

Youth A2: Youth Employment

Agency	Program Name	2010 Funding	2011 Request	\$ change	% change	2012 Request
Boys and Girls Club of Dane Co	C. Taft Career Exploration	\$ -	\$ 3,000	\$ 3,000	n/a	\$ 3,000
Boys and Girls Club of Dane Co	D. Allied Career Exploration	\$ -	\$ 3,000	\$ 3,000	n/a	\$ 3,000
Common Wealth Development	A. Youth Business Mentoring Program	\$ 71,998	\$ 84,459	\$ 12,461	17.31%	\$ 86,426
Common Wealth Development	B. JobSmart Workshops	\$ -	\$ 18,000	\$ 18,000	n/a	\$ 18,540
Goodman Community Center	E. TEEN (Teen Education and Employment Network)	\$ -	\$ 12,000	\$ 12,000	n/a	\$ 12,600
United Asian Services of Wisconsin	C. Hmong Youth Employment	\$ -	\$ 32,909	\$ 32,909	n/a	\$ 32,909
Youth Services of Southern Wisconsin	C. Allied Bike Path Work Crews	\$ 10,598	\$ 11,128	\$ 530	5.00%	\$ 11,128
Youth Services of Southern Wisconsin	E. Youth Job Center	\$ -	\$ 5,000	\$ 5,000	n/a	\$ 5,001
TOTALS		\$ 82,596	\$ 169,496	\$ 86,900	105.21%	\$ 172,604

ORGANIZATION:
PROGRAM/LETTER:

Boys & Girls Club of Dane County
C Taft Career Exploration

PROGRAM BUDGET

1. 2010 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	48,044	39,704	3,107	5,233	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	48,044	39,704	3,107	5,233	0

2. 2011 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	3,000	2,002	551	447	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	46,859	38,986	2,825	5,048	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	49,859	40,988	3,376	5,495	0

*OTHER GOVT 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Boys & Girls Club of Dane County
PROGRAM/LETTER:	C Taft Career Exploration

2012 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2011 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

3. PROGRAM UPDATE: If requesting more than 2011, describe any major changes being proposed for the program/service in 2012, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

N/A

4. 2012 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2011-2012.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2011 and 2012.

For example: unusual cost increases, program expansion or loss of revenue.

N/A

5. 2012 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	3,000	2,002	551	447	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	49,202	40,935	2,966	5,300	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	52,202	42,937	3,517	5,747	0

*OTHER GOVT 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:
PROGRAM/LETTER:
PRIORITY STATEMENT:

Boys & Girls Club of Dane County
C Taft Career Exploration
OCS: Youth A2: Youth Employment (CSC)

DESCRIPTION OF SERVICES

6. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

If young people, especially at-risk teens from disadvantaged circumstances, are not developing the necessary vocational and employment skills in traditional ways, then it becomes critical for them to learn these skills through other means. A non-traditional setting like the Boys & Girls Club adds an important partner and critical link to help teens prepare for employment and careers. Preparing young people for adulthood and the world of work by developing the skills and competencies necessary in today's world is the top priority of Boys & Girls Clubs of Dane County. Career preparation services offered by the Club can provide teens with the environment to learn, grow and gain a positive foothold in the labor market.

7. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

The BGDC Career Exploration Program has two components – career exploration and job readiness. Career Exploration develops greater interest and appreciation for the world of work among participants; provides participants with greater knowledge of possible careers and the role of education in success; develops needed skills and increases participants' knowledge of how to find and hold jobs; increases participants' decision-making skills, develops individual career goals and assists participants in pursuing education and training in support of career interests. Job Readiness increases participants' knowledge of how to find and apply for jobs; assists participants in developing appropriate work habits; has participants start and maintain employment, gaining experience and expanding work and interpersonal skills. By providing this program, we help young people enter the work force and advance from having a job to starting a career and learning self-sufficiency at an accelerated pace. An additional component we offer as part of Career Exploration is the Junior Staff Development Program. This is a small-group program which gives members the opportunity to explore personal strengths, needs and interests and look at how they correlate with a career in the Boys & Girls Club Movement or other area of the human services field.

8. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

Our program will support teen members in learning decision-making skills and pursuing career goals. The program is available for 52 hrs per year. Program objectives are for 75% of our teens who participate to achieve the following: Complete Career Exploration and/or Job Readiness program and secure summer employment; Complete 60 hrs of service within the Club; Complete three community service projects for a minimum of 10 volunteer hrs; Attend two field trips to other Clubs or human service agencies; Develop and strengthen leadership skills; and Learn goal-setting & maintain direction.

9. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Career Exploration will be conducted twice as an 8-week program, once during the academic year & again during the summer for a total of 52 hours. Job Readiness will be conducted twice during the academic year as two 8-week sessions, totaling 52 hours. Junior Staff Development Program will be conducted during the summer months allowing teens the opportunity to maintain part-time jobs at the Club.

ORGANIZATION:

Boys & Girls Club of Dane County

PROGRAM/LETTER:

C Taft Career Exploration

10. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

Currently, the Boys & Girls Club of Dane County Taft site serves 793 members, of which 461 are teen members. Out of the total membership, 51% of the members come from a single-parent household and 38% of them are eligible for free or reduced meals from the public schools. The ethnic breakdown of middle school and high school members is 66% African American, 10% Multi-racial, 14% Caucasian, 8% Latino, 1% Asian, 0% Native American.

11. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

The Club is located on Taft Street in the Bram's Addition neighborhood on the southside of Madison & serves youth from the immediate neighborhood and students from 13 area middle & high schools.

12. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

BG CDC will work with our local Advisory Board to develop & implement a recruitment, referral & outreach program using effective techniques & strategies that direct teens to programs at the Club. Our BGC Marketing Associate will work with Club staff to market career exploration programs & services through schools, churches, local businesses, PSA announcements & newspapers. We will refer teens through a network of linkages with schools, social service agencies, and community organizations. Direct recruitment and outreach will be used to target teens into the Boys & Girls Club. We advertise our Career Development programs through area schools, businesses, and partnerships through our Job Ready program.

13. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

The Boys & Girls Club of Dane County collaborates with a number of community partners, such as Turn Around Teen and Moving Up, Unlimited, to enhance career development programs. Additionally, we have several business partners, including Quarles & Brady, Dane County Humane Society, & DreamBikes, who offer internships for Club members who have successfully completed components of the Career Exploration. These collaborations provide additional resources and opportunities that prepare teens for a successful experience in the work world. BG CDC also provides space for community groups to run programs and activities at the Club facility, and when space is not conducive to the program or facility, coordinates transportation to programs implemented off-site. We work with all of our partners to schedule guest speakers, field trips and special events determining the most convenient time ensuring impact and accessibility – whether during the summer season, school breaks or academic year.

14. VOLUNTEERS: How are volunteers utilized in this program?

Through June 2010, we utilized 9 volunteers in our spring sessions of Job Ready. Volunteers assist in writing resumes, filling out job applications, providing interview tips, and giving other career advice and assistance.

15. Number of volunteers utilized in 2010?

20

Number of volunteer hours utilized in this program in 2010?

80

ORGANIZATION:

Boys & Girls Club of Dane County

PROGRAM/LETTER:

C Taft Career Exploration

16. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

Over the past ten years, the Bram's Addition neighborhood has become more and more diverse with a large increase of Latino families and transient populations moving into the area. As a result, one of the barriers we have faced as an organization is meeting the language needs and cultural needs of our growing community. Currently, we have two employees who speak fluent or conversational Spanish. We are actively recruiting volunteers and summer employees who speak Spanish to help manage and coordinate programs at the clubs. In addition, we are in the process of developing more bilingual programs and materials for parents, families and kids to open the doors and make them feel a sense of belonging to our clubs. Additionally, the growth and change in the community is resulting in friction and clashes amongst the different populations. The overall neighborhood climate of increasing tensions have manifested as the emergence of neighborhood based youth gangs continues to increase. We are working with the Madison Police Department to combat this issue and as a result, BG CDC have created office space for a community police officer at the Club in order to maintain a safe environment as well as to work more collaboratively to provide outreach, referrals and services to at-risk youth in our community.

17. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

BG CDC serves 2,000 young people in the community through our two sites and our AVID/TOPS program, daring them to dream and teaching them to achieve. BG CDC is committed to hiring qualified youth development professionals to provide quality programs and opportunities to youth. As a member of BGCA, we are able to offer a variety of high-quality national programs that have been tested and proven effective at addressing today's most pressing youth issues. The youth development professionals we hire at BG CDC are trained, professional and experienced. We look for people with college degrees or relevant work experience who have qualified experience working with youth and providing programs to youth. Our CEO has 15 years of experience as a youth development professional, 12 of them in school-based programs. Every year as part of our BG CDC programming we offer a Job Ready program that develops interpersonal skills, a strong work ethic and a sense of community engagement while experiencing on-the-job training. This program also teaches teens how to be successful in an interview, write a resume, and be a quality employee. After completion of this program, we follow through with an interview process to hire those teens that have participated and completed the requirements of the program. We generally hire 5-10 teens to work summer camp with the BG CDC. This past year we were able to keep two additional Jr. Staff on board for the school year. This was a great accomplishment for these two members and the BG CDC. Their work ethic, strengths, and commitment to the Club is a great success.

18. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

N/A

19. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	City \$	Qualifications
Site Director	0.25	No	College Degree in related field; youth development experience
Program Assistants	0.5	Yes	Youth development experience; experience in program area
Junior Staff	0.1	No	Ability to work with youth and be a positive role model

ORGANIZATION:	Boys & Girls Club of Dane County
PROGRAM/LETTER:	C Taft Career Exploration

CDBG DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "CDD Community Development Program Goals & Priorities". If not applying for CDBG Office Funds, go to Community Resources Description of Services Supplement (p. 7), or go to Demographics (p. 8).

20. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2011-2012.

Income Level	Number of Households
Over 80% of county median income	55
Between 50% to 80% of county median income	115
Between 30% to 50% of county median income	65
Less than 30% of county median income	240
Total households to be served	475

21. If projections for 2012 will vary significantly from 2011, complete the following:

Income Level for 2012	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

22. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Indirect program costs are allocated to programs based on number of members in those programs (Currently 60% Elementary and 40% Middle & High School) and which site (Taft/Allied). Building Costs are allocated to either Taft or Allied. If an expense fits neither the building or program allocations, it is split over all areas based on payroll. Payroll expenses are allocated based on management, development, or programming staff. Management is allocated to their site or split between sites (50/50). Development is non-city budget. Other program expenses are split between programs based on members.

23. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Plan, Evaluate, and Recruit; Participate in Job Shadow Program	January
Stock Market Club Begins; Recruit for Job Ready Program	February
Job Ready Starts	March
Look for Teen Employment Opportunities for Members	April
Job Ready and Stock Market Club End	May
Members Obtain Summer Employment	June
Money Matters Begins; Teens Participate in Old Navy Camp	July
Wrap Up Summer Employment and Assess	August
Recruit Participants for Career Launch	September
Begin Career Launch and Fall Stock Market Club	October
College Application Workshops	November
Wrap Up Career Launch	December

ORGANIZATION:

Boys & Girls Club of Dane County

PROGRAM/LETTER:

C Taft Career Exploration

COMMUNITY RESOURCES DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "Community Resources Program Goals & Priorities" If not applying for CR Funds, go to Demographics (p. 8).

24. CONTRIBUTING RESEARCH

Please identify research or best practice frameworks you have utilized in developing this program.

Our teenage members have opportunities to participate in a variety of nationally recognized and tested career and mentoring BGCA programs. The outcomes of the programs are an important part of BGCA IMPACT 2012 strategic plan. National evaluations were designed to establish a cause and effect relationship with BGCA programs and youth outcomes. Boys & Girls Club of Dane County continues to promote career development programs as a key component of its youth development strategy. In response to the needs of BGDC members for continued career preparation skills, BGDC hopes to deepen its impact on education, technology, race relations and career development to give our teens and youth the necessary tools to prepare them for the future. Programs such as Career Launch, Job Ready, and Goals for Graduation give our teens and youth tools needed to succeed. Goals for Graduation, a Project Learn resource, introduces academic goal setting to Club members ages 6-15 by linking their future aspirations with concrete actions today. In goal-setting sessions with Club youth development professionals, members set achievable "Know-I-Can" Goals, more challenging "Think-I-Can" Goals, and yearly "Believe-I-Can" goals. Members create an action plan with daily and weekly goals leading to short- and long-term gains. A comprehensive guidance strategy helps members connect their smallest results to their highest dreams. An encouraging recognition strategy buoys members as their successes are recognized and supported. Our national programs develop strong leadership skills and learning skills that prepare young people for success in the work world while exposing them to countless career opportunities through exploration. 67% of national Club alumni credit career development programs at the Boys & Girls Club for the goals and aspirations they had in their youth, and 60% of alumni said it was the experiences and opportunities at the Club that accounted for their success in work and careers.

25. ACCESS FOR LOW-INCOME INDIVIDUALS AND FAMILIES

What percentage of this program's participants do you expect to be of low and/or moderate income?

50.0%

What framework do you use to determine or describe participant's or household income status? (check all that apply)

Number of children enrolled in free and reduced lunch

X

Individuals or families that report 0-50% of Dane County Median Income

Individual or family income in relation to Federal Poverty guidelines

X

Other

X

26. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

Parents self-select their income on the membership application. When the income is entered into the database, it is put into one of five categories: \$11,999 and below ; \$12,000-\$14,999; \$15,000-\$24,999; \$25,000-\$49,999; or \$50,000+.

27. PLEASE DESCRIBE YOUR USER FEE STRUCTURE AND ANY ACCOMMODATIONS MADE TO ADDRESS ACCESS ISSUES FOR LOW INCOME INDIVIDUALS AND FAMILIES.

Annual membership to the Boys & Girls Club of Dane County is only \$5 per child. Summer camp has a graduated fee dependent on income. Households with an annual income of \$34,000 and up pay \$20/week. Households with an annual income of \$25,000-\$33,999 pay \$15/week if they provide documentation. Households with an annual income of \$12,000-\$24,999 pay \$10/week (with documentation) OR volunteer at the club 20 total hours for summer per child. Households with an annual income of \$11,999 and below are free with documentation or must volunteer without documentation.

ORGANIZATION:

Boys & Girls Club of Dane County

PROGRAM/LETTER:

C Taft Career Exploration

28. DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2009. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	#	%	PARTICIPANT DESCRIPTOR	#	%
TOTAL	461	100%	AGE		
MALE	258	56%	<2	0	0%
FEMALE	203	44%	2 - 5	0	0%
UNKNOWN/OTHER	0	0%	6 - 12	65	14%
			13 - 17	328	71%
			18 - 29	68	15%
			30 - 59	0	0%
			60 - 74	0	0%
			75 & UP	0	0%
			TOTAL AGE	461	100%
			RACE		
			WHITE/CAUCASIAN	65	14%
			BLACK/AFRICAN AMERICAN	303	66%
			ASIAN	12	3%
			AMERICAN INDIAN/ALASKAN NATIVE	5	1%
			NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%
			MULTI-RACIAL:	41	9%
			Black/AA & White/Caucasian	0	0%
			Asian & White/Caucasian	0	0%
			Am Indian/Alaskan Native & White/Caucasian	0	0%
			Am Indian/Alaskan Native & Black/AA	0	0%
			BALANCE/OTHER	35	8%
			TOTAL RACE	461	100%
			ETHNICITY		
			HISPANIC OR LATINO	32	7%
			NOT HISPANIC OR LATINO	429	93%
			TOTAL ETHNICITY	461	100%
			PERSONS WITH DISABILITIES	0	0%
			RESIDENCY		
			CITY OF MADISON	366	79%
			DANE COUNTY (NOT IN CITY)	88	19%
			OUTSIDE DANE COUNTY	7	2%
			TOTAL RESIDENCY	461	100%

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:

Boys & Girls Club of Dane County

PROGRAM/LETTER:

C Taft Career Exploration

29. PROGRAM OUTCOMES

Number of unduplicated individual participants served during 2009.	461
Total to be served in 2011.	507

Complete the following for each program outcome. No more than two outcomes per program will be reviewed.

If applying to OCS, please refer to your research and/or posted resource documents if appropriate.

Refer to the instructions for detailed descriptions of what should be included in the table below.

Outcome Objective # 1:	Enroll ten percent of teen members in career exploration programs such as Career Launch and Job Ready.			
Performance Indicator(s):	75% of members enrolled in these programs will complete Career Exploration and/or Job Readiness program and secure summer employment.			
Proposed for 2011:	Total to be considered in	50	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	37.5
Proposed for 2012:	Total to be considered in	60	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	45
Explain the measurement tools or methods:	Outcomes will be measured through program records, as well as surveys from members and BGC staff.			
Outcome Objective # 2:	Teen members will increase their financial literacy by enrolling in programs such as Money Matters, Stock Market Club, Youth POWER Academy, and others.			
Performance Indicator(s):	75% of participants in financial literacy programs will increase their knowledge of financial practices and gain confidence in their ability to manage money.			
Proposed for 2011:	Total to be considered in	50	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	37.5
Proposed for 2012:	Total to be considered in	60	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	45
Explain the measurement tools or methods:	Members enrolled in these programs will complete pre and post tests to measure their skills, knowledge, and confidence.			

