Development capital projects only where real estate purchase and/or rehab is involved.**

1. Provide detailed information for each address that is included in your proposed economic development project. Enter the address(s) of all properties in your project. Enter the total sq.ft of each building/unit per address. Enter the current appraised value of the property for each address. Enter the proposed appraised value of the property for each address, after you purchase and/or rehab the property per your proposed project. Enter the purchase price of each property address. Enter the number of tenants (including businesses) that will be displaced as a result of your project.  
If no specific site is identified in your proposal, use an average cost estimate that details the project that you have in mind.



2. Describe why CDBG Office funds are needed for this project.
3. Enter a detailed capital budget, using the line items listed, to detail your proposed capital budget for your economic development project. The total column should indicate the total line item expenses for the entire project. The columns to the right should list the revenue amount by source that is proposed to be received to cover expenses.
4. Enter projected revenue and expenses by line item for operating the economic development project for a 15 year period. List the assumptions for changes in vacancy and expenses over the 15 year period.

Community Development Division Contact Information		
City of Madison	Delivery Address	Contact
Community Development Division	Madison Municipal Building Room 225 Madison, WI 53703	Bill Clingan, 266-6520 <a href="mailto:wclingan@cityofmadison.com">wclingan@cityofmadison.com</a>  Tammy Peters, 266-6520 <a href="mailto:tpeters@cityofmadison.com">tpeters@cityofmadison.com</a>
Community Services (OCS)	Madison Municipal Building Room 225 Madison, WI 53703	Laura Noel, 266-6563 <a href="mailto:lnoel@cityofmadison.com">lnoel@cityofmadison.com</a>
Community Development Office (CDBG)	Madison Municipal Building Room 225 Madison, WI 53703	Pam Rood, 266-6520 <a href="mailto:prood@cityofmadison.com">prood@cityofmadison.com</a>  Mary Charnitz <a href="mailto:mcharnitz@cityofmadison.com">mcharnitz@cityofmadison.com</a>

# MADISON ETHICS CODE SIMPLIFIED

The goal of the **Simplified Code** is to describe the City of Madison Ethics Code in everyday language. It is not intended to be a substitute for the Code. **Anyone who is uncertain whether a particular action (or inaction) may be a violation of the Code, or who believes that a violation of the Code has occurred, should obtain a copy of the Code and/or seek the advice of the City Attorney's Office or the City of Madison Ethics Board.**

## WHAT IS THE MADISON ETHICS CODE?

The Code spells out ethical standards of conduct intended to foster public trust and promote confidence in the integrity of government by avoiding the appearance of self-interest, personal gain, or benefit. The Code also requires written disclosures by most City elected officials, employees and appointees regarding their private financial or personal interests in matters that may affect the City. Page 3 of the Simplified Code discusses this obligation in greater detail. The Ethics Code is found in Section 3.35 of the Madison General Ordinances (MGO).

## WHY HAVE A CODE?

The Madison Ethics Code establishes guidelines to insure that City elected officials, employees, and appointees (a) act impartially, responsibly and independently, (b) make decisions and policies through proper channels of City governmental structure, and (c) serve the public interest rather than some private interest.

The major areas of responsibility and accountability spelled out in the Code include:

- Disclosure of conflicts of interest and possible disqualification from subsequent action
- Use of office for private gain
- Disclosures of confidential or privileged information
- Receipt of gifts and favors
- Incompatible employment
- Restrictions after leaving office or appointment.

By enacting a Code of Ethics, the City recognizes that certain responsibilities accompany public office or public position. These responsibilities address the need for City officials, employees, and appointees to discharge their duties in the public interest, uphold the U.S. and State Constitutions, and carry out the laws of the nation, state, and municipality with impartiality and fairness and without regard to their private interests.



## TO WHOM DOES THE CODE APPLY?

The Code applies to all elected City officials, employees and appointed members of City boards, committee and commissions (including sub-committees and ad hoc committees). The Code often uses the word “**incumbent**” to mean individuals in any of these categories. The Code may also refer to an incumbent’s “**immediate family**.” For these and other definitions, please consult Section 3.35(2) MGO.

