



Youth, Young Adult and Adult Employment APPLICATION FORM

Submit Application to: cddapplications@cityofmadison.com

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

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

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

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

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Jen Stoiber – jstoiber@cityofmadison.com

Legal Name of Organization:	Lussier Community Education Center	Total Amount Requested:	\$ 22,256
Program Name:	Ready, Set, Go		
Program or Activity are you Applying for:	☐ Youth Employment Services (ages 14-21) ☐ Youth Employment & Training ☐ Wanda Fullmore Youth Internship Program ☐ Young Adult Employment Services (ages 18-26) ☒ Adult Employment Services (18+)		
Contact Person:	Diana Shinall	Email:	diana@LCECmadison.org
Full Address:	55 S. Gammon Rd. Madison, WI 53717	Telephone:	6088334979 X 210
501 (c) 3 Status:	☒ Yes ☐ No	Fiscal Agent (if applicable)	

Organizational Qualifications:

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

All of the programming at Lussier Community Education Center is geared towards the personal and professional development of Youth and Families on Madison's West Side. This dedication is shown through numerous programs that are aimed at engaging youth in various paths towards adult success. Some of those programs are geared towards college, the arts, and various employment or internship potentials. All of the programs at LCEC are set up with the goal of creating and maintaining transferable skills that youth can carry into adulthood.

One of the programs at LCEC is our Youth Action Summer Internship program (YASI). This program engages high school youth--particularly of color--in developing their abilities to wield the power of organization and collaboration, think critically about current events, take action to make the world a better place, and be college, career, and community ready. This is an amazing opportunity for youth to be involved with the community, gain credits towards graduation, and earn a certificate they can show to any potential employer or volunteer organization.

Our Pick Up the Mic program partners with staff, students, and community members in the Madison Metropolitan School District; schedules and conducts interviews; produces podcast recordings; and promotes our podcast broadly across social media and print resources. This happens during a 10-week training program for the teens to learn about radio station management, how to record and edit a podcast, and professional speaking. This program's goal is for youth to feel more prepared to enter the workforce and have a basic understanding of radio and broadcasting. Additionally, this program seeks to aid the development of a podcast that empowers African American youth, teachers, and community leaders to reflect on the personal and collective impact of racial disparities in education, explore underlying issues, and identify potential solutions.

It is a natural evolution for the LCEC to continue this type of goal by including young adults and pre-employment resources for those that may need more access and resources to employment paths. Resources for this community should not stop after High School graduation, but instead continue well into adulthood and result in a comprehensive approach to building a strong and thriving community.

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

Over 85% of LCEC participants identify as BIPOC or multi-racial. Additionally, many of our participants come from the Wexford Ridge and Tree Lane Apartment complexes, which are considered to be low-income households. The LCEC takes a community development approach to programs and services, working to build capacity and leadership within the community, while still meeting basic needs and providing access to resources. For teens and young adults, the LCEC emphasizes leadership development, engaging teens and adults in short-term community projects and actual organizations they develop and lead.

The mission of the Lussier Community Education Center is to provide programs, services and access to resources that promote personal growth and community well-being in response to neighborhood needs. The growing social needs on the west/southwest sides of Madison are well-documented. While increased services are one important part of the solution, it is also clear that "clients" don't make a community and "customers" don't make a neighborhood. For that, you need neighbors, citizens, and leaders. Researchers have, "demonstrated that a population can achieve long-term health improvements when people become involved in their community and work together to effect change (Hanson, 1988-89)." Places where people see LCEC's very own YASI cohort taking care of one another and acting on each others' behalf are places people feel welcome and safe. If we truly want to address social justice and have a healthy, safe and resilient community, we must engage and support people, not only as clients with needs, but as potential leaders with talents, knowledge and gifts to share.

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

The staff at LCEC comes from a diverse background of education and experience. The Executive Director, Diana Shinall, has extensive experience in pre-employment programming and implementation. Our other lead staff have extensive experience in general education, youth programming, public policy, and others. This wide range of experience and education allows for a wholistic approach to education and program implementation. Without the variety in our staff, we would not be able to allow such diverse programs at Lussier Community Education Center.