**PROPOSAL REVIEW: Individual Staff Review for 2011-2012
For Community Resources Proposals to be Submitted to the
Community Services, Early Childhood and Senior Services Committees**

1. **Program Name:** C. Taft Career Exploration
2. **Agency Name:** Boys and Girls Club of Dane County
3. **Requested Amounts:** 2011: \$3,000
 2012: \$3,000 **Prior Year Level:** \$0
4. **Project Type:** New X Continuing ☐
5. **Framework Plan Objective Most Directly Addressed by Proposed by Activity:**

X I. Youth Priority A2.
6. **Anticipated Accomplishments (Proposed Service Goals)**
This program will provide Career Exploration and Job Readiness activities through separate twice weekly 16 session series each academic year and each summer to a total of 50 unduplicated youth.
7. **To what extent does the proposal meet the Objectives of the Community Development Division, Community Resources Program Goals and Priorities for 2011-2012?**

Staff Comments: This program clearly meets the Program Area I. – Priority A2. – Provide life skill, vocational/career guidance, pre/post-employment support and job placement for low-income youth.
8. **To what extent does the proposal incorporate an innovative and/or research based program design that will have a positive impact on the need or problem identified?**

Staff Comments: It seems likely that program design will have a positive impact on the need or problem identified. It is based on Boy and Girls Club national research.
9. **To what extent does the proposal include service goals and outcome objectives that are realistic and measurable and are likely to be achieved within the proposed timeline?**

Staff Comments: Service goals and outcome objectives seem realistic, measurable and are likely to be achieved within the timeline.
10. **To what extent do the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?**

Staff Comments: The agency, staff and Board seem to possess the experience and qualifications to indicate probable success.
11. **To what extent is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**

Staff Comments: The budget is reasonable and realistic. Other resources are utilized and leveraged. Agency has demonstrated strong fundraising capabilities and sound fiscal planning and management.

12. To what extent does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?

Staff Comments: The program has strong volunteer support and many active partnerships.

13. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?

Staff Comments: Services seem very accessible and appropriate for low-income & culturally diverse populations as well as populations w/ language barriers, and physical or mental disabilities.

Questions: No questions.

14. Staff Recommendation

☐ Not recommended for consideration

☒ Recommend for consideration

☐ Recommend with Qualifications
Suggested Qualifications:

ORGANIZATION:
PROGRAM/LETTER:

Boys & Girls Club of Dane County
D Allied Career Exploration

PROGRAM BUDGET

1. 2010 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
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UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	37,482	33,451	2,617	1,414	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	37,482	33,451	2,617	1,414	0

2. 2011 PROPOSED BUDGET

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MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	35,877	32,546	2,293	1,038	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	38,877	34,548	2,844	1,485	0

*OTHER GOVT 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Boys & Girls Club of Dane County
PROGRAM/LETTER:	D Allied Career Exploration

2012 PROGRAM CHANGE EXPLANATION

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3. PROGRAM UPDATE: If requesting more than 2011, describe any major changes being proposed for the program/service in 2012, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

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4. 2012 COST EXPLANATION

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Explain specifically, by revenue source, any significant financial changes that you anticipate between 2011 and 2012.

For example: unusual cost increases, program expansion or loss of revenue.

N/A

5. 2012 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
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DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	3,000	2,002	551	447	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	37,671	34,173	2,408	1,090	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	40,671	36,175	2,959	1,537	0

*OTHER GOVT 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:
PROGRAM/LETTER:
PRIORITY STATEMENT:

Boys & Girls Club of Dane County
D Allied Career Exploration
OCS: Youth A2: Youth Employment (CSC)

DESCRIPTION OF SERVICES

6. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

If young people, especially at-risk teens from disadvantaged circumstances, are not developing the necessary vocational and employment skills in traditional ways, then it becomes critical for them to learn these skills through other means. A non-traditional setting like the Boys & Girls Club adds an important partner and critical link to help teens prepare for employment and careers. Preparing young people for adulthood and the world of work by developing the skills and competencies necessary in today's world is the top priority of Boys & Girls Clubs of Dane County. Career preparation services offered by the Club can provide teens with the environment to learn, grow and gain a positive foothold in the labor market.

7. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

The BGDC Career Exploration Program has two components – career exploration and job readiness. Career Exploration develops greater interest and appreciation for the world of work among participants; provides participants with greater knowledge of possible careers and the role of education in success; develops needed skills and increases participants' knowledge of how to find and hold jobs; increases participants' decision-making skills, develops individual career goals and assists participants in pursuing education and training in support of career interests. Job Readiness increases participants' knowledge of how to find and apply for jobs; assists participants in developing appropriate work habits; has participants start and maintain employment, gaining experience and expanding work and interpersonal skills. By providing this program, we help young people enter the work force and advance from having a job to starting a career and learning self-sufficiency at an accelerated pace. An additional component we offer as part of Career Exploration is the Junior Staff Development Program. This is a small-group program which gives members the opportunity to explore personal strengths, needs and interests and look at how they correlate with a career in the Boys & Girls Club Movement or other area of the human services field.

8. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

Our program will support our teen members in learning decision-making skills and pursuing career goals. Program hours are available for 52 hours per year. Program objectives are for 75% of our teens in career prep to achieve the following: Complete Career Exploration and/or Job Readiness program and secure summer employment; Complete 60 hrs of service within the Club; Complete three community service projects for a minimum of 10 volunteer hrs; Attend two field trips to other Clubs or human service agencies; Develop and strengthen leadership skills; and Learn goal-setting & maintain direction.

9. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Career Exploration will be conducted twice as an 8-week program, once during the academic year & again during the summer for a total of 52 hours. Job Readiness will be conducted twice during the academic year as two 8-week sessions, totaling 52 hours. Junior Staff Development Program will be conducted during the summer months allowing teens the opportunity to maintain part-time jobs at the Club.

ORGANIZATION:

Boys & Girls Club of Dane County

PROGRAM/LETTER:

D Allied Career Exploration

10. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

Currently, the Boys & Girls Club of Dane County Allied Family Center serves 1055 members, of which 527 are teen members. Out of the total membership, 51% of the members come from a single-parent household and 38% of them are eligible for free or reduced meals from the public schools. The ethnic breakdown of middle and high school members is 58% African American, 10% Multi-racial, 10% Caucasian, 17% Latino, 4% Asian, 1% Native American.

11. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

The Club is located on Jenewein Road in the Allied Dunn's Marsh neighborhood and serves youth from the immediate neighborhood and students from 14 area middle & high schools.

12. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

BGCDC will work with our local Advisory Board to develop & implement a recruitment, referral & outreach program using effective techniques & strategies that direct teens to programs at the Club. Our BGC Marketing Associate will work with Club staff to market career exploration programs & services through schools, churches, local businesses, PSA announcements & newspapers. We will refer teens through a network of linkages with schools, social service agencies, and community organizations. Direct recruitment and outreach will be used to target teens into the Boys & Girls Club. We advertise our Career Development programs through area schools, businesses, and partnerships through our Job Ready program.

13. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

The Boys & Girls Club of Dane County collaborates with a number of community partners, such as Turn Around Teen and Moving Up, Unlimited, to enhance career development programs. Additionally, we have several business partners, including: Quarles & Brady, Dane County Humane Society, & DreamBikes, who offer internships for Club members who have successfully completed components of the Career Exploration. These collaborations provide additional resources and opportunities that prepare teens for a successful experience in the work world. BGCDC also provides space for community groups to run programs and activities at the Club facility, and when space is not conducive to the program or facility, coordinates transportation to programs implemented off-site. We work with all of our partners to schedule guest speakers, field trips and special events determining the most convenient time ensuring impact and accessibility – whether during the summer season, school breaks or academic year.

14. VOLUNTEERS: How are volunteers utilized in this program?

Through June 2010, we utilized 8 volunteers in our spring sessions of Job Ready. Volunteers assist in writing resumes, filling out job applications, providing interview tips, and giving other career advice and assistance.

15. Number of volunteers utilized in 2010?

15

Number of volunteer hours utilized in this program in 2010?

900

ORGANIZATION:

Boys & Girls Club of Dane County

PROGRAM/LETTER:

D Allied Career Exploration

16. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

Over the past ten years, the Allied Dunn's Marsh neighborhood has become more and more diverse with a large increase of Latino and Asian families and transient populations moving into the area. As a result, one of the barriers we have faced as an organization is meeting the language needs and cultural needs of our growing community. Currently, we have two employees who speak fluent or conversational Spanish. We are actively recruiting volunteers and summer employees who speak Spanish to help manage and coordinate programs at the clubs. In addition, we are in the process of developing more bilingual programs and materials for parents, families and kids to open the doors and make them feel a sense of belonging to our clubs. Additionally, the growth and change in the community is resulting in friction and clashes amongst the different populations. The overall neighborhood climate of increasing tensions have manifested as the emergence of neighborhood based youth gangs continues to increase. We are working with the Madison Police Department to combat this issue and as a result, BG CDC have created office space for a community police officer at the Club in order to maintain a safe environment as well as to work more collaboratively to provide outreach, referrals and services to at-risk youth in our community.

17. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

BG CDC serves 2000 young people in the community through our two sites and our AVID/TOPS program, daring them to dream and teaching them to achieve. BG CDC is committed to hiring qualified youth development professionals to provide quality programs and opportunities to youth. As a member of BGCA, we are able to offer a variety of high-quality national programs that have been tested and proven effective and address today's most pressing youth issues. The youth development professionals we hire at BG CDC are trained, professional and experienced. We look for people with college degrees or relevant work experience who have qualified experience working with youth and providing programs for youth. Our CEO has 15 years of experience as a youth development professional, 12 of them in school-based programs. One of our most popular and successful teen programs is a career preparation program called, JOB READY! This program is geared for Club members ages 14-18 and develops specific skills that will enable them to secure employment and be successful in the world of work. Through the JOB READY! program, teens learn how to identify assess their skills in relation to the current job market, make appropriate searches for job opportunities, write effective résumés, perform well in interviews, dress appropriately, develop good work habits and get along well with others in the workplace. This year we had 57 Club Members participate in the 6 JOB READY! program, of which 12 were hired as part of the BG CDC's Junior Staff program.

18. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

N/A

19. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	City \$	Qualifications
Site Director	0.25	No	College Degree in related field; youth development experience
Program Assistants	0.5	Yes	Youth development experience; experience in program area
Junior Staff	0.09	No	Ability to work with youth and be a positive role model

ORGANIZATION:	Boys & Girls Club of Dane County
PROGRAM/LETTER:	D Allied Career Exploration

CDBG DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "CDD Community Development Program Goals & Priorities". If not applying for CDBG Office Funds, go to Community Resources Description of Services Supplement (p. 7), or go to Demographics (p. 8).

20. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2011-2012.

Income Level	Number of Households
Over 80% of county median income	5
Between 50% to 80% of county median income	50
Between 30% to 50% of county median income	90
Less than 30% of county median income	360
Total households to be served	505

21. If projections for 2012 will vary significantly from 2011, complete the following:

Income Level for 2012	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

22. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Indirect program costs are allocated to programs based on number of members in those programs (Currently 60% Elementary and 40% Middle & High School) and which site (Taft/Allied). Building Costs are allocated to either Taft or Allied. If an expense fits neither the building or program allocations, it is split over all areas based on payroll. Payroll expenses are allocated based on management, development, or programming staff. Management is allocated to their site or split between sites (50/50). Development is non-city budget. Other program expenses are split between programs based on members.

23. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Plan, Evaluate, and Recruit; Participate in Job Shadow Program	January
Stock Market Club Begins; Recruit for Job Ready Program	February
Job Ready Starts	March
Look for Teen Employment Opportunities for Members	April
Job Ready and Stock Market Club End	May
Members Obtain Summer Employment	June
Money Matters Begins; Teens Participate in Old Navy Camp	July
Wrap Up Summer Employment and Assess	August
Recruit Participants for Career Launch	September
Begin Career Launch and Fall Stock Market Club	October
College Application Workshops	November
Wrap Up Career Launch	December

ORGANIZATION:

Boys & Girls Club of Dane County

PROGRAM/LETTER:

D Allied Career Exploration

COMMUNITY RESOURCES DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "Community Resources Program Goals & Priorities" If not applying for CR Funds, go to Demographics (p. 8).

24. CONTRIBUTING RESEARCH

Please identify research or best practice frameworks you have utilized in developing this program.

Our teenage members have opportunities to participate in a variety of nationally recognized and tested career and mentoring BGCA programs. The outcomes of the programs are an important part of BGCA IMPACT 2012 strategic plan. National evaluations were designed to establish a cause and effect relationship with BGCA programs and youth outcomes. Boys & Girls Club of Dane County continues to promote career development programs as a key component of its youth development strategy. In response to the needs of BGDC members for continued career preparation skills, BGDC hopes to deepen its impact on education, technology, race relations and career development to give our teens and youth the necessary tools to prepare them for the future. Programs such as Career Launch, Job Ready, and Goals for Graduation give our teens and youth tools needed to succeed. Goals for Graduation, a Project Learn resource, introduces academic goal setting to Club members ages 6-15 by linking their future aspirations with concrete actions today. In goal-setting sessions with Club youth development professionals, members set achievable "Know-I-Can" Goals, more challenging "Think-I-Can" Goals, and yearly "Believe-I-Can" goals. Members create an action plan with daily and weekly goals leading to short- and long-term gains. A comprehensive guidance strategy helps members connect their smallest results to their highest dreams. An encouraging recognition strategy buoys members as their successes are recognized and supported. Our national programs develop strong leadership skills and learning skills that prepare young people for success in the work world while exposing them to countless career opportunities through exploration. 67% of national Club alumni credit career development programs at the Boys & Girls Club for the goals and aspirations they had in their youth, and 60% of alumni said it was the experiences and opportunities at the Club that accounted for their success in work and careers.

25. ACCESS FOR LOW-INCOME INDIVIDUALS AND FAMILIES

What percentage of this program's participants do you expect to be of low and/or moderate income?

70.0%

What framework do you use to determine or describe participant's or household income status? (check all that apply)

Number of children enrolled in free and reduced lunch

X

Individuals or families that report 0-50% of Dane County Median Income

Individual or family income in relation to Federal Poverty guidelines

X

Other

X

26. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

Parents self-select their income on the membership application. When the income is entered into the database, it is put into one of five categories: \$11,999 and below ; \$12,000-\$14,999; \$15,000-\$24,999; \$25,000-\$49,999; or \$50,000+.

27. PLEASE DESCRIBE YOUR USER FEE STRUCTURE AND ANY ACCOMMODATIONS MADE TO ADDRESS ACCESS ISSUES FOR LOW INCOME INDIVIDUALS AND FAMILIES.

Annual membership to the Boys & Girls Club of Dane County is only \$5 per child. Summer camp has a graduated fee dependent on income. Households with an annual income of \$34,000 and up pay \$20/week. Households with an annual income of \$25,000-\$33,999 pay \$15/week if they provide documentation. Households with an annual income of \$12,000-\$24,999 pay \$10/week (with documentation) OR volunteer at the club 20 total hours for summer per child. Households with an annual income of \$11,999 and below are free with documentation or must volunteer without documentation.

ORGANIZATION:

Boys & Girls Club of Dane County

PROGRAM/LETTER:

D Allied Career Exploration

28. DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2009. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	#	%	PARTICIPANT DESCRIPTOR	#	%
TOTAL	527	100%	AGE		
MALE	260	49%	<2	0	0%
FEMALE	267	51%	2 - 5	0	0%
UNKNOWN/OTHER	0	0%	6 - 12	88	17%
			13 - 17	400	76%
			18 - 29	39	7%
			30 - 59	0	0%
			60 - 74	0	0%
			75 & UP	0	0%
			TOTAL AGE	527	100%
			RACE		
			WHITE/CAUCASIAN	55	10%
			BLACK/AFRICAN AMERICAN	307	58%
			ASIAN	19	4%
			AMERICAN INDIAN/ALASKAN NATIVE	5	1%
			NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%
			MULTI-RACIAL:	51	10%
			Black/AA & White/Caucasian	0	0%
			Asian & White/Caucasian	0	0%
			Am Indian/Alaskan Native & White/Caucasian	0	0%
			Am Indian/Alaskan Native & Black/AA	0	0%
			BALANCE/OTHER	90	17%
			TOTAL RACE	527	100%
			ETHNICITY		
			HISPANIC OR LATINO	90	17%
			NOT HISPANIC OR LATINO	437	83%
			TOTAL ETHNICITY	527	100%
			PERSONS WITH DISABILITIES	0	0%
			RESIDENCY		
			CITY OF MADISON	474	90%
			DANE COUNTY (NOT IN CITY)	48	9%
			OUTSIDE DANE COUNTY	5	1%
			TOTAL RESIDENCY	527	100%

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:

Boys & Girls Club of Dane County

PROGRAM/LETTER:

D Allied Career Exploration

29. PROGRAM OUTCOMES

Number of unduplicated individual participants served during 2009.	527
Total to be served in 2011.	575

Complete the following for each program outcome. No more than two outcomes per program will be reviewed.

If applying to OCS, please refer to your research and/or posted resource documents if appropriate.

Refer to the instructions for detailed descriptions of what should be included in the table below.