In certain circumstances citizens who interact with City employees and officials may also be subject to the Ethic Code’s standards of conduct. For instance, the Code prohibits the offering of gifts, or special favors as a reward or in exchange for some official action. The Code also prohibits an incumbent from accepting such gifts or rewards. This is an example how the Code offers guidance to both officials and citizens alike.

## WHAT OBLIGATIONS DOES THE CODE IMPOSE?

### I. Financial Disclosure on Statements of Interest

The Code requires *incumbents* to file annually a Statement of Interests describing their private financial or personal interests in matters that may affect the conduct of City business. Disclosure of these interests is required to assure the public of the impartiality of those who make decisions on the public’s behalf.

Who must file? The filing requirement extends to all elected officials and members of boards, committees, commissions, unless they can demonstrate to the Ethics Board that they are **not** involved in the (a) regulation of economic activity, (b) expenditure or granting of public funds, or (c) entry into City contracts.

Disclosure forms must also be completed by City employees who work on behalf of the City (a) negotiating; the sale or acquisition of property or real estate, (b) overseeing economic development projects, (c) assessing or appraising property for tax purposes, or (d) enforcing City ordinances or state laws. Since Madison police officers are covered by their own departmental policies and disclosure requirements and need to have their identity protected from public disclosure, police officers are exempt from filing a Statement of Interest.

Candidates for elective public office must also file a Statement of Interest with the City Clerk at the same time as nomination papers are filed. Failure to file a Statement of Interest may result in the City Clerk removing the candidate’s name from the ballot.

Failure to file: Failure of a City employee to file a Statement of Interest in a timely manner may result in the withholding of salary and other compensation. Failure to file may also prevent an appointee from being confirmed by the Common Council.

Amendments and changes: If a filer becomes aware of *errors* or *omissions* in the original Statement, he/she *must* file an amended version as quickly as possible.

Moreover, elected officials, City employees who head departments or divisions, and mayoral assistants *must also* report any changes on their Statement as soon as possible. Statement of Interest forms and instructions are available from the City Clerk.

## II. Standards of Conduct

The following overview of the Code's standards of conduct is not intended to be definitive. The Code should be consulted for a complete description of its obligations and prohibitions.

Use of office or position: The Code states that no *incumbent* may use his/her position or office to obtain financial gain or anything of value or any advantage, privilege, or treatment for the private benefit of the *incumbent*, his/her immediate family, or an organization with which the *incumbent* is associated. Nor may an *incumbent* take any official action in a matter, which may affect a family member or association in which he/she may have a personal or financial interest.

Disclosure and disqualification: The Code states that any *incumbent* who has a financial or personal interest in a matter coming before the Common Council or any board, committee or commission must **disclose** the nature and extent of such interest and if necessary, **disqualify** himself/herself from discussing and, voting on the matter.

Influence and reward: The Code states that no *incumbent* may solicit or accept (directly or indirectly) anything of value that could reasonably be expected to influence a vote, official action, or judgment or be considered a reward for any official action or inaction.

Privileges and advantages: The Code prohibits the use of City-owned vehicles, equipment, materials, or property for personal convenience or profit except as authorized by the Common Council or when such things are available to the public generally.

Outside employment: The Code prohibits *incumbents* from accepting outside employment and/or service (paid or unpaid) that would impair (or reasonably appear to impair) independence of judgment or action in the performance of official duties.

Disclosure of information: The Code prohibits the intentional use or disclosure of privileged information that could result in anything of value for the *incumbent*, his/her immediate family, or for any other person or entity, unless the information has already been communicated to the general public or is a public record.

Cooling off period for *incumbents*: The Code places certain restrictions on the activities of *former incumbents* for **twelve months** after leaving office, employment, or appointment. For instance, restrictions limit *former incumbents* from appearing before and/or negotiating with his/her former entity, office, board, committee or commission for a **one year** period. Such restrictions apply whether or not the former *incumbent* is paid for his/her services.