Partnerships, Collaboration & Coordination

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

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

Our biggest collaborations in Dane County are United Way of Dane County, the City of Madison, the Madison Community Foundation, Second Harvest, and more! We work very closely with those that prioritize youth education, community development, and health and safety. Our food pantry continues to be a well-established program that helps to support many community members. This is why a pre-employment program is so necessary for our community. Higher wages and more job security will allow low-income households to break out of the cycle of poverty and work towards the goal of home ownership and financial independence.

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

The Dane County Job Center hosts a regular job center at the LCEC. We would like to see participation in that program grow. The Ready, Set, Go program will help to bring other participants to the center to utilize computers, printing, and the job center.

Additionally, we have teamed up with WWMV-LP 95.5 FM to provide a way for youth to learn about working in radio, editing and producing podcasts, learning the equipment, and developing public speaking skills. This collaboration has helped High Schoolers get involved in a program that can result in transferrable job skills and cultivate a desire to work in media or arts.

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

We have strong ties to the Black Men Coalition of Dane County (BMCDC) and work very closely with them to share resources. LCEC makes it a priority to hire BIPOC companies and contractors for work being done at the center and BMCDC is a great resource for referrals. We anticipate their involvement in the Ready, Set, Go program when it starts up.

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

In addition to continuing our partnerships with the previously-mentioned organizations, LCEC is in the process of finding new agencies to help with financial literacy, job placement resources, and continued education. A collaboration with the Early Childhood Initiative is currently being explored and will result in further prioritization on referrals and job placements.

Program Design

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

"Ready, Set, Go!" (RSG) is a 10-week pre-employment skills training program open to all Wexford area adults that focuses on communication skills, goal setting, confidence building, and conflict resolution. Along with classroom instruction, RSG also offers on-site child care, a nutritious meal, and transportation assistance—all necessary components to ensure accessibility and meaningful engagement of participants. "Ready, Set, Go!" is based at the Lussier Community Education Center and prioritizes referral and placement of LCEC families before opening cohort spots to other community members.

Assessment for the training program is informal. There is a snapshot of the skills for each potential participant as they complete an application. There is an essay to determine their level of writing abilities. The program ends with a graduation ceremony, a guest commencement speaker, cap and gowns, and a reception with food and childcare provided. This ceremony provides students with a meaningful end to the program and most importantly, a new beginning by taking steps forward. Assessment and referral is provided through essay upon entry of the training to determine what type of skills may be needed regarding writing. Sessions include many opportunities for students' self-assessment and goal-setting during several in-class activities and discussions about future education and employment goals. Referrals to other community agencies that align with students' personalized goals are made during and after graduation from RSG.

Sessions are personalized to meet the needs of the students with some variation between classes. Sessions use a combination of individual work as well as group activities. Class sessions may include guest speakers to share information about specific topics such as budgeting and credit score, trades career exploration, and GED completion options. Special consultants also provide one-on-one life coaching sessions. During the program, students are asked to build reflective skills, make connections about past traumas and current situations and perspectives, and build connections with peers to create stronger communities of support. "Ready, Set, Go!" encourages students to be hopeful about the changes that are possible in their lives and provides guidance surrounding the first steps to make these changes.

We anticipate 10-15 participants with a 90% graduation rate for the course. The course will be given at Lussier Community Education Center weekly or biweekly, depending on interest and participant numbers.

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

Lussier Community Education Center regularly relies on social media, email newsletters, and printed flyers for our marketing needs. We will also heavily rely on referrals from community partnerships. "Ready, Set, Go!" is based at the Lussier Community Education Center and prioritizes referral and placement of LCEC families before opening cohort spots to other community members.

Many of our programs are advertised through word of mouth in the community. Everyone stays up to date on what is happening at the center through our monthly newsletters and flyers. Every other month, the staff and students go door to door to deliver our "Lussier Neighborhood News." This newsletter showcases upcoming events and current programs or enrollment periods at the center.

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

The program would include weekly feedback forms that allow the participants to discuss what they learned, what they need help with moving forward, and areas that LCEC could improve on. Additionally, at the end of the program, each participant will be asked to participate in an exit interview that will summarize their experience, where there are needs for improvements, and what LCEC could do to improve the program moving forward.