Outcome Objective # 1:	Enroll ten percent of teen members in career exploration programs such as Career Launch and Job Ready.			
Performance Indicator(s):	75% of members enrolled in these programs will complete Career Exploration and/or Job Readiness program and secure summer employment.			
Proposed for 2011:	Total to be considered in	55	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	41.25
Proposed for 2012:	Total to be considered in	65	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	48.75
Explain the measurement tools or methods:	Outcomes will be measured through program records, as well as surveys from members and BGC staff.			
Outcome Objective # 2:	Teen members will increase their financial literacy by enrolling in programs such as Money Matters, Stock Market Club, Youth POWER Academy, and others.			
Performance Indicator(s):	75% of participants in financial literacy programs will increase their knowledge of financial practices and gain confidence in their ability to manage money.			
Proposed for 2011:	Total to be considered in	55	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	41.25
Proposed for 2012:	Total to be considered in	65	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	48.75
Explain the measurement tools or methods:	Members enrolled in these programs will complete pre and post tests to measure their skills, knowledge, and confidence.			

**PROPOSAL REVIEW: Individual Staff Review for 2011-2012
For Community Resources Proposals to be Submitted to the
Community Services, Early Childhood and Senior Services Committees**

1. **Program Name:** D. Allied Career Exploration

2. **Agency Name:** Boys and Girls Club of Dane County

3. **Requested Amounts:** 2011: \$3,000
 2012: \$3,000 **Prior Year Level:** \$0

4. **Project Type:** New ☒ Continuing ☐

5. **Framework Plan Objective Most Directly Addressed by Proposed by Activity:**

X I. Youth Priority A2.

6. **Anticipated Accomplishments (Proposed Service Goals)**

This program will provide Career Exploration and Job Readiness activities through separate twice weekly 16 session series each academic year and each summer to a total of 50 unduplicated youth.

7. **To what extent does the proposal meet the Objectives of the Community Development Division, Community Resources Program Goals and Priorities for 2011-2012?**

Staff Comments: This program clearly meets the Program Area I. – Priority A2. – Provide life skill, vocational/vocareer guidance, pre/post-employment support and job placement for low-income youth.

8. **To what extent does the proposal incorporate an innovative and/or research based program design that will have a positive impact on the need or problem identified?**

Staff Comments: It seems likely that program design will have a positive impact on the need or problem identified. It is based on Boy and Girls Club national research.

9. **To what extent does the proposal include service goals and outcome objectives that are realistic and measurable and are likely to be achieved within the proposed timeline?**

Staff Comments: Service goals and outcome objectives seem realistic, measurable and are likely to be achieved within the timeline.

10. **To what extent do the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?**

Staff Comments: The agency, staff and Board seem to possess the experience and qualifications to indicate probable success.

11. **To what extent is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**

Staff Comments: The budget is reasonable and realistic. Other resources are utilized and leveraged. Agency has demonstrated strong fundraising capabilities and sound fiscal planning and management.

12. To what extent does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?

Staff Comments: The program has strong volunteer support and many active partnerships.

13. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?

Staff Comments: Services seem very accessible and appropriate for low-income & culturally diverse populations as well as populations w/ language barriers, and physical or mental disabilities.

Questions: No questions.

14. **Staff Recommendation**

☐ **Not recommended for consideration**

☒ **Recommend for consideration**

☐ **Recommend with Qualifications**
Suggested Qualifications:

ORGANIZATION:
PROGRAM/LETTER:

Common Wealth Development	
A	Youth Business Mentoring Program

PROGRAM BUDGET

1. 2010 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	98,400	71,666	21,189	2,545	3,000
DANE CO CDBG	0				
MADISON-COMM SVCS	81,998	58,799	17,247	1,952	4,000
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	20,160	17,614	2,290	256	0
FUNDRAISING DONATIONS	67,628	38,219	23,994	1,315	4,100
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	268,186	186,298	64,720	6,068	11,100

2. 2011 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	98,400	73,665	19,300	2,435	3,000
DANE CO CDBG	0				
MADISON-COMM SVCS	84,459	61,435	16,419	2,605	4,000
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	125,644	79,305	36,183	2,156	8,000
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	308,503	214,405	71,902	7,196	15,000

*OTHER GOVT 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Common Wealth Development
PROGRAM/LETTER:	A Youth Business Mentoring Program

2012 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2011 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

3. PROGRAM UPDATE: If requesting more than 2011, describe any major changes being proposed for the program/service in 2012, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces)

4. 2012 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2011-2012.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2011 and 2012.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (w ith spaces)

5. 2012 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	98,400	74,225	18,800	2,375	3,000
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	86,426	63,470	16,891	2,065	4,000
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	130,728	83,761	36,750	2,217	8,000
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	315,554	221,456	72,441	6,657	15,000

*OTHER GOVT 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:
PROGRAM/LETTER:
PRIORITY STATEMENT:

Common Wealth Development	
A	Youth Business Mentoring Program
OCS: Youth A2: Youth Employment (CSC)	

DESCRIPTION OF SERVICES

6. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

Ours is the only local program offering year round employment and financial education, job placements, and mentoring to younger teens. National teen employment hovers at record low s (26.2% in May, 2010). The 2009 Dane County Youth Assessment found 31% of high school students wanted a job but were unable to find one, 6% more than in 2005. In 2009, 353 youth applied for 125 spots in our program. We continue to see approximately triple our capacity of teens apply to program sessions held during 2010.

We currently offer our program once a year at West, Memorial, and Sun Prairie High Schools and twice at East and La Follette. Public health nurses, recently called upon to explore methods of violence reduction in Southw est Madison identified teen employment, and specifically Common Wealth programming, as a key strategy. Continued City funding of \$84,459 in 2011 w ill enable us to offer more programming at West and Memorial and expand to offer two sessions annually at each of these schools.

7. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

Our program w orks w ith disadvantaged teens to help them build employment, financial, and other life-skills; succeed in a part-time job; stay in school; and understand the relevance of education to future career options. Teens begin our program in a three-w eek training w here they learn how to successfully find, apply, and interview for jobs; how to provide quality customer service and problem-solve; how to quit a job properly; how to save and budget; how to avoid credit problems; and how to use financial institutions.

After the training, we place teens into part-time jobs w ith businesses committed to the mentoring philosophy. Business-mentors w ork w ith the youth to help them develop good w ork habits w hile our staff meets regularly w ith the teens to help them overcome challenges and reinforce lessons learned on the job. This Double-Mentoring helps teens succeed in their first w ork experience and develop skills that w ill help them far into the future.

According to Northeastern University's Center for Labor Market Studies, teens that w ork during high school are more likely to graduate, pursue higher education, make a smooth transition into the w orkforce, and earn higher w ages later in life. By participating in our program, participants develop effective communication, conflict resolution, and problem-solving skills; exercise initiative and leadership; build healthy relationships and connections w ith their families, peers, and communities; and understand the relevance of education to future economic success.

8. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

The goal of our program is to increase the opportunities available to disadvantaged youth by providing them w ith employment and financial education, job placements, and mentoring. We w ill accomplish this by conducting nine sessions of our program and serving 155 youth, ages 14 to 16. Each youth w ill participate in a 22.5 hour initial training. Each training is staffed by tw o Common Wealth staff members. Each youth w ho successfully completes the training is placed in a part-time job averaging 8-12 hours per w eek and receives approximately 2.0 hours of mentoring from our staff per month.

9. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Trainings are offered after school and all youth are placed in part-time jobs after school and on w eekends. Our core staff hours are Monday-Friday, 9:00 a.m. to 5:00 p.m., year-round. Our staff makes themselves available to youth after school and occasionally in the evenings and on w eekends.

ORGANIZATION:

Common Wealth Development

PROGRAM/LETTER:

A Youth Business Mentoring Program

10. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

Ours is a voluntary program for disadvantaged teens ages 14 to 16. We primarily serve youth who face various barriers to employment such as coming from low-income homes, living in challenged neighborhoods, and having few positive connections to the community. In 2009, 93% of the teens we worked with came from low-income homes and 12% were in foster care. We also work with a very diverse group, with 91% of our participants last year being students of color. Additionally, 54% of our participants, last year, lived in particularly high-need neighborhoods.

11. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

We hold our trainings for area youth after school at Madison East, West, Memorial, La Follette, and Sun Prairie High Schools. Youth are placed in jobs easily accessible from their school or home.

12. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

While other providers refer many youth to our program, the majority of our participants come from direct lunchtime recruitment at the schools. Two weeks prior to beginning a session, our staff attends lunches at the school we will be working at and talk to youth about our program. We also keep a database of youth and parents who have expressed interest in our program and inform them when a session comes to a school in their attendance area. Common Wealth has developed a very good reputation over the years for delivering a program that not only teaches youth valuable life skills and holistically prepares them for the world of work, but also guarantees and delivers them a job. As a result, many youth who have had friends, siblings, or other relatives participate, approach us in the cafeterias to find out about when we will be offering our next session. When asked why they want to do our program, in particular, many say, "Because I know you'll get me a job."

13. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

We use the Youth Resource Network, Financial Educators Network, Latino Support Network, and our own list of over 200 community contacts to disseminate information to community stakeholders about each upcoming program session. This is a critical first step as staff from schools, other community agencies, and government bodies routinely refer high-need youth to our program.

Key to the success of our program is partnering with numerous businesses (40 in 2009) who hire and mentor our participants. Additionally, high schools host our after-school trainings; UW-Madison's Multi-Cultural Student Coalition and Summit Credit Union each host field trips as part of each training; and Chocolate Shoppe Ice Cream and Great Lakes Higher Education each lead class days. These partnerships ensure accessibility, connect our participants to college and financial institutions, and help our participants understand what is expected to succeed in the workplace and in school.

14. VOLUNTEERS: How are volunteers utilized in this program?

Our volunteers conduct mock interviews, host field trips, and serve as guest speakers. The Chocolate Shoppe teaches customer service and employer expectations, Great Lakes talks about admission to college, UW students talk about going to college, and Summit talk about using financial institutions. 92 individuals volunteered in 2009 to help us provide a high-quality program to our participants.

15. Number of volunteers utilized in 2010?

97

Number of volunteer hours utilized in this program in 2010?

291

ORGANIZATION:

Common Wealth Development

PROGRAM/LETTER:

A Youth Business Mentoring Program

16. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

Teen employment rates vary according to household income levels as well as by race and ethnic groups. Northeastern University's Center for Labor Market Studies found that "Low-income Asian, Black, and Hispanic teens were employed at rates only one-fourth to two-thirds as high as those of their White, non-Hispanic counterparts." We've recognized these disparities since our pilot in 1991, and therefore target youth facing the most challenges and barriers to employment. In the past five years: 90% of the teens we worked with came from low-income homes; 87% were youth of color; 51% lived in challenged neighborhoods; 8% were in foster care; and 39% had contact with the juvenile justice system. Further, all our participants are 14 to 16 years old and therefore face the toughest job prospects because of their younger age.

Our youth programs staff is skilled and experienced in working with youth from a wide variety of cultural and racial backgrounds. They regularly attend trainings and stay abreast of best practices on working with culturally diverse and high-needs populations of youth. We also have a multicultural youth programs staff, with four of seven being people of color and three being Spanish speakers.

To increase accessibility, we recruit directly from schools at lunch and use outreach materials in Spanish and English. All our trainings are at the high schools and we place youth in jobs close to their schools or homes. We hold four meetings for youth to apply to the program to increase the chances that every interested youth will be able to fit it into their schedule.

17. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

2010 marks our 20th year providing teens with opportunities to develop and apply employment and money management skills, explore careers and higher education, and have access to employment opportunities, earned income, and supportive relationships with adult mentors. Since launching our youth programs in 1991, we have provided over 7,000 youth with opportunities to improve their quality of life by economically empowering themselves. Over the past five years: 87% (376 of 430) of our participants increased their pre-employment skills; 85% (306 of 359) of the youth who completed our training began a part-time job; and 73% (202 of 306) of those youth retained them at least four months.

Common Wealth has successfully delivered this program in accordance with many government contracts since 1993, when the City approached us to expand our program. We hire staff experienced and committed to working with low-income and disadvantaged youth from racially and culturally diverse backgrounds and who have experience leading training sessions.

Our record of delivering need-based, result-producing programming to underprivileged youth led to us receiving the 2007 Governor's Award for Financial Literacy. The Finance Project, a non-profit in Washington D.C. that helps "leaders finance and sustain initiatives that lead to better futures for children, families, and communities," also highlighted our efforts to help youth save money as a national best-practice in their publication, Financing Asset-Building and Financial Education Programs for Youth Transitioning out of Foster Care.

18. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

N/A except that youth programs staff must have a valid driver's license and regular access to an insured car.

19. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	City \$	Qualifications
1 Youth Programs Director	0.48	Yes	2 years experience in program planning, supervision, and delivery
4 Youth Programs Staff	3.3	Yes	2 years experience working with/mentoring underprivileged teens
2 AmeriCorps Members	1.8	Yes	Eagerness to learn, experience/commitment to underprivileged teens
1 Executive Director	0.13	Yes	Experience as non-profit agency director
1 Financial Manager	0.2	Yes	Experience as non-profit Financial Manager

ORGANIZATION:

Common Wealth Development

PROGRAM/LETTER:

A Youth Business Mentoring Program

COMMUNITY RESOURCES DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "Community Resources Program Goals & Priorities" If not applying for CR Funds, go to Demographics (p. 8).

24. CONTRIBUTING RESEARCH

Please identify research or best practice frameworks you have utilized in developing this program.

Our program incorporates research and is in line with best practices across all four categories of effective program characteristics (program design and content, program relevance, program delivery, and program assessment and quality assurance) identified by Jessica Collura in her report, Best Practices for Youth Employment Programs: Synthesis of Current Research.

Most importantly, we regularly evaluate our program. Youth are surveyed and tested after each training to gauge their interest and learning, and to identify areas for improvement. They and their parents/guardians are also surveyed after the job placements to assess satisfaction with their job experience. Employers evaluate the youth and are surveyed as to their satisfaction with the program. Feedback from youth, employers, and parents/guardians, along with staff observations are used to refine design and delivery of the program and to ensure it meets the needs of our participants.

We clearly define our target population and the outcomes we are seeking to achieve. We use a holistic approach to teach employability skills and competencies whereby we offer mentoring while helping teens learn how to communicate effectively, problem-solve, and value their sense of integrity; and also stress skills like completing job applications, interviewing for a job, and learning how to save and budget. We incorporate The Search Institute's 40 Developmental Assets, as a model of Positive Youth Development. We also target a younger population of youth and present employment as an extra-curricular activity not intended to replace school. We are committed to providing an excellent staff to our program participants. We recruit people committed to working with and mentoring teens from our target population. Once on staff, we ensure they have appropriate training and supervision to develop and apply their knowledge base as necessary.

25. ACCESS FOR LOW-INCOME INDIVIDUALS AND FAMILIES

What percentage of this program's participants do you expect to be of low and/or moderate income?

90.0%

What framework do you use to determine or describe participant's or household income status? (check all that apply)

- Number of children enrolled in free and reduced lunch
- Individuals or families that report 0-50% of Dane County Median Income
- Individual or family income in relation to Federal Poverty guidelines
- Other

X

26. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

This information is gathered by self-report in our application process. Either the youth or parent/guardian indicates their eligibility for free or reduced lunch on the application. While 90% of our participants routinely indicate they are eligible for free or reduced lunch, we recognize this is likely less than actual as some may not know or desire to share their eligibility status.

27. PLEASE DESCRIBE YOUR USER FEE STRUCTURE AND ANY ACCOMMODATIONS MADE TO ADDRESS ACCESS ISSUES FOR LOW INCOME INDIVIDUALS AND FAMILIES.

Our program is free of charge to all. We are specifically seeking to serve youth who face barriers and challenges to employment including coming from low-income homes. Therefore, when selecting applicants, we prioritize those who indicate they are eligible for free or reduced lunch.

ORGANIZATION:

Common Wealth Development

PROGRAM/LETTER:

A Youth Business Mentoring Program

28. DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2009. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	#	%	PARTICIPANT DESCRIPTOR	#	%
TOTAL	125	100%	AGE		
MALE	53	42%	<2	0	0%
FEMALE	72	58%	2 - 5	0	0%
UNKNOWN/OTHER	0	0%	6 - 12	0	0%
			13 - 17	125	100%
			18 - 29	0	0%
			30 - 59	0	0%
			60 - 74	0	0%
			75 & UP	0	0%
			TOTAL AGE	125	100%
			RACE		
			WHITE/CAUCASIAN	11	9%
			BLACK/AFRICAN AMERICAN	80	64%
			ASIAN	7	6%
			AMERICAN INDIAN/ALASKAN NATIVE	0	0%
			NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%
			MULTI-RACIAL:	11	9%
			Black/AA & White/Caucasian	7	64%
			Asian & White/Caucasian	0	0%
			Am Indian/Alaskan Native & White/Caucasian	0	0%
			Am Indian/Alaskan Native & Black/AA	4	36%
			BALANCE/OTHER	16	13%
			TOTAL RACE	125	100%
			ETHNICITY		
			HISPANIC OR LATINO	13	10%
			NOT HISPANIC OR LATINO	112	90%
			TOTAL ETHNICITY	125	100%
			PERSONS WITH DISABILITIES	0	0%
			RESIDENCY		
			CITY OF MADISON	110	88%
			DANE COUNTY (NOT IN CITY)	15	12%
			OUTSIDE DANE COUNTY	0	0%
			TOTAL RESIDENCY	125	100%

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:

Common Wealth Development

PROGRAM/LETTER:

A Youth Business Mentoring Program

29. PROGRAM OUTCOMES

Number of unduplicated individual participants served during 2009.	125
Total to be served in 2011.	155

Complete the following for each program outcome. No more than two outcomes per program will be reviewed.