Receipt of anything of value: The Code prohibits *incumbents* from receiving or keeping any transportation, meals, beverage, entertainment, fees, honoraria, or anything of value except in accordance with the standards of conduct contained in the Code. The Code is very explicit about what may and may not be accepted by *incumbents* in the performance of their duties and in outside activities. *Incumbents* who may be affected by such regulations should review the Code.

Nepotism and equal treatment: Favoritism and special treatment in hiring and promotion based on family and special relationships shall not be allowed.

Contract or leases: The Code places limitations on City contracts or leases (involving more than \$3000 per year) with any *incumbent*, his/her immediate family, or any organization in which the *incumbent* owns or controls at least 2% of the outstanding equity. Before accepting such a contract or lease, the *incumbent* must disclose in writing to the City Clerk the nature and extent of his/her interest in said contract or lease. In turn, the City Clerk will advise the Common Council about the disclosure at the time a vote on the contract or lease is considered.

### **III. Appointment of City Employees to a non-City Board or Committee**

When a City employee is appointed **by the mayor** to a non-City board or committee, that employee is obligated to represent the interests of the City and act with independence of judgment. Careful consideration should be given prior to the appointment to assure that such individuals do not have a conflict of interest which would be incompatible with the proper discharge of their City duties and have the necessary independence of judgment in representing the City's interest.

### **IV. Political Activities**

The Madison Ethics Code prohibits any City employee, during work hours or while on official business, from

- wearing or displaying campaign material,
- distributing campaign literature,
- soliciting or receiving political contributions, or
- actively campaigning for any candidate or referendum.

### **WHAT IS THE ETHICS BOARD?**

The City of Madison appoints an Ethics Board to answer questions, render opinions, and hear complaints on matters concerning the Code. The Board has seven members: four citizen members, one representative of the Mayor, the Common Council President (or designated alderperson), and one representative of organized labor. All members of the Board are appointed by the Mayor with confirmation by the Common Council.

The Board elects its own chair and vice-chair and develops written rules of procedures which are approved by the Mayor and the Common Council. The Human Resources Director provides staff support to the Board, and the City Attorney furnishes the Board with legal assistance.

## **HOW DOES THE BOARD BECOME INVOLVED IN A MATTER?**

Advisory Opinions: When an *incumbent* or candidate for City elected office is uncertain about the Code's application, he/she may ask the Ethics Board for an advisory opinion and be guided by that opinion when given. The individual will have an opportunity to present the facts at issue and state why the Code may or may not apply to a particular situation at hand. When the individual follows the Board's advice, it is considered evidence of his/her intent to comply with the Code. If the applicant desires the request for advice and the Board's opinion to remain confidential, the Board will meet in closed session, and only an anonymous summary of its opinion is made public.

Complaints: Any resident of the City may complain in writing to the Ethics Board about the activity or conduct of any person covered by the Code; however, that complaint must be filed within 12 months of the time the violation is alleged to have occurred. The person making the complaint must be present at the time the complaint is brought before the Ethics Board. The Board may issue subpoenas and administer oaths during the course of the proceeding. The procedure that the Board follows is based on rules and procedures that have been established by the Board and approved by the Common Council.

Copies of the Madison Ethics Code may be obtained from the Office of the City Attorney in Madison, Wisconsin.

The Procedures Manual may be obtained from the Office of the City Attorney in Madison, Wisconsin.

**ROBERT'S RULES IN SHORT:**  
**A GUIDE TO RUNNING AN EFFECTIVE MEETING**

**Michael P. May**

**Office of the City Attorney  
Madison, Wisconsin**

**July, 2007**

# **ROBERT'S RULES IN SHORT: A GUIDE TO RUNNING AN EFFECTIVE MEETING**

**MICHAEL P. MAY, OFFICE OF THE CITY ATTORNEY  
MADISON, WISCONSIN**

"Where there is no law, but every man does what is right in his own eyes,  
there is the least of real liberty." Henry M. Robert.

## **Importance of Rules to an Effective Meeting:**

While groups sometimes proceed informally or by consensus, it is generally accepted that deliberative bodies operate much more effectively when they follow known rules of procedure.

In most instances and except as changed by the deliberative body, the rules to be followed are **Robert's Rules of Order** (hereinafter referred to as RR). These rules were first established by General Henry M. Robert in 1876. The latest edition of RR is the 10th edition.