Theory of Change & Logic Model

1. Describe how your proposed services are based on evidence of success, and how you will meet performance outcomes while maintaining quality services customized to each participant's needs. Please include the following in your response:
 - a. Past service outcomes and other accomplishments that validate your approach.
 - b. Best practices and proven resources for youth, young adults, and/or adults you will utilize.
 - c. How you will incorporate past experience with performance tracking and reaching outcomes, including challenges overcome.

In 2021, over 1,600 people used the LCEC facilities and over 3,800 hours of programming were provided. 45 people participated in 645 hours of employment and/or technology skills support. Additionally, over 15,000 pounds of food were donated from various sources and 850 kids were matched through our holiday gift program.

We see success in our programs because we make them accessible to our community through so many avenues. Here at the LCEC, we care so much about our neighbors and community that we are willing to put in the work! We care about our community and our community cares about us. That's why we were able to have over 140 volunteers provide over 3,300 hours of work towards the various programs and events hosted at the Lussier Community Education Center. This work will continue because of the dedication and commitment of staff, volunteers, neighbors, and funders.

Over the years, we have faced many challenges in providing resources and services to the community. The most significant being staff turnover, funding limitations, and COVID-19. With the help of our community, we have been working towards constant, consistent improvement and substantial evolutions. Now that we are almost completely staffed and following all COVID-19 guidelines, we just have one more barrier to tackle: funding. This barrier is faced in most non-profits across the state over the last few years and we are extremely grateful for the resilience of staff, commitment of neighbors, and dedication of our volunteers.

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

We are currently in the process of bringing back Community Dinners. Community Dinners are a way for community members to come to LCEC, enjoy a meal, and discuss our various programs. We had to pause this enriching event because of COVID-19, but it will be returning this Fall. This is our most consistent and hands-on way of finding out just what the community needs.

In 2021, 24 students, staff, and community members were interviewed in the Pick Up the Mic podcast discussing personal experiences with racial inequalities in Madison schools. Having open discussion with our community partners and neighbors allows us to continually evaluate our resources and work towards improved services and approaches to the barriers faced.

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

The program would include weekly feedback forms that allow the participants to discuss what they learned, what they need help with moving forward, and areas that LCEC could improve on. Additionally, at the end of the program, each participant will be asked to participate in an exit interview that will summarize their experience, where there are needs for improvements, and what LCEC could do to improve the program moving forward.

It is also extremely important for us to get feedback from community partners and other organizations that are collaborating on the project or with LCEC in general. The goal is to continue to grow the network of pre-employment resources for Madison's West Side.

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

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

Legal Name of Organization: Lussier Community Education Center

Total Amount Requested: 22,256

Contact Name and Email for Budget Info: Diana Shinall diana@LCECmadison.org

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

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

REVENUE SOURCE	AGENCY 2023	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0	0					
UNITED WAY DANE CO	0	0					
CITY CDD-This Application	22,256	22,256					
OTHER GOVT*	0	0					
FUNDRAISING DONATIONS**	8,250	8,250					
USER FEES	0						
TOTAL REVENUE	30,506	30,506	0	0	0	0	0

*OTHER GOVERNMENT: Includes all Federal and State funds, as well as funds from other counties, other Dane County Departments, and all other Dane County cities, villages, and townships.

**FUNDRAISING: Includes funds received from foundations, corporations, churches, and individuals, as well as those raised from fundraising events.