If applying to OCS, please refer to your research and/or posted resource documents if appropriate.

Refer to the instructions for detailed descriptions of what should be included in the table below.

Outcome Objective # 1:	To increase the pre-employment skills of youth who face barriers to employment.			
Performance Indicator(s):	Youth will demonstrate an improved ability to complete a job application and will demonstrate the ability to satisfactorily complete a job interview.			
Proposed for 2011:	Total to be considered in	155	Targeted % to meet perf. measures	85%
	perf. measurement		Targeted # to meet perf. measure	131.75
Proposed for 2012:	Total to be considered in	155	Targeted % to meet perf. measures	85%
	perf. measurement		Targeted # to meet perf. measure	131.75
Explain the measurement tools or methods:	Comparison of pre- and post-instruction job applications and evaluation of a mock interview.			
Outcome Objective # 2:	To increase the number of youth who obtain a job.			
Performance Indicator(s):	Youth who successfully complete the skills training will be placed and mentored in a job.			
Proposed for 2011:	Total to be considered in	155	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	116.25
Proposed for 2012:	Total to be considered in	155	Targeted % to meet perf. measures	75%
	perf. measurement		Targeted # to meet perf. measure	116.25
Explain the measurement tools or methods:	Participant data related to employment is maintained in a computer database and documented in participants' files. *NOTE: We expect 50% of those youth placed in a job to retain their job at least four months or for the duration of a seasonal placement.			

**PROPOSAL REVIEW: Individual Staff Review for 2011-2012
For Community Resources Proposals to be Submitted to the
Community Services, Early Childhood and Senior Services Committees**

1. **Program Name:** A. Youth Business Mentoring Program

2. **Agency Name:** Common Wealth Development

3. **Requested Amounts:** **2011:** \$84,459
 2012: \$86,426

Prior Year Level: \$81,998
(\$71,998 plus \$10,000 from City contingency reserves for youth services in SW Madison)

4. **Project Type:** New ☐ Continuing ☒

5. **Framework Plan Objective Most Directly Addressed by Proposed by Activity:**

X I. Youth Priority A2.

6. **Anticipated Accomplishments (Proposed Service Goals)**

150 youth will each participate in 22.5 hours of pre-employment training and will receive post-employment support and mentoring.

7. **To what extent does the proposal meet the Objectives of the Community Development Division, Community Resources Program Goals and Priorities for 2011-2012?**

Staff Comments: This program clearly meets Program Area I. – Priority A2. – Provide life skills, vocational/career guidance, pre/post-employment support and job placement for low-income youth.

8. **To what extent does the proposal incorporate an innovative and/or research based program design that will have a positive impact on the need or problem identified?**

Staff Comments: It seems likely that program design will have a positive impact on the need or problem identified. Several research-based elements are part of the program design and are cited in the application.

9. **To what extent does the proposal include service goals and outcome objectives that are realistic and measurable and are likely to be achieved within the proposed timeline?**

Staff Comments: Service goals and outcome objectives seem realistic, measurable and are likely to be achieved within the timeline.

10. **To what extent do the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?**

Staff Comments: The agency, staff and Board possess the experience and qualifications to indicate probable success.

11. **To what extent is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**

Staff Comments: The budget is reasonable and realistic. Other resources are utilized and leveraged.

12. To what extent does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?

Staff Comments: The program has very strong volunteer support and many active partnerships.

13. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?

Staff Comments: Services seem very accessible and appropriate for low-income & culturally diverse populations as well as populations w/ language barriers, and physical or mental disabilities.

Questions: No questions.

14. Staff Recommendation

☐ Not recommended for consideration

☒ Recommend for consideration

☐ Recommend with Qualifications

Suggested Qualifications:

ORGANIZATION:
PROGRAM/LETTER:

Common Wealth Development
B JobSmart Workshops

PROGRAM BUDGET

1. 2010 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	5,000	3,830	1,032	138	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	15,700	11,942	3,376	382	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	20,700	15,772	4,408	520	0

2. 2011 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	18,000	13,127	4,467	406	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	18,000	13,127	4,467	406	0

*OTHER GOVT 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Common Wealth Development
PROGRAM/LETTER:	B JobSmart Workshops

2012 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2011 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

3. PROGRAM UPDATE: If requesting more than 2011, describe any major changes being proposed for the program/service in 2012, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces)

4. 2012 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2011-2012.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2011 and 2012.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (w ith spaces)

5. 2012 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	18,540	13,559	4,575	406	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	18,540	13,559	4,575	406	0

*OTHER GOVT 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:
PROGRAM/LETTER:
PRIORITY STATEMENT:

Common Wealth Development
B JobSmart Workshops
OCS: Youth A2: Youth Employment (CSC)

DESCRIPTION OF SERVICES

6. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

JobSmart Workshops prepare teens to successfully find, apply, and interview for a job. National teen employment hovers at record lows (26.2% in May, 2010). The 2009 Dane County Youth Assessment found 31% of high school students needed help finding a job, 6% more than in 2005. JobSmart provides that help and guidance. We conduct weeklong workshops as guest speakers in middle schools, alternative high schools, and at other community organizations. JobSmart is a resource teachers seek out to complement their curriculum, particularly at the middle school level. We have more requests from teachers than we can accommodate and many seek us out several months in advance.

Public health nurses identified teen employment, and specifically Common Wealth programming, as a key strategy to reduce violence in Southwest Madison. We are partnering with middle schools and community organizations in that area to satisfy this demand. We also conduct JobSmart in other areas of the city.

7. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

We conduct our JobSmart Workshops in collaboration with middle schools, alternative high schools, and at other community organizations. JobSmart prepares youth, ages 13-15 to seek employment by providing them with instruction in skills essential to entering and succeeding in today's workforce. We cover where and how to look for jobs, how to approach a potential employer, how to fill out a job application, appropriate workplace behavior, employer expectations, and how to interview for a job.

Teachers and other community workers have us come in as guest speakers to teach their youth how to find, apply, and interview for a job. JobSmart generally follows a five day format, however, length and topics covered during the workshops may vary to accommodate the specific needs of the students and the overall curriculum plan of the teachers or workers in the schools and community agencies.

We start our curriculum by going over the general steps of getting a job and how and where to look for a job. We then talk about how to approach prospective employers, expectations, and how to be a great employee. Next we teach students how to thoroughly fill out a job application. Then we shift to interviewing. On the final day of the workshop all students participate in a mock interview where they have the opportunity to present themselves in a professional and positive manner to an adult. After the teen completes the interview, our volunteers give them written and verbal feedback on their strengths and areas for improvement.

8. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

The goals of Common Wealth Development's JobSmart Workshops are: to give youth the information, pre-employment skills and self-confidence needed to successfully acquire their first job and to provide youth with an understanding of appropriate behavior to be successful in the workplace.

We will accomplish this by conducting ten workshops and serving 200 youth, ages 13 to 15. Each youth will participate in a five-hour workshop taught by two Common Wealth staff members.

9. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

JobSmart Workshops are offered during school hours for school-based workshops and during other community organizations' program hours for workshops held in the community.

ORGANIZATION:

Common Wealth Development

PROGRAM/LETTER:

B JobSmart Workshops

10. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

Our JobSmart Workshops mirror the population of the school or organization we are collaborating with. Northeastern University's Center for Labor Market Studies found that, "Low-income Asian, Black, and Hispanic teens were employed at rates only one-fourth to two-thirds as high as those of their White, non-Hispanic counterparts." Recognizing that teen employment varies according to household income levels as well as by race and ethnic groups, we primarily partner with schools and community organizations that serve a higher need student population. The target age is 13-15 years old.

11. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

We hold our JobSmart Workshops at Madison middle schools, alternative high schools, and other community organizations.

12. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

Similar to our Youth-Business Mentoring Program, our JobSmart Workshops have developed a very positive reputation. Many teachers seek us out, year after year, to augment their curriculum. We currently have very solid relationships with several middle schools and community organizations that we routinely partner with. While schools and other community organizations seek us out, we also initiate contact when we feel there is an area we would better like to serve. For example, during the past year we have been re-establishing connections with Toki Middle School after a hiatus of some years, to better serve youth in Southwest Madison.

13. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

As stated in the previous sections, our JobSmart Workshops are always coordinated with another host school or agency. When setting up a workshop our Youth Program Director coordinates times and dates with the host school or agency and makes sure that we have enough time to get through the necessary curriculum. The other aspect key to coordination is making sure the host school or agency has enough space so that we will be able to conduct mock interviews on the final day of the workshop. These aspects are fairly routine, and once scheduled, our staff goes and takes over class for the week!

14. VOLUNTEERS: How are volunteers utilized in this program?

As part of each JobSmart Workshop, students participate in a mock interview. Volunteers act as mock interviewers and provide valuable feedback to the youth after the interview. We consistently receive extremely positive feedback from both volunteers and the youth as to the value of this activity. In 2009, 39 individuals volunteered as mock interviewers in our JobSmart Workshops.

15. Number of volunteers utilized in 2010?

51

Number of volunteer hours utilized in this program in 2010?

171

ORGANIZATION:

Common Wealth Development

PROGRAM/LETTER:

B JobSmart Workshops

16. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

Teen employment rates vary according to household income levels and by race and ethnic groups. Northeastern University's Center for Labor Market Studies found that, "Low-income Asian, Black, and Hispanic teens were employed at rates only one-fourth to two-thirds as high as those of their White, non-Hispanic counterparts." According to the Madison Metropolitan School District, the rate of youth eligible for subsidized lunch increased from 27% in 2000 to 47% in 2009. The percentage of minority youth enrolled increased from 30% in 1996 to 50% in 2009. Of elementary aged children enrolled in the 2009-2010 school year, 49% qualified for subsidized lunch and 52% were children of color. Without significant efforts and programs that increase the power youth have over their future economic and academic success, Madison will continue to become an increasingly impoverished city, with the vast majority of that poverty concentrated in communities of color.

To increase accessibility and reach this population, we conduct our JobSmart Workshops in schools and agencies that serve higher need youth. Our youth programs staff is skilled and experienced in working with youth from a wide variety of cultural and racial backgrounds. They regularly attend trainings and stay abreast of best practices on working with culturally diverse and high-needs populations of youth. We also have a multicultural youth programs staff, with four of seven being people of color and three being Spanish speakers.

17. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

2010 marks our 20th year providing teens with opportunities to develop and apply employment and money management skills, explore careers and higher education, and have access to employment opportunities, earned income, and supportive relationships with adult mentors. Since launching our youth programs in 1991, we have provided over 7,000 youth with opportunities to improve their quality of life by economically empowering themselves. Over the past five years, 96% (1,163 of 1,213) of the participants in our JobSmart Workshops increased their pre-employment skills. Common Wealth has successfully delivered this program since its inception in 1995. We hire staff experienced and committed to working with low-income and disadvantaged youth from racially and culturally diverse backgrounds and who have experience leading training sessions.

Our record of delivering need-based, result-producing programming to underprivileged youth led to us receiving the 2007 Governor's Award for Financial Literacy. The Finance Project, a non-profit in Washington D.C. that helps "leaders finance and sustain initiatives that lead to better futures for children, families, and communities," also highlighted our efforts to help youth save as a national best-practice in their publication, Financing Asset-Building and Financial Education Programs for Youth Transitioning out of Foster Care.

18. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

N/A except that youth programs staff must have a valid driver's license and regular access to an insured car.

19. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	City \$	Qualifications
1 Youth Programs Director	0.03	Yes	2 years experience in program planning, supervision, and delivery
4 Youth Programs Staff	0.2	Yes	2 years experience working with/mentoring underprivileged teens
2 AmeriCorps Members	0.2	Yes	Eagerness to learn, experience/commitment to underprivileged teens
1 Financial Manager	0.03	Yes	Experience as non-profit Financial Manager

ORGANIZATION:

Common Wealth Development

PROGRAM/LETTER:

B JobSmart Workshops

COMMUNITY RESOURCES DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "Community Resources Program Goals & Priorities" If not applying for CR Funds, go to Demographics (p. 8).

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Please identify research or best practice frameworks you have utilized in developing this program.

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Most importantly, we regularly evaluate our program. We survey both host teachers and youth after each workshop to gauge their interest and learning, and to identify areas for improvement. This feedback, along with staff observations, is used to continually refine design and delivery of the program and to ensure that it meets the needs of our participants.

We clearly define our target population and the outcomes we are seeking to achieve. We use a holistic approach to teach employability skills and competencies whereby we help teens learn how to communicate effectively, problem-solve, and value their sense of integrity while also stressing skills like completing job applications and interviewing for a job. We incorporate The Search Institute's 40 Developmental Assets, as a model of Positive Youth Development. We also target a younger population of youth and present employment as an extra-curricular activity not intended to replace school.

We are committed to providing an excellent staff to our program participants. We recruit people committed to working with and mentoring teens from our target population. Once on staff, we ensure they have appropriate training and supervision to develop and apply their knowledge base as necessary.

25. ACCESS FOR LOW-INCOME INDIVIDUALS AND FAMILIES

What percentage of this program's participants do you expect to be of low and/or moderate income?

40.0%

What framework do you use to determine or describe participant's or household income status? (check all that apply)

Number of children enrolled in free and reduced lunch

X

Individuals or families that report 0-50% of Dane County Median Income

Individual or family income in relation to Federal Poverty guidelines

Other

26. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

This information is collected by teachers or youth workers at the host school or organization and passed on to us. The number of participants coming from low-income homes is limited by the number enrolled in the class we are presenting in.

27. PLEASE DESCRIBE YOUR USER FEE STRUCTURE AND ANY ACCOMMODATIONS MADE TO ADDRESS ACCESS ISSUES FOR LOW INCOME INDIVIDUALS AND FAMILIES.

Our program is free of charge to all. We are specifically seeking to serve youth who face barriers and challenges to employment including coming from low-income homes.

ORGANIZATION:
PROGRAM/LETTER:

Common Wealth Development
B JobSmart Workshops

28. DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2009. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	#	%	PARTICIPANT DESCRIPTOR	#	%
TOTAL	295	100%	AGE		
MALE	158	54%	<2	0	0%
FEMALE	137	46%	2 - 5	0	0%
UNKNOWN/OTHER	0	0%	6 - 12	0	0%
			13 - 17	295	100%
			18 - 29	0	0%
			30 - 59	0	0%
			60 - 74	0	0%
			75 & UP	0	0%
			TOTAL AGE	295	100%
			RACE		
			WHITE/CAUCASIAN	131	44%
			BLACK/AFRICAN AMERICAN	81	27%
			ASIAN	21	7%
			AMERICAN INDIAN/ALASKAN NATIVE	2	1%
			NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%
			MULTI-RACIAL:	4	1%
			Black/AA & White/Caucasian	4	100%
			Asian & White/Caucasian	0	0%
			Am Indian/Alaskan Native & White/Caucasian	0	0%
			Am Indian/Alaskan Native & Black/AA	0	0%
			BALANCE/OTHER	56	19%
			TOTAL RACE	295	100%
			ETHNICITY		
			HISPANIC OR LATINO	56	19%
			NOT HISPANIC OR LATINO	239	81%
			TOTAL ETHNICITY	295	100%
			PERSONS WITH DISABILITIES	0	0%
			RESIDENCY		
			CITY OF MADISON	295	100%
			DANE COUNTY (NOT IN CITY)	0	0%
			OUTSIDE DANE COUNTY	0	0%
			TOTAL RESIDENCY	295	100%

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:

Common Wealth Development

PROGRAM/LETTER:

B JobSmart Workshops

29. PROGRAM OUTCOMES

Number of unduplicated individual participants served during 2009. 295

Total to be served in 2011.

Complete the following for each program outcome. No more than two outcomes per program will be reviewed.

If applying to OCS, please refer to your research and/or posted resource documents if appropriate.

Refer to the instructions for detailed descriptions of what should be included in the table below.

Outcome Objective # 1:

To increase the application skills of youth who face barriers to employment.

Performance Indicator(s):

Youth will demonstrate an improved ability to complete a job application.

Proposed for 2011:

 Total to be considered in 200
 perf. measurement

Targeted % to meet perf. measures 85%

Targeted # to meet perf. measure 170

Proposed for 2012:

 Total to be considered in 200
 perf. measurement

Targeted % to meet perf. measures 85%

Targeted # to meet perf. measure 170

 Explain the measurement
 tools or methods:

Comparison of pre- and post-instruction job applications.

Outcome Objective # 2:

To increase the interviewing skills of youth who face barriers to employment.

Performance Indicator(s):

Youth will demonstrate the ability to satisfactorily complete a job interview.

Proposed for 2011:

 Total to be considered in 200
 perf. measurement

Targeted % to meet perf. measures 85%

Targeted # to meet perf. measure 170

Proposed for 2012:

 Total to be considered in 200
 perf. measurement

Targeted % to meet perf. measures 85%

Targeted # to meet perf. measure 170

 Explain the measurement
 tools or methods:

Evaluation of a mock interview.

Community Services, Early Childhood and Senior Services Committees

- Staff Comments:** The program has very strong volunteer support and many active partnerships.

13. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?

Staff Comments: Services seem very accessible and appropriate for low-income & culturally diverse populations as well as populations w/ language barriers, and physical or mental disabilities.

Questions: No questions.