A complete copy of RR runs nearly 700 pages. Even abridged versions, which are quite useful, often run 200 pages. This manual will be much shorter.

RR defines the role of the chair, of members of the body, and establishes rules of procedure. These rules have been crafted and adjusted over the years to assist in effective meetings, and to balance carefully the rights of the majority to act and the rights of the minority to be heard, and in some cases, prevent action.

## **Proper Notice and Agenda For a Meeting:**

While RR require that there be an order of business for a meeting, the major law governing notice and agenda for meetings is the Wisconsin Open Meetings Law, Sec. 19.81, et seq. and Sec. 3.71 , MGO. This manual is not a complete analysis of the Open Meetings Law, but those conducting a meeting should know some of the basic rules. They are:

1. All meetings must be preceded by adequate notice. This is generally 24 hours, although it may be two hours in the case of an emergency. The giving of the notice should be coordinated through the City Clerk's Office.
2. The notice must include all items to be taken up at the meeting in such a manner as to apprise the public of the nature of the public business. Broad items such as "Report of the Chair" should be avoided.
3. Except for meetings that provide for public comment, there can be no discussion of any item not on the agenda. Nor can there be action on any item not on the agenda. A "Public Comment" section allows the public to talk about anything, and the board may question them, but no further action or discussion is allowed.

4. There may be action on any item on the agenda, unless the agenda explicitly states something to the effect of "for information only - no action."
5. Special rules govern when a body may go into closed session. Consult the Office of the City Attorney for procedures.

## **Special Procedures, Chapter 2, MGO:**

The Madison Common Council has a body of standing rules set out in Chapter 2, MGO. In addition, every board or commission has the right to adopt its own rules of procedure. Sec. 33.01(4)(b), MGO. To the extent there are not specific rules, Robert's Rules of Order are to be applied.

This manual will not review all of the provisions in Chapter 2 of the Standing Rules of the Common Council. In a number of instances, those rules simply adopt a provision of RR. However, some key rules are:

Sec. 2.04, Order of Business. This sets out the normal order of business for the council, which may be modified by a suspension of the rules on a two-thirds vote. It often is modified.

Sec. 2.05, Introduction of Business. Generally, any item to be taken up by the Council must first be introduced at a prior Council meeting, referred to an appropriate committee, board, or commission, and taken up no earlier than the next succeeding Council meeting. There are a number of exceptions to this and the Council may suspend these rules in order to act immediately.

Sec. 2.18, Majority Vote of All Members Required. The Council operates on a "Rule of 11." It takes 11 votes to pass a measure, regardless of how many members vote or are attending the meeting. This is not the same rule as applies to boards or commissions, see Sec. 33.01(3), MGO.

It should be noted that under the Council's operations, a report of a board or commission will contain recommendations. In almost all instances, this report and the recommendations contained therein become the main motion on the floor when an alder moves the adoption of the report.

## **Robert's Rules of Order / Common Motions**

This section will summarize some of the provisions of RR.

- A. Proceed by Motion. The most basic element of RR is that matters come before the body by motion. An alder makes a motion simply by saying "I move that \_\_\_\_\_" or "Move adoption of \_\_\_\_\_," or "Move referral of \_\_\_\_\_," or "I move to amend \_\_\_\_\_." It is not the form of the motion, but the substance of it which governs.
- B. Role of the Chair. It is the obligation of the Chair to run an orderly meeting. Members of the body are not to speak until they have been recognized by the Chair. Except for a limited class of motions, a member may not interrupt another member when they have the floor. The Chair also rules on any votes and rules on any questions of proper procedure. In the event of a disruption in the meeting, the Chair may call on the sergeant at arms or others to return the meeting to order. Generally, under RR, the Chair does not participate in debate or vote

unless the chair's vote affects the outcome of the motion. Some committees have changed this by rule to always allow the chair to vote.