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

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

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

ACCOUNT CATEGORY	AGENCY 2023	TTL CITY REQUEST	PGM A	CITY SHARE	PGM B	CITY SHARE	PGM C	CITY SHARE	PGM D	CITY SHARE	PGM E	CITY SHARE	NON APP PGMS
A. PERSONNEL													
Salary	6,500	5,200	6,500	5,200									
Taxes/Benefits	0	0	0										
Subtotal A.	6,500	5,200	6,500	5,200	0	0	0	0	0	0	0	0	0
B. OTHER OPERATING													
Insurance	0	0	0										
Professional Fees/Audit	3,200	2,400	3,200	2,400									
Postage/Office & Program	0	0	0										
Supplies/Printing/Photocopy	4,356	3,406	4,356	3,406									
Equipment/Furnishings/Depr.	0	0	0										
Telephone	0	0	0										
Training/Conferences	0	0	0										
Food/Household Supplies	10,000	7,250	10,000	7,250									
Travel	1,150	750	1,150	750									
Vehicle Costs/Depreciation	0	0	0										
Other	0	0	0										
Subtotal B.	18,706	13,806	18,706	13,806	0	0	0	0	0	0	0	0	0
C. SPACE													
Rent/Utilities/Maintenance	0	0	0										
Mortgage Principal/Interest	0	0	0										
Depreciation/Taxes	0	0	0										
Subtotal C.	0	0	0	0	0	0	0	0	0	0	0	0	0
D. SPECIAL COSTS													
Assistance to Individuals	5,300	3,250	5,300	3,250									
Participiant Wages	0	0	0										
Participant Taxes/Benefits	0	0	0										
Other	0	0	0										
Subtotal D.	5,300	3,250	5,300	3,250	0	0	0	0	0	0	0	0	0
TOTAL (A.-D.)	30,506	22,256	30,506	22,256	0	0	0	0	0	0	0	0	0

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

Lussier Communtiy Education Center

****List all staff positions related to programs requestiong funding in this application, and the amount of time they will spend in each program.**

	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	Amount Requested from the City of Madison
Diana Shinall Executive Director (20 wee	1.00					1.00	80,000		80,000	38.46	3,500
Robby Schiller Elementary Program Mar	1.00					1.00	49,411		49,411	23.76	1,700
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
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						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	2.00					2.00	129,411	0	129,411	62.22	5,200

*List each staff position separately. Indicate number of weeks to be employed if less than full year in parentheses after their title.

**Full Time Equivalent (1.00, .75, .60, .25, etc.) 2,080 hours = 1.00 FTE

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

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

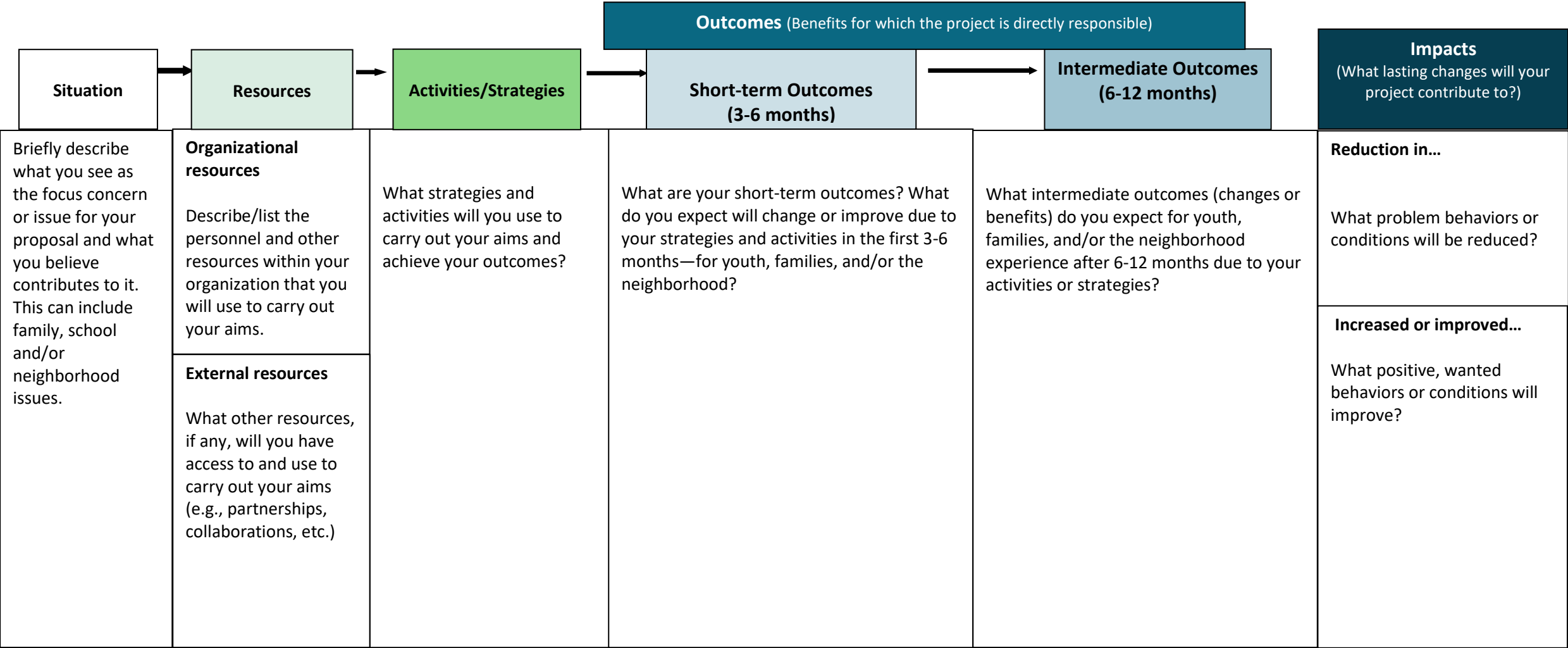
**Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.