14. **Staff Recommendation**

☐ Not recommended for consideration

☒ Recommend for consideration

☐ Recommend with Qualifications

Suggested Qualifications:

ORGANIZATION:

Irwin A and Robert D Goodman Community Center

PROGRAM/LETTER:

E Program E-TEEN (Teen Education and Employment Network)

PROGRAM BUDGET

1. 2010 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	85,000	85,000	0	0	0
FUNDRAISING DONATIONS	48,395	14,206	22,540	11,649	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	133,395	99,206	22,540	11,649	0

2. 2011 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	12,000	12,000	0	0	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	10,000	10,000	0	0	0
UNITED WAY DESIG	11,832	0	6,500	5,332	0
OTHER GOVT*	45,000	45,000	0	0	0
FUNDRAISING DONATIONS	66,355	37,166	22,540	6,649	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	145,187	104,166	29,040	11,981	0

*OTHER GOVT 2011

Source	Amount	Terms
Dept. Of Public Instruction	15,000	CLC- financial literacy, academic support of job club participants
Dept. of Labor	30,000	In school youth grant- support job readiness of at risk HS students
	0	
	0	
	0	
TOTAL	45,000	

**OTHER 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Irwin A and Robert D Goodman Community Center
PROGRAM/LETTER:	E Program E-TEEN (Teen Education and Employment Network)

2012 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2011 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

3. PROGRAM UPDATE: If requesting more than 2011, describe any major changes being proposed for the program/service in 2012, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (with spaces) NA

4. 2012 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2011-2012.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2011 and 2012.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (with spaces) Just COLA

5. 2012 PROPOSED BUDGET		ACCOUNT CATEGORY			
REVENUE SOURCE	BUDGET TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	12,600	12,600	0	0	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	10,500	10,500	0	0	0
UNITED WAY DESIG	7,174	0	6,825	349	0
OTHER GOVT*	46,500	46,500	0	0	0
FUNDRAISING DONATIONS	69,673	39,024	23,667	6,981	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	146,446	108,624	30,492	7,330	0

*OTHER GOVT 2012

Source	Amount	Terms
	0	
Dept. Of Public Instruction	16,500	CLC- financial literacy, academic support of job club participants
Dept. of Labor	30,000	In school youth grant- support job readiness of at risk HS students
	0	
	0	
TOTAL	46,500	

**OTHER 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Irwin A and Robert D Goodman Community Center
PROGRAM/LETTER:	E Program E-TEEN (Teen Education and Employment Network)
PRIORITY STATEMENT:	OCS: Youth A2: Youth Employment (CSC)

DESCRIPTION OF SERVICES

6. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

The TEENworks serves at-risk students from East High School. East is the most diverse and the most challenging of the MMUSD HS. East HS has 48% of its students receiving free and reduced lunches, 42.8% of those are students of color 29.7% have been officially labeled at-risk. East had 879 behavior referrals in one quarter and 2007-2008 school year had 401 suspensions. That is an average of 19 referrals and 2.2 suspensions per school day. Lower socio-economic students (SES) are not performing well; 53% are below proficient in reading and 56% in math. For a black youth, the chances of success are more dismal. 58% of the 491 black and 53% of the 160 Hispanic students are below proficient in reading compared to only 16% of white students. At East there are 632 students performing below proficient, 369 of them are youth of color and 438 are low SES. A 9th grade black student at East has a 64% chance of dropping out before he/she completes school. (WINNS and MMUSD Data)

7. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

TEENworks is an innovative Teen Education and Employment Network (TEEN) initiative that offers a comprehensive approach to youth development resulting in successful education and employment. Programming services include: academic support, character education, life skills training, mental health support, family involvement and employment training, emerging and independent employability. TEEN participants will move through the levels of the program from 1) basic employment skills with participation stipends based on points earned in attendance, participation, attitude and completion of course work. 2) Training Wage where students work 10-15 hours a week earning a training wage while continuing with mandatory coursework. 3) Independent employment ready. Each student can work at their own speed and ability. Required coursework includes: financial literacy; academics: tutoring, homework and special academic clubs; character education and discussions; and community service projects. TEENs can work in the following career pathways: Agriculture, Culinary Arts, landscaping, building maintenance and childcare. There is also a strong entrepreneurial, and marketing component to some career pathways. If students are interested in a particular field of employment, they explore this field as part of one of the required career classes. What does it take to be an engineer, or a nurse? Students learn about education and work requirements. Whenever possible they are matched with a person from that career.

8. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

TEENworks will serve 60 unduplicated at-risk HS students.
 Service goal: to serve each participant a minimum of 12 hours per week
 Service goal: offer employment skills training, hands on employment, academic support, life skills training and character education to increase graduation rates and employability of at-risk teens.

Students must attend all of their work and training shifts (5-20 hours a week) and at least two other course requirements (academics or life skills) for an additional 3-6 hours. A participant could be involved 8-26 hours a week, but most will fall somewhere in between.

9. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Service hours are Monday-Friday from 9 am- 7 pm and Saturday and Sunday core hours from 8-5 and additional hours for catering events. The program includes alternative HS students who participate in TEENworks for HS credit during school hours. There can be between 2 and 15 participants at any given time.

ORGANIZATION:

Irwin A and Robert D Goodman Community Center

PROGRAM/LETTER:

E Program E-TEEN (Teen Education and Employment Network)

10. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

The TEENw orks youth are predominantly low-income, youth of color who are struggling in school. Although they are usually failing academically, usually court involved, and lack basic skills to be successful, they report a desire for a job and gainful employment as their primary goals.

11. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

200 characters (with spaces) The majority of hte programming takes place at the GCC, but particiapnts are accepted from anyw here in the East High School Service area.

12. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

1000 characters (with spaces) To date, finding willing participants has not been a challenge. Finding enough money and other resources to accommodate them has been the bigger challenge. In the summer of 2009, GCC received 64 applications for the 26 job club openings. In the summer of 2010 GCC received 43 applications for 22 openings. During the school year it is even more challenging because there are much fewer job club positions available compared to the number of youth wanting to be involved. Between the school referrals and the youth themselves, the program would have to grow significantly to match the interest.

13. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

East High School- refers youth and provides necessary records to properly assess and support participants
 East Vocational Integration Pathw ays Program- Provides youth into the pathw ays and staff to support the youth.
 They communicate on a daily basis, attend GCC staff meetings
 Just Coffee provides barista and café training to new job club members
 MATC is working with GCC and MMSD to develop a dual credit program for job club culinary students to receive HS and Tech credit at the same time. Also MATC does career exploration classes
 UW Extension has assisted in the development of the training curriculum for the child development and landscaping pathw ays
 Community GroundWorks-manages the agriculture career pathway at the East High Teen Farm (a cooperative project between East, Grounw orks and GCC)
 Operation Fresh Start's best practice model has informed much of the design, policies and procedures of TEENw orks

14. VOLUNTEERS: How are volunteers utilized in this program?

Volunteers are used extensively throughout this program. Volunteers teach or assist with required coursework. Local businesses volunteer to conduct trainings or host job club members doing career pathw ays exploration. Individuals volunteer to be job coaches and mentors, to help with Administrative support of the program. All of the participants themselves volunteer while in training.

15. Number of volunteers utilized in 2010?

44

Number of volunteer hours utilized in this program in 2010?

660

ORGANIZATION:

Irwin A and Robert D Goodman Community Center

PROGRAM/LETTER:

E Program E-TEEN (Teen Education and Employment Network)

16. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

1600 characters (with spaces) The largest barrier to successful service is the target population themselves. The majority lack high school credentials, are significantly underperforming; are unemployed and lack skills needed for employment. In addition, they may have serious barriers to independence, such as criminal records, mental health problems, substance abuse, or disabilities. Furthermore, there are external factors, beyond their control that further increase their risk including poverty, homelessness, family drug use, and family members who are incarcerated. GCC provides young people an opportunity to acquire needed skills and make critical behavioral changes. Without intervention, the future prospect of these individuals is not promising, and the larger social problems as well as missed opportunities for productive lives will be costly to the community. Awareness of the serious nature of this problem has prompted GCC to further define and improve the impact of the GCC academic and economic opportunities by forming TEENworks as a way to provide them a second chance at success. So much of the success of the program hinges on the relationships that staff and volunteers can develop with the job club participants. Job Club Coordinator puts emphasis on training and support for adults as many of the youth are extremely challenging. As a result we have seen some remarkable progress with the participants and are very proud of how this program is working, even though it is complex and challenging and is only 1 ½ years old.

17. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

GCC selected this program because of the critical nature of the need and because of the 56 year history of working with low income youth of color. GCC's programs have a proven track record and documented impacts on the youth they serve. GCC's enjoys long term retention of staff who have years of experience working with youth and often have shared similar backgrounds. The Middle and High school Program Director has worked for more than 30 years directing programs for at-risk youth. The Executive Director has been with the Center for 20 years and did direct service with high risk teens before that. The Coordinator is a certified Middle school teacher and has been at both Sherman and O'Keeffe. GCC has been working intensively on this program has seen many early successes that have resulted in funding from the Department of Labor and the Workforce Development Board. Two of our students are starting at MATC Culinary school, and we had 3 HS graduates this June who never would have made it if they had not been in TEENworks. MATC is working with GCC and MMSD to develop a culinary dual credential program, the first in the state. This would allow students to earn both HS and Tech credits at the same time. The GCC staff, the partnering agencies (Community Groundworks, East High VIP, MATC) together have developed a best practice program that has the potential to be largely self supporting and highly replicatable.

18. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

200 characters (with spaces) There are not certifications or accreditations, but GCC is working with MATC, MMSD, and the Workforce Development office to develop credentials for the youth.

19. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	City \$	Qualifications
Executive Director	0.05	No	Non profit management, fundraising, grant writing and related education
MS and HS Teen Director	0.05	No	Masters in SW and related Experience
TEENworks Coordinator	1	Yes	
Café Manager	1	No	
Catering Manager	1	No	
Building/ Landscaping	0.75	No	

ORGANIZATION:

Irwin A and Robert D Goodman Community Center

PROGRAM/LETTER:

E Program E-TEEN (Teen Education and Employment Network)

CDBG DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "CDD Community Development Program Goals & Priorities". If not applying for CDBG Office Funds, go to Community Resources Description of Services Supplement (p. 7), or go to Demographics (p. 8).

20. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2011-2012.

Income Level	Number of Households
Over 80% of county median income	5
Between 50% to 80% of county median income	5
Between 30% to 50% of county median income	25
Less than 30% of county median income	25
Total households to be served	60

21. If projections for 2012 will vary significantly from 2011, complete the following:

Income Level for 2012	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

22. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

600 characters (w ith spaces) The indirect cost allocations are determined as a percentage of payroll for each program. This is a generally accepted accounting (GAP) practice. The logic being that programs with more staff consume more indirect resources- space, admin staff time, supplies, and agency resources. Currently, the indirect rate, including admin salaries is 31%.

23. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Research best practice models and review other successful program designs to inform GCCs	ongoing
Obtain start up funds through grant initiatives and indiv support	ongoing
Hired and train staff	1st 3 months
Develop relationships with local businesses that can serve as employment pipelines	ongoing
Develop systems with MMSD and MATC for credit recovery/dual credit for employment training	ongoing
Recruit youth and work with school to identify youth most at risk	ongoing
interview, screen, assess and begin working with youth.	ongoing
provide daily feedback and incorporate fun team building activities into the curriculum	ongoing
develop positive relationships by accessing and recognizing the whole child and external factors in their lives	ongoing

ORGANIZATION:

Irwin A and Robert D Goodman Community Center

PROGRAM/LETTER:

E Program E-TEEN (Teen Education and Employment Network)

COMMUNITY RESOURCES DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "Community Resources Program Goals & Priorities" If not applying for CR Funds, go to Demographics (p. 8).

24. CONTRIBUTING RESEARCH

Please identify research or best practice frameworks you have utilized in developing this program.

2000 characters (with spaces) Best Practices Components of Youth Development Programs

1. Maintains a safe and orderly climate: Program structure and support is conducive to positive development.
2. Establishes clear goals and maintains high standards Program should be monitored effectively by staff.
3. Maintains a diverse staff who are consistent and supportive: Program staff reflects the youth population being served with adult role models and encourages mentoring. Has a charismatic or authentic program staff
4. Promotes self-efficacy and autonomy: Empowers youth participant, and promotes positive self-esteem. Actively involves youth, Youth and adults collaborate in leadership decisions.
5. Utilizes strength-based approach to skill building: Recognizes values and individual strengths and promotes development of those strengths. Addresses the needs of the whole person, including academic, social and life skills
6. Relationship Building: programs address behavior in context by focusing on the choices made as a result of relationships
7. Creates supportive networks: Encourages relationships and networking in the community.
8. Promotes positive social norms: Promotes personal integrity through the practice of responsible behavior.
9. Promotes family and community collaboration: Integrates efforts of family, school and community in order to strengthen the supportive structure of the program.
10. Health Services: promoting physical and mental wellness.
11. Recreational Activities: offer challenging, positive experiences in sports, arts, volunteer activities, and extracurricular programs
12. Peer Activities: use of positive peer relationships as a protective factor

(Dotterweich, J. (2006). Positive Youth Development Resource Manual. Ithaca, NY: Cornell University, ACT For Youth. [An Inventory of Best Practices" by OJJDP (1998) and "Science – Based Prevention Strategies" by Northeast Center for the Application of Prevention Technologies (CAPT).]

25. ACCESS FOR LOW-INCOME INDIVIDUALS AND FAMILIES

What percentage of this program's participants do you expect to be of low and/or moderate income?

85.0%

What framework do you use to determine or describe participant's or household income status? (check all that apply)

Number of children enrolled in free and reduced lunch

Individuals or families that report 0-50% of Dane County Median Income

Individual or family income in relation to Federal Poverty guidelines

Other

X

26. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

400 characters (with spaces) required as part of enrollment. The Dept. of labor has a program participation form that must be completed for participation.

27. PLEASE DESCRIBE YOUR USER FEE STRUCTURE AND ANY ACCOMMODATIONS MADE TO ADDRESS ACCESS ISSUES FOR LOW INCOME INDIVIDUALS AND FAMILIES.

600 characters (with spaces) the program is free

ORGANIZATION:

Irwin A and Robert D Goodman Community Center

PROGRAM/LETTER:

E Program E-TEEN (Teen Education and Employment Network)

28. DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2009. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	#	%	PARTICIPANT DESCRIPTOR	#	%
TOTAL	52	100%	AGE		
MALE	31	60%	<2	0	0%
FEMALE	21	40%	2 - 5	0	0%
UNKNOWN/OTHER	0	0%	6 - 12	0	0%
			13 - 17	45	87%
			18 - 29	7	13%
			30 - 59	0	0%
			60 - 74	0	0%
			75 & UP	0	0%
			TOTAL AGE	52	100%
			RACE		
			WHITE/CAUCASIAN	11	21%
			BLACK/AFRICAN AMERICAN	33	63%
			ASIAN	0	0%
			AMERICAN INDIAN/ALASKAN NATIVE	0	0%
			NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%
			MULTI-RACIAL:	8	15%
			Black/AA & White/Caucasian	8	100%
			Asian & White/Caucasian	0	0%
			Am Indian/Alaskan Native & White/Caucasian	0	0%
			Am Indian/Alaskan Native & Black/AA	0	0%
			BALANCE/OTHER	0	0%
			TOTAL RACE	52	100%
			ETHNICITY		
			HISPANIC OR LATINO	3	6%
			NOT HISPANIC OR LATINO	49	94%
			TOTAL ETHNICITY	52	100%
			PERSONS WITH DISABILITIES	12	23%
			RESIDENCY		
			CITY OF MADISON	52	100%
			DANE COUNTY (NOT IN CITY)	0	0%
			OUTSIDE DANE COUNTY	0	0%
			TOTAL RESIDENCY	52	100%

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:

Irwin A and Robert D Goodman Community Center

PROGRAM/LETTER:

E Program E-TEEN (Teen Education and Employment Network)

29. PROGRAM OUTCOMES

Number of unduplicated individual participants served during 2009.	52
Total to be served in 2011.	60

Complete the following for each program outcome. No more than two outcomes per program will be reviewed.

If applying to OCS, please refer to your research and/or posted resource documents if appropriate.

Refer to the instructions for detailed descriptions of what should be included in the table below.