C. Types of Motions. Under RR, motions generally fall into one of four classes. These are:

1. The Main Motion: This is the matter that is before the body at that moment. Nearly all other motions bear some relation to the main motion.
2. Subsidiary Motions: These are a series of motions which propose to do something to or with the main motion. Examples include amendment, referral, laying on the table, calling the question. These motions are all subject to an order of precedence which will be discussed below.

Note that what is the "main motion" for application of the rules of precedence may change during the course of consideration of a matter. For example, if the main motion is to adopt a resolution, and a member offers a subsidiary motion to amend the resolution, the proposal for amendment becomes the main motion for purposes of consideration of the order of precedence of other motions. That is, the motion to amend is subject to further amendment, referral, laying on the table, etc. It is only when that motion has been disposed of that the motion to adopt is then back before the body for consideration.

3. Incidental Motions: Incidental motions relate to the pending matter, but generally relate to it in a procedural way such that the incidental motion must be dealt with before the body may return to either the main or subsidiary motion before it. Incidental motions take precedence over whatever motion is before the body, and in some instances, may be made when the mover does not have the floor. Examples of incidental motions are a point of order or procedure, appeal of a ruling on a point of order or procedure, a point of information, call for a roll call (division of the assembly), or a suspension of the rules.
4. Privileged Motions: These are very few motions that take precedence over all other motions. They include motion to recess, question of privilege, and a motion to adjourn.

D. Common Motions. An almost limitless number of motions may be made. RR lists at least 84 potential motions. This section will discuss some common motions; the reader is also referred to the accompanying "cheat sheet" attached as an appendix to this manual.

1. Adjourn: To end the meeting. Not debatable.
2. Adoption: This is to adopt the matter before the body.
3. Amendment: To modify the main motion before the body.
4. Division of Assembly / Roll Call: A call for division is the same as calling for a roll call vote. Any member may do this and the motion need not be seconded; it is simply granted when asked for. It is not debatable.



5. Division of the Question / Separation: This is a request to have separate votes on different paragraphs or portions of the proposal before the body. It is not debatable, but does require a second.
6. Lay on the Table / Take off the Table: This is a motion to temporarily defer consideration of a matter and then to ask that the matter be taken up again. It is often used, when, for some reason, a member of the assembly or some information necessary for consideration is temporarily unavailable. Motions to lay on the table or take off the table are not debatable. The motion is often made simply as a motion to "table." The motion should not be used if the intent is essentially to kill a proposal.
7. Place on File/Postpone Indefinitely: This is a common motion used in proceedings of the Madison Common Council and is the equivalent of a motion to postpone or defer indefinitely. This is the motion to be used if the intent is to not adopt the matter before the Council, without explicitly voting it down.
8. Point of Information: This is an incidental motion in which a member of the assembly desires some information prior to proceeding to a vote on the matter before the body. It does not require a second and no vote is actually taken on the point of information. A member simply says "I rise to a point of information" or "Point of Information?" It is proper when another has the floor.
9. Point of Order or Procedure: This is another incidental motion and again is not subject to a second or a debate. It raises a question about the procedure being followed by the body. The ruling on the Point of Procedure is committed to the Chair of the body. If a member of the body disagrees with the ruling, they may appeal the ruling of the Chair to the full body. An appeal does require a second, and a majority of the body must disagree with the Chair's ruling for it to be reversed.
10. Point of Privilege: This is one of the privileged motions, and again does not require a second, nor is it debatable. This normally relates to some personal matter or something relating to the operation of the body, such as a room that is too hot, too cold, too loud, some confidential information which should not be discussed before the body, etc.
11. Previous Question: This is a motion requesting that the body immediately vote on whatever matter is otherwise before it; it cuts off debate and proceeds to an immediate vote. The motion can be made either by "calling the question", "moving the previous question," or simply stating "Question." The motion requires a second and is non-debatable and requires a two-thirds vote.
12. Recess. The motion asks that the body take a short break. The length of time of the recess should be established. This is a privileged motion, in that it takes precedence over almost all other pending motions. It requires a second, it is not debatable, and requires a majority vote.
13. Reconsideration: A motion for reconsideration asks that the body reconsider something it has already acted upon. It must be made either at the same meeting at which the matter was considered, or at the next succeeding meeting. If it is to be made at the next succeeding meeting, it must be on the official agenda of the meeting.