Pgm Letter	Program Name	Program Expenses	2023 City Request
A	Ready, Set, Go	PERSONNEL	5,200
		OTHER OPERATING	13,806
		SPACE	0
		SPECIAL COSTS	3,250
		TOTAL	22,256
B		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
C		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E		PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			22,256

Appendix B: Logic Model

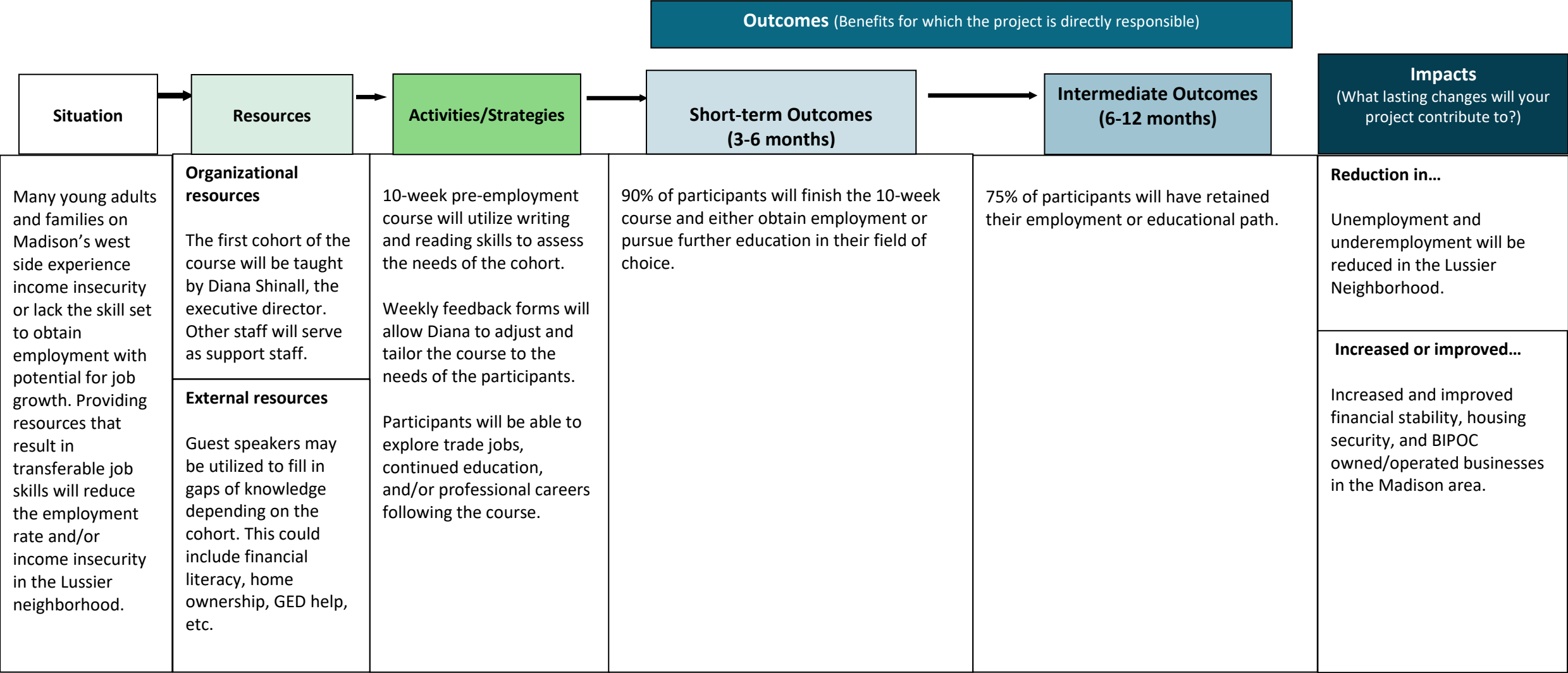
Logic Model Template:

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

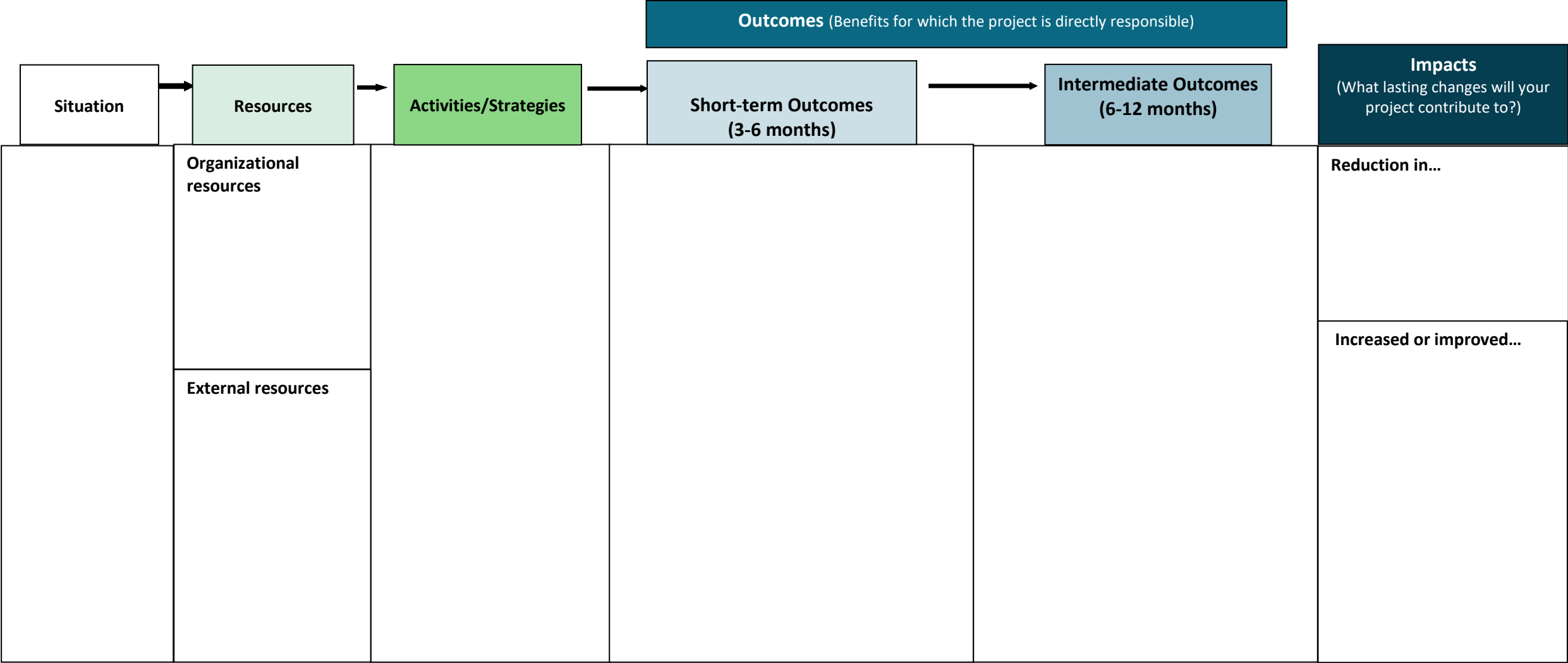


Possible Sources of Evidence	Survey Data?	School Data?	Crime Data?	Family Reports?	Focus Group Data?	Interview Data?	Other Data?
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Appendix B: Logic Model



Appendix B: Logic Model



Appendix B: Logic Model