Outcome Objective # 1:	Increase employment skills and employability of TEEN participants			
Performance Indicator(s):	50% of TEEN participants will successfully career ladder through internship and employment			
Proposed for 2011:	Total to be considered in perf. measurement	60	Targeted % to meet perf. measures Targeted # to meet perf. measure	50% 30
Proposed for 2012:	Total to be considered in perf. measurement	60	Targeted % to meet perf. measures Targeted # to meet perf. measure	50% 30
Explain the measurement tools or methods:	<p>There is a daily score card that is completed by supervisors and youth together. The progress and improvement over time is charted. job coaches keep observation logs. An important measure is that the program results in independent job placement outside of GCC and/or the enrollment in tech or other post secondary education.</p> <p><input type="checkbox"/> exam administered to participants</p>			
Outcome Objective # 2:	Increase the life skills and positive ethics and values of TEEN Participants			
Performance Indicator(s):	75% will show increased awareness of opportunities and improved conflict resolution, self esteem, communication and demonstrated responsibility			
Proposed for 2011:	Total to be considered in perf. measurement	60	Targeted % to meet perf. measures Targeted # to meet perf. measure	75% 45
Proposed for 2012:	Total to be considered in perf. measurement	60	Targeted % to meet perf. measures Targeted # to meet perf. measure	75% 45
Explain the measurement tools or methods:	<p><input type="checkbox"/> Pre and post survey of beliefs, attitudes and goals. These are measurement tools built into the Dept. of Labor and in the Character Counts materials.</p> <p>The job coach log will also be used to analyze attitudinal changes.</p>			

**PROPOSAL REVIEW: Individual Staff Review for 2011-2012
For Community Resources Proposals to be Submitted to the
Community Services, Early Childhood and Senior Services Committees**

1. **Program Name:** E. TEEN (Teen Education and Employment Network)
2. **Agency Name:** Irwin A. and Robert D. Goodman Community Center
3. **Requested Amounts:** **2011:** \$12,000
 2012: \$12,000 **Prior Year Level:** \$0
4. **Project Type:** New ☒ Continuing ☐
5. **Framework Plan Objective Most Directly Addressed by Proposed by Activity:**

X I. Youth Priority A2.
6. **Anticipated Accomplishments (Proposed Service Goals)**
This program will serve 60 unduplicated at-risk youth through a minimum of 12 hours per week of academic support, life skills training, employment skills, hands-on employment and character education.
7. **To what extent does the proposal meet the Objectives of the Community Development Division, Community Resources Program Goals and Priorities for 2011-2012?**

Staff Comments: This program clearly meets Program Area I. – Priority A2. – Provide life skills, vocational/career guidance, pre/post-employment support and job placement for low-income youth.
8. **To what extent does the proposal incorporate an innovative and/or research based program design that will have a positive impact on the need or problem identified?**

Staff Comments: It seems likely that program design will have a positive impact on the need or problem identified. It is very innovative and holistic in the approach to teen employment and youth development. Several research-based elements are part of the program design and are cited in the application.
9. **To what extent does the proposal include service goals and outcome objectives that are realistic and measurable and are likely to be achieved within the proposed timeline?**

Staff Comments: Service goals and outcome objectives seem realistic, measurable and are likely to be achieved within the timeline.
10. **To what extent do the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?**

Staff Comments: The agency, staff and Board seem to possess the experience and qualifications to indicate probable success.
11. **To what extent is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**

Staff Comments: The budget is reasonable and realistic. Other resources are utilized and leveraged.

12. To what extent does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?

Staff Comments: The program has strong volunteer support and many active partnerships.

13. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?

Staff Comments: Services seem very accessible and appropriate for low-income & culturally diverse populations as well as populations w/ language barriers, and physical or mental disabilities.

Questions: No questions.

14. Staff Recommendation

☐ Not recommended for consideration

☒ Recommend for consideration

☐ Recommend with Qualifications
Suggested Qualifications:

COMMUNITY DEVELOPMENT DIVISION

PROGRAM DESCRIPTION

CITY OF MADISON

ORGANIZATION:
PROGRAM/LETTER:

United Asian Services of Wisconsin, inc.
C Hmong Youth Employment

PROGRAM BUDGET

1. 2010 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

2. 2011 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	32,909	21,859	3,800	3,500	3,750
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	4,750	2,500	750	500	1,000
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	37,659	24,359	4,550	4,000	4,750

*OTHER GOVT 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION: **United Asian Services of Wisconsin, inc.**

PROGRAM/LETTER: **C Hmong Youth Employment**

2012 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2011 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

3. PROGRAM UPDATE: If requesting more than 2011, describe any major changes being proposed for the program/service in 2012, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (with spaces)

4. 2012 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2011-2012.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2011 and 2012.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (with spaces)

5. 2012 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0

*OTHER GOVT 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION: **United Asian Services of Wisconsin, inc.**

PROGRAM/LETTER: **C Hmong Youth Employment**

PRIORITY STATEMENT: **OCS: Youth A2: Youth Employment (CSC)**

DESCRIPTION OF SERVICES

6. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

The Hmong youth is divided into two groups, those who are born in this country and those who recently came from the refugee camp. Even the US born Hmong youths are struggling to find job the same as any other minority groups regularly struggle in this country. The cultural barriers of their parents to the workforce in this gloomy economy discourage Hmong youths to look for job. Many Hmong youths are not employed after their school hours. As shown by past Hmong gang activities, we are afraid that the Hmong youth may tend to spend their free times unwisely with unproductive and dangerous activities that may interfere with their future potentials when they are adult. From our own observation, those Hmong who did not have prior job experiences tend to have harder time being employed after high school graduation. Now that many Hmong parents are being laid off and cannot give allowances to their youths, we don't want the youth to gain their spending money from unlawful sources.

7. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

Under this youth employment program, we plan to do the followings:

- (1) Provide youth after school (which include summer) activities to enhance their positive outlook in gaining work experience. These activities will include (a) job coaching, resume writing, job searching, job application completion, job interview, job safety, getting along with co-worker, maintaining job, job promotion and career advancement, and higher education.
- (2) Provide financial budget education. This will include (a) create a budget in software, (b) open a bank account, (c) write bank check, (d) saving, (e) the stock market and variety of investments, and (f) business opportunities.
- (3) Provide career opportunity. We will try to secure some professionals to be mentors for the interested youths and may allow the youths to gain some actual hands on experiences in the professional office environments. Those youths who have early desire to become a doctor, lawyers, teachers, etc. will also have the desire to study and work hard toward the goals.
- (4) Provide positive, fun, leadership, and teamwork activities. This will include team sports, talent shows, participate in the Hmong spelling bees, summer camp, and leadership workshops.
- (5) Provide financial incentives. This will include prizes for completing certain assignments, such as quality resume, good performance in job interview competition, helping and getting along well with others, maintaining a

8. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

Our organization will do the followings:

- (1) Enroll 30 Hmong youths into the program, and 20 will complete the program.
- (2) Provide youth after school (which include summer) activities to enhance their positive outlook in gaining work experience.
- (3) Provide financial budget education.
- (4) Provide career opportunity, which will involve mentorship with professionals
- (5) Provide positive, fun, leadership, and teamwork activities.

9. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Our office is open from 8:30 AM to 4:30 PM. However, the youth program will run from 4:00PM to 6:00PM on the week days and some weekends. Other late evening activities will depend on the specific structure the activities.

ORGANIZATION:

United Asian Services of Wisconsin, inc.

PROGRAM/LETTER:

C Hmong Youth Employment

10. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

Hmong youths between the age of 14-18 of both boys and girls. Most of them will be low income parents.

11. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

At our office and other activities location as designed

12. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

Our agency has a strong connection to the refugees and Southeast Asian in our region. Many of the population we now serve under our current employment program are our existing clients and family members. Some second migration families have moved into our location. We also give our flyers to agency partners and encourage them to conduct outreach to any refugees whom we don't have updated files or are new to this area.

This agency uses the Family Self-sufficiency Plan (FSP) to conduct intake and record our client's personal and family member's information. The FSP is a good tool for our staffs to determine which program the client should participate. We also then develop a plan for job placement, referral to our other partners, and other services from the FSP.

Together with the Job Center and the Dane County Human Services, we coordinate and share the list of our

13. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

We are working with the following employers for years: Oak Wood Village, REM, Department of Natural Resource, Track Cycle Company, Sunny Hill Care Center, Saint Goren, Woodmen Market, Lao Laan Xang, Fram Work, UW-Hospital and Clinics, UW-Housing, and QT/Uniek, UW-Physical Plant. . Other employers that we continue to have relationship are International Laser Engraving Company, Cascade, Valley Packaging, Good Will Industry, Capitol Newspaper, Liberty Parts, Bell's Laboratory, UW-Madison, St. Mary Care Center, Uniek Plastic, Avco Company, Graber Industry, United Hospital Linens, Oscar Meyer, Central Wisconsin Center, Adecco, QTI and Aerotec staffing, etc.

We have been partnering with the Madison School District on some Hmong youth activities, such as the Hmong spelling bees, talent show, summer sport tournament, and summer camp. We also have a steady relationship with the MATC. Some of our Hmong youths have been taking the CNA certification courses from MACT.

14. VOLUNTEERS: How are volunteers utilized in this program?

We will try to recruit both parents and young adults to volunteer as chaperons, mentors, group leaders, and in other capacities.

15. Number of volunteers utilized in 2010?

4

Number of volunteer hours utilized in this program in 2010?

50

ORGANIZATION:	United Asian Services of Wisconsin, inc.
PROGRAM/LETTER:	C Hmong Youth Employment

16. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

Many of the most parents are either illiterate or don't have high education and good job skills to help their children preparing for the competitive job markets. In any ethnic groups, having a good role model, good mentor, good plan, and good experience gives the young children the hope for a better future. In the Hmong community, there is still a strong believe that a person's life was planned by a supernatural being before birth. Therefore, the Hmong society does not have much group effort to support healthy Hmong youth. It is the personal challenge by each family. Without a strong and educated or professional parent(s), many times the Hmong youths are left to plan and pursue their future by themselves.

Another barrier is the cultural identity crisis. The Hmong youths are expected to be Hmong by their parents and, at the same time, are expected to be American by the 21st century fast pass American society. From the Madison School District statistics, the Hmong youth attendance rates in high school are not as good as in middle and elementary school. When the youths have no hope for college or professional jobs, they don't need to take high school grades and attendances seriously. However, this is the most critical age period in a person's life. Many Hmong youth decide to take marriage early thinking that companionship is more important. Other Hmong youth don't do anything after high school. As we have seen in some other ethnic minority groups, the cycle of poverty continue from generation to generation.

17. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

Our organization was originally formed with the intention to help the Southeast Asian refugees in Dane county to become self-sufficiency. Therefore, our focus has been heavily emphasized on employments and trainings. Our staffs are culturally and in most part linguistically competent.

We are working with the following employers for years: Oak Wood Village, REM, Department of Natural Resource, Track Cycle Company, Sunny Hill Care Center, Saint Goren, Woodmen Market, Lao Laan Xang, Fram Work, UW-Hospital and Clinics, UW-Housing, and QT/Uniek, UW-Physical Plant. Other employers that we continue to have relationship are International Laser Engraving Company, Cascade, Valley Packaging, Good Will Industry, Capitol Newspaper, Liberty Parts, Bell's Laboratory, UW-Madison, St. Mary Care Center, Uniek Plastic, Avco Company, Graber Industry, United Hospital Linens, Oscar Meyer, Central Wisconsin Center, Adecco, QTI and Aerotec staffing, etc.

In 2009, we placed about 55 people into employment and our employment caseload was about 150 active participants.

In the past, we had a strong youth leadership program funded by the federal government. Without funding now,

18. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

200 characters (with spaces)

19. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	City \$	Qualifications
Koua Vang, Executive Director	0.2	Yes	attorney, business owner, leaders, 3 years with this agency
Shawn Xiong	0.3	Yes	Bachelor degree in Social Worker
To Be Hired	0.5	Yes	We will hire a youth coordinator with qualified experience

ORGANIZATION:

United Asian Services of Wisconsin, inc.

PROGRAM/LETTER:

C Hmong Youth Employment

COMMUNITY RESOURCES DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "Community Resources Program Goals & Priorities" If not applying for CR Funds, go to Demographics (p. 8).

24. CONTRIBUTING RESEARCH

Please identify research or best practice frameworks you have utilized in developing this program.

We reviewed and adopted some practice by the "Best Practices for Youth Employment Programs: A Synthesis of Current Research", "What Research Tells Us About Effective Youth Employment Programs" by Jessica Collura

We agreed with the "Disconnected Young People in New York City", by PPV. The crisis identified is commonly shared by the Hmong youth. We also reviewed and adopted of the ideas in the "Supporting Youth Employment" by PPV.

We also used our past and present experiences with our Hmong youth to design this program.

25. ACCESS FOR LOW-INCOME INDIVIDUALS AND FAMILIES

What percentage of this program's participants do you expect to be of low and/or moderate income?

80.0%

What framework do you use to determine or describe participant's or household income status? (check all that apply)

Number of children enrolled in free and reduced lunch

X

Individuals or families that report 0-50% of Dane County Median Income

Individual or family income in relation to Federal Poverty guidelines

X

Other

X

26. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

Most of our clients are those who do not understand English and don't have good paying jobs. When possible, we take intake information about the family members and incomes. Many of our clients receive public and we collect a copy of their eligibility determination. Often time, it is embarrassment for the clients to be asked for their income for quick referrals. We know our clients well.

27. PLEASE DESCRIBE YOUR USER FEE STRUCTURE AND ANY ACCOMMODATIONS MADE TO ADDRESS ACCESS ISSUES FOR LOW INCOME INDIVIDUALS AND FAMILIES.

For self-sufficiency and community referrals, we don't ask for fees. Our organization never asks for fees. However, in the future we plan to charge reasonable fees for other services, such as VISA or out of country traveling assistance, legal services, etc.

ORGANIZATION: **United Asian Services of Wisconsin, inc.**
 PROGRAM/LETTER: **C Hmong Youth Employment**

28. DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2009. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	#	%	PARTICIPANT DESCRIPTOR	#	%
TOTAL	30	100%	AGE		
MALE	15	50%	<2	0	0%
FEMALE	15	50%	2 - 5	0	0%
UNKNOWN/OTHER	0	0%	6 - 12	0	0%
			13 - 17	20	67%
			18 - 29	10	33%
			30 - 59	0	0%
			60 - 74	0	0%
			75 & UP	0	0%
			TOTAL AGE	30	100%
			RACE		
			WHITE/CAUCASIAN	0	0%
			BLACK/AFRICAN AMERICAN	0	0%
			ASIAN	30	100%
			AMERICAN INDIAN/ALASKAN NATIVE	0	0%
			NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%
			MULTI-RACIAL:	0	0%
			Black/AA & White/Caucasian	0	0%
			Asian & White/Caucasian	0	0%
			Am Indian/Alaskan Native & White/Caucasian	0	0%
			Am Indian/Alaskan Native & Black/AA	0	0%
			BALANCE/OTHER	0	0%
			TOTAL RACE	30	100%
			ETHNICITY		
			HISPANIC OR LATINO	0	0%
			NOT HISPANIC OR LATINO	30	100%
			TOTAL ETHNICITY	30	100%
			PERSONS WITH DISABILITIES	0	0%
			RESIDENCY		
			CITY OF MADISON	30	100%
			DANE COUNTY (NOT IN CITY)	0	0%
			OUTSIDE DANE COUNTY	0	0%
			TOTAL RESIDENCY	30	100%

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:	United Asian Services of Wisconsin, inc.
PROGRAM/LETTER:	C Hmong Youth Employment

29. PROGRAM OUTCOMES

Number of unduplicated individual participants served during 2009.	30
Total to be served in 2011.	30

Complete the following for each program outcome. No more than two outcomes per program will be reviewed.

If applying to OCS, please refer to your research and/or posted resource documents if appropriate.

Refer to the instructions for detailed descriptions of what should be included in the table below.

Outcome Objective # 1:	Enroll 30 Hmong youth and 20 completed the program
Performance Indicator(s):	Clients are satisfied by attending the program and by random survey

Proposed for 2011:	Total to be considered in perf. measurement	30	Targeted % to meet perf. measures	70%	Targeted # to meet perf. measure	21
Proposed for 2012:	Total to be considered in perf. measurement	30	Targeted % to meet perf. measures	70%	Targeted # to meet perf. measure	21

Explain the measurement tools or methods:	Our staffs will keep accurate files and records of each participants. We will do follow up with the clients regular to update their files and their employment and training status and needs and for any other needs that may help clients to maintain employment hopeful. When employed, we will record their wages and benefits and will do first day, one week, one month, 3 months, and 6 months follow up with the employment.
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Outcome Objective # 2:	
Performance Indicator(s):	

Proposed for 2011:	Total to be considered in perf. measurement		Targeted % to meet perf. measures	0%	Targeted # to meet perf. measure	0
Proposed for 2012:	Total to be considered in perf. measurement		Targeted % to meet perf. measures	0%	Targeted # to meet perf. measure	0

Explain the measurement tools or methods:	
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**PROPOSAL REVIEW: Individual Staff Review for 2011-2012
For Community Resources Proposals to be Submitted to the
Community Services, Early Childhood and Senior Services Committees**

1. **Program Name:** Hmong Youth Employment
2. **Agency Name:** United Asian Services of Wisconsin, Inc.
3. **Requested Amounts:** **2011:** \$32,909
 2012: \$32,909 **Prior Year Level:** \$0
4. **Project Type:** New ☒ Continuing ☐
5. **Framework Plan Objective Most Directly Addressed by Proposed by Activity:**

X I. Youth Priority A2.
6. **Anticipated Accomplishments (Proposed Service Goals)**
This program will serve 30 youth with pre-employment skills training, financial education, hands-on work experience and career mentors.
7. **To what extent does the proposal meet the Objectives of the Community Development Division, Community Resources Program Goals and Priorities for 2011-2012?**

Staff Comments: This program clearly meets Program Area I. – Priority A2. – Provide life skills, vocational/career guidance, pre/post-employment support and job placement for low-income youth.
8. **To what extent does the proposal incorporate an innovative and/or research based program design that will have a positive impact on the need or problem identified?**

Staff Comments: It seems possible that program design may have a positive impact on the need or problem identified. However, the success of the program will relate to the actual number of hours per week and number of sessions annually, which is not clear in the application. It is also not clear what “completing” the program means. Relevant research and best practice information is cited in the application.
9. **To what extent does the proposal include service goals and outcome objectives that are realistic and measurable and are likely to be achieved within the proposed timeline?**

Staff Comments: If the number of program hours is sufficient, the service goals seem reasonable and possible to achieve. The outcome objective listed is client satisfaction survey but at least one measurements needs measure job placement . Outcomes and measurements could use clarification.
10. **To what extent do the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?**

Staff Comments: The applicant indicates past experience and success with youth employment programs and youth leadership. Staff qualifications are not clear in the application. Without knowing the number of program hours and detailed design of the program, it is difficult to assess if the allotted staff time provides the capacity to meet the program goals. Additionally, the application includes information on the number of youth served in 2009 but does not included information on a 2010 budget. It is unclear if this is a new program or a continuing program.
11. **To what extent is the agency’s proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**

Staff Comments: The total program budget seems very low. Although the number of program hours is not clear, it will likely be very difficult for the agency to meet the proposed goals with the given budget. In addition, the case manager position may not meet 2011 living wage requirements. ~88% of the budget is requested from the City of Madison with the remainder coming from fundraising. The agency has recently had significant administrative and financial struggles. In response Community Services has begun an administrative review. Although the admin review has not yet been completed, through this process staff have identified issues that need further discussion, exploration and monitoring.