Common Council members are referred to the "Point of Order" memorandum from the Office of City Attorney, dated July 13, 2004.

A motion to reconsider may only be made by a member who voted on the winning side of the prior question. This normally will be a member in the majority, but if a matter fails because it does not reach the required majority, it may be that the motion for reconsideration may be made by a member who actually is less than a majority. For example, if a matter needing a 2/3 vote falls one vote short of 2/3, reconsideration may only be moved by a member of the minority. If the motion to reconsider is approved, the prior proposal is then again before the body.

14. Motion to Refer/Commit: This is a subsidiary motion which asks that a matter be referred to another body, or to another meeting of the same body. Called a motion to commit in RR.
  15. Suspension of the Rules: This is an incidental motion because it relates to the manner in which the body will take up an issue. It requires a two-thirds majority, but is not debatable.
- E. Debate. Once a debatable motion is before the body, members of the body proceed to debate. In both the making of motions and in debating the motions, members should wait to be recognized by the Chair. The standing rules of the Common Council limit the number of times and length of time that a member of the body may participate in debate.
- F. Unanimous Consent. Asking for unanimous consent is a quick way to dispose of non-controversial items. The Common Council does this by proposing a "consent agenda" near the beginning of every meeting. Items that no member of the body objects to are disposed of by unanimous approval. The Chair may ask for unanimous consent, or a member may ask for it on any pending matter. The Chair may do this by asking: "Is there any objection to recording a unanimous vote on item \_\_\_\_\_?"

## **Precedence of Motions**

Some common motions are listed in descending order of precedence, that is, a motion is not in order if it has a higher number than the pending matter.

### Undebatable Motions

1. Adjourn
2. Recess
3. Question of Privilege
4. Lay on the Table
5. Previous Question
6. Limit or Extend Debate

### Debatable Motions

7. Postpone to a Definite Time
8. Refer or Commit
9. Amend
10. Postpone Indefinitely / Place on File
11. Main Motion

Incidental Motions (e.g., Point of Order, Point of Information, Suspend the Rules, Division of the Assembly or of the Question) take precedence over whatever matter is pending.

## "Cheat Sheet" for Robert's Rules

<b>Motion</b>	In Order When Another has the Floor?	Second Required?	Debatable?	Amendable?	Vote Required for Adoption	Can be reconsidered?
<b>Main Motion</b>	N	Y	Y	Y	Majority unless other spec'd by Bylaws	Y
<b>Adjournment</b>	N	Y	N	Y	Majority	N
<b>Recess</b> (no question before the body)	N	Y	N	Y	Majority	N
<b>Recess</b> (question before the body)	N	Y	Y	Y	Majority	N
<b>Accept Report</b>	N	Y	Y	Y	Majority	Y
<b>Amend Pending Motion</b>	N	Y	If motion to be amended is debatable	Y	Majority	Y
<b>Amend an Amendment of Pending Motion</b>	N	Y	See above	N	Majority	Y
<b>Change from Agenda</b> to Take a Matter out of Order	N	Y	N	N	Two-thirds	N
<b>Limit Debate Previous Question / Question</b>	N	Y	N	Y	Two-thirds	Yes, but not if vote taken on pending motion.
<b>Limit Debate</b> or extend limits for duration of meeting	N	Y	Y	Y	Two-thirds	Y
<b>Division of Assembly (Roll Call)</b>	Y	N	N	N	Demand by a single member compels division	N
<b>Division of Ques/ Motion</b>	N	Y	N	Y	Majority	N
<b>Point of Information</b>	Y	N	N	N	Vote is not taken	N
<b>Point of Order / Procedure</b>	Y	N	N	N	Vote is not taken	N
<b>Lay on Table</b>	N	Y	N	N	Majority	N
<b>Take from Table</b>	N	Y	N	N	Majority	N
<b>Suspend the Rules</b> as applied to rules of order or, take motion out of order	N	Y	N	N	Two-thirds	N
<b>Refer (Commit)</b>	N	Y	Y	N	Majority	Neg. vote only