12. **To what extent does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?**

Staff Comments: The program has several collaborative partners including relationships with many businesses. There are a few volunteers.

13. **To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?**

Staff Comments: Services seem very accessible and appropriate for low-income Hmong populations as well as Hmong populations w/ language barriers. It is unclear if youth with physical or mental disabilities would be able to access the program.

Questions:

1. Is this a new program or a continuing program?
If it is a continuing program please provide current budget, program progress and information about staff currently providing the program.
2. How many days each week will the program meet?
3. What are the total direct program hours each week?
4. Is the program on-going or are their sets of sessions with distinct beginnings/endings?
5. What does it mean to "complete" the program?
6. Please clarify the outcome objective and measurement, specifically job placement goals.

What are the staff qualifications?

14. **Staff Recommendation**

☐ **Not recommended for consideration**

☐ **Recommend for consideration**

☒ **Recommend with Qualifications**

Suggested Qualifications: See questions above.

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

C Allied Bike Path Work Crews

PROGRAM BUDGET

1. 2010 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	10,598	8,520	883	1,192	3
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	10,598	8,520	883	1,192	3

2. 2011 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	11,128	8,946	927	1,252	3
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	11,128	8,946	927	1,252	3

*OTHER GOVT 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION: **Youth Services of Southern Wisconsin, Incorporated**

PROGRAM/LETTER: **C Allied Bike Path Work Crews**

2012 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2011 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

3. PROGRAM UPDATE: If requesting more than 2011, describe any major changes being proposed for the program/service in 2012, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

200 characters (w ith spaces)

4. 2012 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2011-2012.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2011 and 2012.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (w ith spaces)

5. 2012 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	11,128	8,946	927	1,252	3
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	11,128	8,946	927	1,252	3

*OTHER GOVT 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Youth Services of Southern Wisconsin, Incorporated
PROGRAM/LETTER:	C Allied Bike Path Work Crews
PRIORITY STATEMENT:	OCS: Youth A2: Youth Employment (CSC)

DESCRIPTION OF SERVICES

6. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

The Allied Bike Path Work Crews program was developed as a response to the decline of the Allied Neighborhood and persistent extreme trash problems along the Capitol City Bike Trail passing through the area. Working with City of Madison officials, YSOSW developed the program to provide employment skills and summer jobs to neighborhood youth with barriers to employment while simultaneously addressing the considerable trash and graffiti problems plaguing the popular biking corridor.

7. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

The goal of this program is to help maintain and beautify the Southwest Bike Trail while providing opportunities for at-risk youth to perform community improvements and gain valuable work experience. This project focuses on removing all trash, debris, and recyclable materials from the Southwest Bike Trail. The project runs from April to November and includes graffiti removal from identified public buildings along the trail. YSOSW coordinates these efforts with City Engineering, Streets, and Building Inspection Departments, as well as with the Pedestrian-Bicycle Program. All services are provided by youth aged 14-15 years. By employing youth who reside in the Allied Drive area, the program provides youth with an opportunity to be involved in a pro-social activity in their neighborhood.

8. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

Managed by the YSOSW Program Coordinator and a Work Crew Supervisor, this project recruits, hires, trains, and supervises youth to perform clean-up work. All work team members are considered employees of YSOSW and are subject to the rules and personnel guidelines of YSOSW. The project also works to increase public respect for property. Youth participants will conduct a limited amount of public education through newsletters and leafleting. Youth will provide approximately 520 hours of service.

9. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

The work teams provide service Monday and Thursday, 4:00pm to 6:00pm in April, May, September, October, and November (during school year). During June through August the teams operate for four hours each Monday.

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

C Allied Bike Path Work Crews

10. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

The project recruits youth, 14-15 years old, who live in the Allied-Dunn's Marsh Neighborhood and who are not court involved. YSOSW is located at 1955 Atwood Avenue, Madison, Wisconsin 53704. The work project is located in the Allied-Dunn's Marsh neighborhood, with work performed along the Southwest Bike Trail between Hammersley Road and Dunn's Marsh Park (Capital City Trail).

11. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

Program administration is located at the YSOSW offices at 1955 Atwood Avenue, Madison, Wisconsin. Service provision occurs on the Capitol City Bike Trail, or at nearby Allied Neighborhood locations.

12. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

Potential clients are referred from the local Joining Forces for Families Office, Madison Street Team Summer Youth Employment Program applicants, and Dane County Human Services. Demand currently exceeds program capacity, consequently, client outreach is not necessary.

13. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

YSOSW coordinates these efforts with City Engineering, Streets, and Building Inspection Departments, as well as with the Pedestrian-Bicycle Program.

14. VOLUNTEERS: How are volunteers utilized in this program?

Volunteers are not involved with the Allied Bike Path Work Crews Program

15. Number of volunteers utilized in 2010?

0

Number of volunteer hours utilized in this program in 2010?

0

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

C Allied Bike Path Work Crews

16. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

To ensure the program meets the specific cultural and special needs of clients and the community, YSOSW performs an end of project evaluation, as well as a mid-project evaluation with interested stakeholders including Community Services; District Alder; the Neighborhood Resource Team; the Engineering, Streets, Building Inspection Departments; the Pedestrian Bicycle Coordinator; and neighborhood residents. For non-English speaking clients, YSOSW has staff and volunteers that are fluent in Spanish, Hmong, and American Sign Language. When necessary, YSOSW can also take advantage of translation services provided by Centro Hispano or the University of Wisconsin foreign language services.

17. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

Youth Services of Southern Wisconsin has provided youth employment services since 1993, and has served more than 1,500 youth with barriers to employment. The agency has strong relationships developed with the City of Madison Streets Department, Allied Dunns Marsh Neighborhood Association, Madison Police Department, Dane County Department of Human Services and other associated service providers. Since its inception five years ago, the Allied Bike Path Work Crews have dramatically improved the condition of the popular Capitol City Bike Trail, while providing local youth with employment skills and an opportunity for pro-social involvement in their community.

18. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

The Allied Bike Path Work Crew program requires no licensing, accreditation, or certification.

19. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	City \$	Qualifications
Program Coordinator	0.05	Yes	Bachelors Degree
Work Crew Supervisor	0.075	Yes	High School Diploma or GED equivalent/Experience with Youth

ORGANIZATION: **Youth Services of Southern Wisconsin, Incorporated**

PROGRAM/LETTER: **C Allied Bike Path Work Crews**

CDBG DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "CDD Community Development Program Goals & Priorities". If not applying for CDBG Office Funds, go to Community Resources Description of Services Supplement (p. 7), or go to Demographics (p. 8).

20. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2011-2012.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

21. If projections for 2012 will vary significantly from 2011, complete the following:

Income Level for 2012	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

22. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Youth Services of Southern Wisconsin (YSOSW) allocates shared expenses utilizing a cost allocation plan based on the number of employees within a program.

Once the shared expenses are allocated to each program, all program expenses are then allocated to each grant within the program by the percentage of the grant's income to the program's total income.

23. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Recruit youth for program	March
Hire youth for program	March
Complete Employment Skills Training	April
Perform Bike Path Clean Up	April-November
Complete Program Evaluation	December

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

C Allied Bike Path Work Crews

COMMUNITY RESOURCES DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "Community Resources Program Goals & Priorities" If not applying for CR Funds, go to Demographics (p. 8).

24. CONTRIBUTING RESEARCH

Please identify research or best practice frameworks you have utilized in developing this program.

The Allied Bike Path Work Crew program uses many of the best practices outlined in "Building on Best Practices in Youth Employment, p.9" -- CCD OCS Website, including: Clear focus for a particular group of young people; program develops youth as valuable resources; program has clear focus on developing youth employability skills. The program also addresses the best practices listed in "Best Practices for Youth Employment Programs pp.3-12" and "What Research Tells Us About Effective Youth Employment Programs p.1" -- CCD OCS Website, including: Focus on employability skills, provide comprehensive services, positive youth development, provide early intervention, provide financial incentives, and document competencies gained. It addresses all the best practices identified in "Enriching Summer Work p.11" -- CCD OCS Website: • It gets teens jobs, giving them work experience; • It permits them to earn money and to be productively engaged during their summer-time school break; and • It provides them with supportive adult contact.

25. ACCESS FOR LOW-INCOME INDIVIDUALS AND FAMILIES

What percentage of this program's participants do you expect to be of low and/or moderate income?

100.0%

What framework do you use to determine or describe participant's or household income status? (check all that apply)

Number of children enrolled in free and reduced lunch

X

Individuals or families that report 0-50% of Dane County Median Income

Individual or family income in relation to Federal Poverty guidelines

Other

26. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

To enter the program, all participants must participate in the free or reduced lunch program, or live in Section 8 housing. Data is collected as part of the application process.

27. PLEASE DESCRIBE YOUR USER FEE STRUCTURE AND ANY ACCOMMODATIONS MADE TO ADDRESS ACCESS ISSUES FOR LOW INCOME INDIVIDUALS AND FAMILIES.

All services are provided at no cost to clients. For clients with transportation issues, the YSOSW can provide bus passes, cab rides, or will travel to clients as appropriate.

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

C Allied Bike Path Work Crews

28. DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2009. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	#	%	PARTICIPANT DESCRIPTOR	#	%
TOTAL	4	100%	AGE		
MALE	2	50%	<2	0	0%
FEMALE	2	50%	2 - 5	0	0%
UNKNOWN/OTHER	0	0%	6 - 12	0	0%
			13 - 17	4	100%
			18 - 29	0	0%
			30 - 59	0	0%
			60 - 74	0	0%
			75 & UP	0	0%
			TOTAL AGE	4	100%
			RACE		
			WHITE/CAUCASIAN	0	0%
			BLACK/AFRICAN AMERICAN	4	100%
			ASIAN	0	0%
			AMERICAN INDIAN/ALASKAN NATIVE	0	0%
			NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%
			MULTI-RACIAL:	0	0%
			Black/AA & White/Caucasian	0	0%
			Asian & White/Caucasian	0	0%
			Am Indian/Alaskan Native & White/Caucasian	0	0%
			Am Indian/Alaskan Native & Black/AA	0	0%
			BALANCE/OTHER	0	0%
			TOTAL RACE	4	100%
			ETHNICITY		
			HISPANIC OR LATINO	0	0%
			NOT HISPANIC OR LATINO	4	100%
			TOTAL ETHNICITY	4	100%
			PERSONS WITH DISABILITIES	0	0%
			RESIDENCY		
			CITY OF MADISON	4	100%
			DANE COUNTY (NOT IN CITY)	0	0%
			OUTSIDE DANE COUNTY	0	0%
			TOTAL RESIDENCY	4	100%

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

C Allied Bike Path Work Crews

29. PROGRAM OUTCOMES

Number of unduplicated individual participants served during 2009.

4

Total to be served in 2011.

Complete the following for each program outcome. No more than two outcomes per program will be reviewed.

If applying to OCS, please refer to your research and/or posted resource documents if appropriate.

Refer to the instructions for detailed descriptions of what should be included in the table below.

Outcome Objective # 1:

Provide employment experience and community service opportunities for at-risk youth from the Allied-Dunns Marsh Neighborhood.

Performance Indicator(s):

Training completion and work hours attendance.

Proposed for 2011:

Total to be considered in 600hrs

perf. measurement

Targeted % to meet perf. measures N/A%

Targeted # to meet perf. measure #VALUE!

Proposed for 2012:

Total to be considered in 600hrs

perf. measurement

Targeted % to meet perf. measures N/A%

Targeted # to meet perf. measure #VALUE!

Explain the measurement tools or methods:

Number of hours of services provided by youth.

Outcome Objective # 2:

Clean and beautify the Southwest Bike Trail and adjacent public buildings.

Performance Indicator(s):

Bags of trash, recyclables, and other debris removed from the service area during the service period. Number of graffiti tags removed.

Proposed for 2011:

Total to be considered in 200bags

perf. measurement

Targeted % to meet perf. measures N/A%

Targeted # to meet perf. measure #VALUE!

Proposed for 2012:

Total to be considered in 200bags

perf. measurement

Targeted % to meet perf. measures N/A%

Targeted # to meet perf. measure #VALUE!

Explain the measurement tools or methods:

Weekly reports compiled by crew supervisors.

**PROPOSAL REVIEW: Individual Staff Review for 2011-2012
For Community Resources Proposals to be Submitted to the
Community Services, Early Childhood and Senior Services Committees**

1. **Program Name:** C. Allied Bike Path
2. **Agency Name:** Youth Services of Southern Wisconsin
3. **Requested Amounts:** **2011:** \$11,128
 2012: \$11,128 **Prior Year Level:** \$10,598
4. **Project Type:** New ☐ Continuing ☒
5. **Framework Plan Objective Most Directly Addressed by Proposed by Activity:**

X I. Youth Priority A2 -
6. **Anticipated Accomplishments (Proposed Service Goals)**
600 hours of training and services provided by youth, and 200 bags of garbage collected.
7. **To what extent does the proposal meet the Objectives of the Community Development Division, Community Resources Program Goals and Priorities for 2011-2012?**

Staff Comments: This program clearly meets Program Area I. – Priority A2. – Provide life skills, vocational/career guidance, pre/post-employment support and job placement for low-income youth.
8. **To what extent does the proposal incorporate an innovative and/or research based program design that will have a positive impact on the need or problem identified?**

Staff Comments: It seems very likely that program design will have a positive impact on the need or problem identified. However, it would be helpful to have additional information about how the program provides skills or other enhancements to the youth participants.
9. **To what extent does the proposal include service goals and outcome objectives that are realistic and measurable and are likely to be achieved within the proposed timeline?**

Staff Comments: Service goals and outcome objectives seem realistic, measurable and are likely to be achieved within the timeline. However, it would be more appropriate within this priority area for there to be goals and outcome objectives related directly the impact on the youth rather than just the number of hours of work and trash bags collected.
10. **To what extent do the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?**

Staff Comments: The agency, staff and Board seem to possess the experience and qualifications to indicate probable success. The agency has strong record of positive past performance.
11. **To what extent is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**

Staff Comments: The budget is reasonable and realistic. Other resources are utilized and leveraged. Agency has demonstrated sound fiscal planning and management.

12. To what extent does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?

Staff Comments: Although this program has not utilized volunteers, they have formed strong partnerships with several key stakeholders.

13. To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?

Staff Comments: Services seem very accessible and appropriate for low-income & culturally diverse populations as well as populations w/ language barriers or physical mental disabilities.

Questions:

1. Please provide an activity description, as well as goals and objectives related to the program's impact on the youth.

14. Staff Recommendation

- ☐ Not recommended for consideration
- ☐ Recommend for consideration
- X **Recommend with Qualifications**
Suggested Qualifications: See question.

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

E Youth Job Center

PROGRAM BUDGET

1. 2010 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	57,394	44,948	6,628	5,633	185
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	0	0	0	0	0
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	3,600	2,819	416	353	12
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	9,000	7,048	1,039	883	30
USER FEES	4,000	3,133	462	393	12
OTHER	0	0	0	0	0
TOTAL REVENUE	73,994	57,948	8,545	7,262	239

2. 2011 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	57,394	45,073	6,562	5,576	183
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	5,000	3,927	572	486	15
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	3,600	2,827	412	350	11
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	11,970	9,400	1,368	1,163	39
USER FEES	4,000	3,141	457	389	13
OTHER**	0	0	0	0	0
TOTAL REVENUE	81,964	64,368	9,371	7,964	261

*OTHER GOVT 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2011

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION: **Youth Services of Southern Wisconsin, Incorporated**

PROGRAM/LETTER: **E Youth Job Center**

2012 PROGRAM CHANGE EXPLANATION

Complete only if you are requesting more than your 2011 request.

Note: Additional funding should only be requested where services or programming will change or expand in the second year.

3. PROGRAM UPDATE: If requesting more than 2011, describe any major changes being proposed for the program/service in 2012, i.e., expansions or narrowing in target population, scope and level of services, geographic area to be served, etc.).

--

4. 2012 COST EXPLANATION

Complete only if significant financial changes are anticipated between 2011-2012.

Explain specifically, by revenue source, any significant financial changes that you anticipate between 2011 and 2012.

For example: unusual cost increases, program expansion or loss of revenue.

200 characters (with spaces)

5. 2012 PROPOSED BUDGET

REVENUE SOURCE	BUDGET TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	57,394	45,073	6,562	5,576	183
DANE CO CDBG	0	0	0	0	0
MADISON-COMM SVCS	5,001	3,927	572	486	16
MADISON-CDBG	0	0	0	0	0
UNITED WAY ALLOC	3,600	2,827	412	350	11
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	11,969	9,400	1,368	1,163	38
USER FEES	4,000	3,141	457	389	13
OTHER**	0	0	0	0	0
TOTAL REVENUE	81,964	64,368	9,371	7,964	261

*OTHER GOVT 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2012

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Youth Services of Southern Wisconsin, Incorporated
PROGRAM/LETTER:	E Youth Job Center
PRIORITY STATEMENT:	OCS: Youth A2: Youth Employment (CSC)

DESCRIPTION OF SERVICES

6. NEED FOR PROGRAM: Please identify local community need or gap in service that the proposed program will address.

Established in 1993, the Youth Job Center provides employment skills training, job placement, and job coaching/mentoring services to at-risk and court-involved youth in Dane County. Youth Job Center (YJC) services promote positive youth/adult relationships, individual responsibility, development of employment skills, and pride in personal accomplishment. To date, nearly 1,200 Dane County Youth have participated in the program. Federal statistics indicate that the recession has affected youth more severely than any other demographic. The U.S. Bureau of Labor Statistics reports that in 2010 youth unemployment rose above 52%.

7. SERVICE DESCRIPTION - Describe the service(s) provided including your expectations of the impact of your activities.

YJC participants begin with a three-part, gender-specific employment skills training class that introduces youth to workplace expectations, policies and benefits, and allows staff to assess each youth's work-readiness. Training sessions focus on proper completion of job applications, work ethic, communication, and computer skills. Staff work with area businesses to develop youth job placement opportunities. Placements are diverse, including child care, health care, accounting, banking, youth recreation, library services, building maintenance, medical technology, and many others. This range of job placements provides a broad menu of employment options and enables staff to place youth in job settings that maximizes their opportunity for success.

Next, with an individualized placement meeting with each youth, the YJC job coach develops job leads customized to each youth's particular needs. The job coach provides logistical and moral support, while monitoring the youth's pre-and post-hiring performance. The job coach also provides labor law information and work permits to employers. Bi-monthly progress reports and person-to-person updates help to resolve difficulties before they become grounds for termination.

8. PROPOSED PROGRAM CONTRACT GOALS: Include clearly defined service goals and process objectives: number of unduplicated clients to be served, number of service hours to be provided etc.

Participants will receive a 7.5-hour three-part employment skills training class that allows the instructor to introduce youth to job applications and interviewing skills, plus workplace expectations, while undergoing formal and informal job readiness assessment. Training sessions focus on both hard skills (ex. job applications and telephone techniques) and soft skills (ex. interpersonal skills). All participants complete a pre-and postemployment skills assessment in connection with the employment skills training. Participants also complete an individual anonymous post-training assessment.

9. SERVICE HOURS: Frequency, duration of service and hours and days of service availability.

Employment training classes are held on a monthly basis in the afternoon and early evening. Individual job placement sessions are scheduled with clients on a case-by-case basis.

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

E Youth Job Center

10. POPULATION SERVED: Please describe in terms of age, income level, LEP, literacy, cognitive or physical disabilities or challenges).

Youth Job Center clients face major barriers to employment. Challenges faced by clients include homelessness, mental health needs, out-of-home placement, teen pregnancy, law violations, and truancy. The majority of youth served are also from low-income, single parent households.

11. LOCATION: Location of service and intended service area (Include census tract where service is tract specific).

Youth Job Center administration and classes are located at the YSOSW offices at 1955 Atwood Avenue, Madison, Wisconsin. Job Placements occur at employment sites across Dane County.

12. OUTREACH PLAN: Describe your outreach and marketing strategies to engage your intended service population.

The Youth Job Center receives referrals from Dane County social workers, foster home parents, Joining Forces for Families offices, and schools throughout Dane County. YJC also has contact with hundreds of employers annually to promote the benefits of hiring youth who have received YJC training. Finally, the program is included in YSOSW brochures, websites, and outreach materials.

13. COORDINATION: Describe how you coordinate your service delivery with other community groups or agencies.

The Youth Job Center makes use of the Dane County Job Center services and collaborates with Youth Resource Network members. The program also collaborates with Operation Fresh Start for job placements and for service provision for older youth. In addition, the program also accepts Dane County Department of Human Services Intensive Supervision clients. As mentioned above, YJC also communicates with hundreds of employers throughout Dane County.

14. VOLUNTEERS: How are volunteers utilized in this program?

The Youth Job Center uses volunteers to perform mock interviews for youth clients. In addition, the YJC has an advisory board that provides the program with job leads and employer outreach.

15. Number of volunteers utilized in 2010?

10 (est)

Number of volunteer hours utilized in this program in 2010?

50 (est)

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

E Youth Job Center

16. BARRIERS TO SERVICE: Are there populations that are experiencing barriers to the service you are proposing, i.e., cultural differences, language barriers and/or physical or mental impairments or disabilities? Describe the ability of proposed program to respond to the needs of diverse populations.

To ensure the success of the Youth Job Center Program, staff regularly evaluates participant performance based on client interviews and evaluations and employer consultations. Participants complete pre and post tests to measure skill levels and employers receive periodic check-ins to measure their satisfaction. In addition, staff complete monthly reports that record demographic information, successful completions, and other data.

For non-English speaking clients, YSOSW has staff and volunteers that are fluent in Spanish, Hmong, and American Sign Language. When necessary, YSOSW can also take advantage of translation services provided by Centro Hispano or the University of Wisconsin foreign language services.

17. EXPERIENCE: Please describe how your agency, and program staff experience, qualifications, and past performance will contribute to the success of the proposed program?

Established in 1993, the Youth Job Center (YJC) provides employment skills training, job placement, and job mentoring/coaching services to at-risk youth in Dane County, Wisconsin. An on-going program, YJC services promote positive youth/adult relationships, individual responsibility, development of employment skills, and pride in personal accomplishment. The Youth Job Center began 2009 facing the worst job market in over 25 years, as a carry-over from the economic recession that began in 2008. Despite this discouraging economic environment, the overall on-the-job success rate for 2009 was 97%. 34 of 35 youth successfully completed at least 12 weeks employment with coaching and mentoring by YJC staff.

Surveys reveal that stakeholder respondents highly value the YJC program and would strongly recommend YJC to other stakeholders. Second, YJC is seen, by youth, parents and employers alike, as achieving its goal of adequately preparing youth for the present and future world of work. Third, youth participants highly value the personal support and staff rapport, which YJC provides. In the interest of good community relations, YJC staff also worked on resumes and job lead development with the parents of some youth participants. Due to the economic downturn, the number of job placements in 2009 (35) was approximately 50% lower than a typical year.

18. LICENSING OR ACCREDITATION: Report program licensing, accreditation or certification standards currently applied.

The Youth Job Center requires no licensing, accreditation, or certification.

19. STAFF: Program Staff: Staff Titles, FTE dedicated to this program, and required qualifications for program staff.

Staff Title	FTE	City \$	Qualifications
Program Coordinator	1	Yes	Bachelors Degree
Program Director	0.01	Yes	Bachelors Degree

ORGANIZATION: **Youth Services of Southern Wisconsin, Incorporated**

PROGRAM/LETTER: **E Youth Job Center**

CDBG DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "CDD Community Development Program Goals & Priorities". If not applying for CDBG Office Funds, go to Community Resources Description of Services Supplement (p. 7), or go to Demographics (p. 8).

20. PARTICIPANT INCOME LEVELS:

Indicate the number of households of each income level and size that this program would serve in 2011-2012.

Income Level	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

21. If projections for 2012 will vary significantly from 2011, complete the following:

Income Level for 2012	Number of Households
Over 80% of county median income	0
Between 50% to 80% of county median income	0
Between 30% to 50% of county median income	0
Less than 30% of county median income	0
Total households to be served	0

22. AGENCY COST ALLOCATION PLAN: What method does your agency use to determine indirect cost allocations among programs?

Youth Services of Southern Wisconsin (YSOSW) allocates shared expenses utilizing a cost allocation plan based on the number of employees within a program.

Once the shared expenses are allocated to each program, all program expenses are then allocated to each grant within the program by the percentage of the grant's income to the program's total income.

23. PROGRAM ACTIVITIES: Describe activities/benchmarks by timeline to illustrate how your program will be implemented.

Activity Benchmark	Est. Month of Completion
Boys Training Classes (First Week of the Month)	Monthly
Girls Training Classes (Second Week of the Month)	Monthly
New Client Orientation (Last Week of the Month)	Monthly
Attend Wisconsin Council on Children and Families Conference	March
Complete Program Evaluation	January
Advisory Board Meetings	Twice Annually

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

E Youth Job Center

COMMUNITY RESOURCES DESCRIPTION OF SERVICES SUPPLEMENT

Please provide the following information ONLY if you are applying for projects that meet the "Community Resources Program Goals & Priorities" If not applying for CR Funds, go to Demographics (p. 8).

24. CONTRIBUTING RESEARCH

Please identify research or best practice frameworks you have utilized in developing this program.

The Youth Job Center program uses many of the best practices outlined in "Building on Best Practices in Youth Employment, p.9" -- CCD OCS Website, including: Clear focus for a particular group of young people; program develops youth as valuable resources; program has clear focus on developing youth employability skills. The program also addresses the best practices listed in "Best Practices for Youth Employment Programs pp.3-12" and "What Research Tells Us About Effective Youth Employment Programs p.1" -- CCD OCS Website, including: Focus on employability skills, provide comprehensive services, positive youth development, provide early intervention, provide financial incentives, and document competencies gained. It addresses all the best practices identified in "Enriching Summer Work p.11" -- CCD OCS Website: • It gets teens jobs, giving them work experience; • It permits them to earn money and to be productively engaged during their summer-time school break; and • It provides them with supportive adult contact. In addition, YJC uses gender-specific training practices developed by Leonard Sax, MD, PhD in "Why Gender Matters" to address the different ways that boys and girls learn.

25. ACCESS FOR LOW-INCOME INDIVIDUALS AND FAMILIES

What percentage of this program's participants do you expect to be of low and/or moderate income?

100.0%

What framework do you use to determine or describe participant's or household income status? (check all that apply)

Number of children enrolled in free and reduced lunch

X

Individuals or families that report 0-50% of Dane County Median Income

Individual or family income in relation to Federal Poverty guidelines

Other

26. HOW IS THIS INFORMATION CURRENTLY COLLECTED?

Upon admission to the program, youth will be interviewed to determine their family's income status.

27. PLEASE DESCRIBE YOUR USER FEE STRUCTURE AND ANY ACCOMMODATIONS MADE TO ADDRESS ACCESS ISSUES FOR LOW INCOME INDIVIDUALS AND FAMILIES.

All services are provided at no cost to clients. For clients with transportation issues, the YSOSW can provide bus passes, cab rides, or will travel to clients as appropriate.

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

E Youth Job Center

28. DEMOGRAPHICS

Complete the following chart for unduplicated participants served by this program in 2009. Indicate the number and percentage for the following characteristics. For new programs, please estimate projected participant numbers and descriptors.

PARTICIPANT DESCRIPTOR	#	%	PARTICIPANT DESCRIPTOR	#	%
TOTAL	99	100%	AGE		
MALE	59	60%	<2	0	0%
FEMALE	40	40%	2 - 5	0	0%
UNKNOWN/OTHER	0	0%	6 - 12	0	0%
			13 - 17	99	100%
			18 - 29	0	0%
			30 - 59	0	0%
			60 - 74	0	0%
			75 & UP	0	0%
			TOTAL AGE	99	100%
			RACE		
			WHITE/CAUCASIAN	31	31%
			BLACK/AFRICAN AMERICAN	55	56%
			ASIAN	0	0%
			AMERICAN INDIAN/ALASKAN NATIVE	0	0%
			NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	1	1%
			MULTI-RACIAL:	0	0%
			Black/AA & White/Caucasian	0	0%
			Asian & White/Caucasian	0	0%
			Am Indian/Alaskan Native & White/Caucasian	0	0%
			Am Indian/Alaskan Native & Black/AA	0	0%
			BALANCE/OTHER	12	12%
			TOTAL RACE	99	100%
			ETHNICITY		
			HISPANIC OR LATINO	5	5%
			NOT HISPANIC OR LATINO	94	95%
			TOTAL ETHNICITY	99	100%
			PERSONS WITH DISABILITIES	18	18%
			RESIDENCY		
			CITY OF MADISON	69	70%
			DANE COUNTY (NOT IN CITY)	30	30%
			OUTSIDE DANE COUNTY	0	0%
			TOTAL RESIDENCY	99	100%

Note: Race and ethnic categories are stated as defined in HUD standards

ORGANIZATION:

Youth Services of Southern Wisconsin, Incorporated

PROGRAM/LETTER:

E Youth Job Center

29. PROGRAM OUTCOMES

Number of unduplicated individual participants served during 2009. 99

Total to be served in 2011.

Complete the following for each program outcome. No more than two outcomes per program will be reviewed.

If applying to OCS, please refer to your research and/or posted resource documents if appropriate.

Refer to the instructions for detailed descriptions of what should be included in the table below.

Outcome Objective # 1:

At-risk youth placed with public or private employers will develop skills necessary to maintain employment.

Performance Indicator(s):

Number of youth who successfully complete a minimum of 12 weeks of employment at a satisfactory level.

Proposed for 2011:

Total to be considered in 50
perf. measurement

Targeted % to meet perf. measures 80%

Targeted # to meet perf. measure 40

Proposed for 2012:

Total to be considered in 50
perf. measurement

Targeted % to meet perf. measures 80%

Targeted # to meet perf. measure 40

Explain the measurement
tools or methods:

Based on follow-up interviews with both employers and employees.

Outcome Objective # 2:

Youth will develop skills necessary to maintain employment.

Performance Indicator(s):

Youth satisfactorily complete group and individualized training sessions.

Proposed for 2011:

Total to be considered in 90
perf. measurement

Targeted % to meet perf. measures 80%

Targeted # to meet perf. measure 72

Proposed for 2012:

Total to be considered in 90
perf. measurement

Targeted % to meet perf. measures 80%

Targeted # to meet perf. measure 72

Explain the measurement
tools or methods:

Based on staff records of training attendance and participation.

**PROPOSAL REVIEW: Individual Staff Review for 2011-2012
For Community Resources Proposals to be Submitted to the
Community Services, Early Childhood and Senior Services Committees**

1. **Program Name:** E. Youth Job Center
2. **Agency Name:** Youth Services of Southern Wisconsin
3. **Requested Amounts:** 2011: \$5,000
 2012: \$5,000 **Prior Year Level:** \$0
4. **Project Type:** New X Continuing ☐
5. **Framework Plan Objective Most Directly Addressed by Proposed by Activity:**

X I. Youth Priority A2.
6. **Anticipated Accomplishments (Proposed Service Goals)**
50 youth will be placed in employment following 7 ½ hour three-part training program.
7. **To what extent does the proposal meet the Objectives of the Community Development Division, Community Resources Program Goals and Priorities for 2011-2012?**

Staff Comments: Clearly meets Program Area I. – Priority A2 – Provide life skills, vocational/career guidance, pre/post-employment support and job placement for low-income youth.
8. **To what extent does the proposal incorporate an innovative and/or research based program design that will have a positive impact on the need or problem identified?**

Staff Comments: It seems very likely that program design will have a positive impact on the need or problem identified.
9. **To what extent does the proposal include service goals and outcome objectives that are realistic and measurable and are likely to be achieved within the proposed timeline?**

Staff Comments: Service goals and outcome objectives seem realistic, measurable and are likely to be achieved within the timeline.
10. **To what extent do the agency, staff and/or Board experience, qualifications, past performance and capacity indicate probable success of the proposal?**

Staff Comments: The agency, staff and Board seem to possess the experience and qualifications to indicate probable success. Although this program has not previously been funded by the Community Development Division, the agency has strong record of positive past performance.
11. **To what extent is the agency's proposed budget reasonable and realistic, able to leverage additional resources, and demonstrate sound fiscal planning and management?**

Staff Comments: The budget is reasonable and realistic. Other resources are utilized and leveraged. Agency has demonstrated sound fiscal planning and management.
12. **To what extent does the agency's proposal demonstrate efforts and success at securing a diverse array of support, including volunteers, in-kind support and securing partnerships with agencies and community groups?**

Staff Comments: The program has strong volunteer support and active partnerships.

13. **To what extent does the applicant propose services that are accessible and appropriate to the needs of low income individuals, culturally diverse populations and/or populations with specific language barriers and/or physical or mental disabilities?**

Staff Comments: Services seem very accessible and appropriate for low-income & culturally diverse populations as well as populations w/ language barriers or physical mental disabilities. Services are primarily provided to youth who are referred by Dane County social workers.

Questions:

1. Are services available to youth who are not referred by Dane County Human Services?
If yes, what percent of 2009 and 2010 participants were not referred by DCHS?
2. How will the funds from the City impact the program design or participant eligibility?

14. **Staff Recommendation**

☐ **Not recommended for consideration**

☐ **Recommend for consideration**

☒ **Recommend with Qualifications**

Suggested Qualifications: See question above.