



2018-19 Community Building and Engagement: Leadership Development

Please limit your proposal and responses spaces provided in this form. Any materials submitted in addition to this application form will not be considered in the evaluation of the proposal. *Do not attempt to unlock or alter this form.*

Note: Potential applicants are required to attend a Community Building and Engagement 2018 workshop or schedule a conversation with City Staff (Deon Carruthers or Nancy Saiz at 266-6520) on their proposal prior to July 13, 2018 to be eligible to apply. Applications will not be accepted from entities that have not attended a workshop or consulted with staff on their proposals.

If you need assistance with this proposal or are unclear about how to respond to any questions listed below, please contact CDD staff at 266-6520.

Agency or Group:	Bayview Foundation, Inc.	Amount Requested:	\$49,000
Title of Proposal:	Building Bayview Leaders		
Project Type	Community Building and Engagement: Leadership Development		
Project Description:	Bayview will create a leadership training program that is sensitive to the cultural differences and needs of Bayview's diverse population. Participants will learn practical tools and build community leadership skills in order to increase community cohesion. Bayview's program model will integrate workshops on core leadership competencies and city government processes with training sessions on neighborhood challenges identified by Bayview residents, including cross-cultural communication, cultural/racial understanding and children's safety.		
Contact Person:	Alexis London, Executive Director	Email	alexislondon@bayviewfoundation.org
Address:	601 Bayview, Madison, WI 53715	Telephone:	608-256-7808
Is this Group a 501 (C) (3)?	Yes or No Yes	If no, applicant will need to secure a fiscal agent with 501 (C) (3) status	

Contact Us! CDD staff are committed to helping interested groups understand and work through program requirements. Call Deon Carruthers at 266-6520 or email him dcarruthers@cityofmadison.com if you have any questions.

1. Applicant Organization or Group: (1000 characters) Describe the organizations experience and capacity to provide leadership development training and support for City of Madison target populations. (10 points)
Over the last two years, Bayview staff have worked to build trust and stronger relationships with residents through a series of efforts that encourage participation in important neighborhood decisions and community building. These initiatives include: implementation of a community needs assessment survey (82 households responding); the formation of 3 new committees with 16 residents participating; conducting renovation planning engagement sessions (65% of residents participating), and; completing community-based arts projects with more than 150 unduplicated residents contributing over 900 volunteer hours. As a result, residents are more involved and engaged, with an increased sense of agency and connection. Residents are stepping forward to identify challenges in the community and turning to staff for support; staff is supporting and empowering residents to navigate barriers, develop greater community cohesion, and effect change in the Bayview neighborhood and Madison at large.
2. Focus Area: (1000 characters) Describe the neighborhoods or communities that will be the focus of the proposed program: for example, location, ages, ethnicities, income ranges, English language proficiency etc.). (10 points)
Bayview is located at the corner of West Washington and Regent St; it is an extremely diverse neighborhood comprised of 102 families (282 individuals) from over 12 countries. Residents are all renters with very low to moderate income (\$20,000 average household income). All residents live within very close proximity in five residential buildings surrounding a full-functioning neighborhood center on a 6-acre plot; many have lived next to one another for 15-20 years or more. Current ethnic groups include: Hmong (40%); other Southeast Asian - Laotian, Vietnamese, Cambodian, Thai (20%); Latino (24%); African American or African (14%); and Caucasian (2%). Most residents are non-English speakers/readers and English language learners. Resident communication requires translation/interpretation into Hmong, Spanish, Vietnamese, Laotian, and Cambodian. There are 125 children ages 18 or younger, 75 elders age 55 or over, and 80 adults between the ages of 19-54, many of whom are parents/guardians.
3. Participant Recruitment and Accessibility Planning: (10 points)
 - A. Describe your participant recruitment criteria and strategies. (1000 characters)
Bayview has recruited two residents who will support Bayview staff in leadership roles within the project: Xong Vang, a Hmong father involved in Bayview's Housing Committee and the Madison Police Dept Outreach Advisory Project, and LeNeal Clendening, an African-American father interested in building cohesion at Bayview. Both have met twice with staff to review CBE guidelines and identify critical community issues to address through the training and community projects. Additional participants will be recruited through an informational kick-off event (announced by a community-wide flyer) and through one-to-one conversations with neighbors led by Xong, LeNeal, and Bayview staff. At the time of application, at least five additional residents have expressed interest. Our team will interview interested individuals to learn about their ideas for community projects and to assess the interests, skills, abilities, and resources of each, as they relate to program participation and commitment.
 - B. Describe your strategies to address potential barriers to participation including potential language access or literacy issues and cultural relevance for your target populations. (2500 characters)
Potential barriers that could preclude participation by Bayview residents and strategies to address them include the following:
 1. Poverty/financial pressures. Offering a stipend, providing meals, coordinating childcare, and scheduling events around participants' work schedules will alleviate an undue financial burden and make this opportunity accessible to residents of any income level.
 2. Parenting responsibilities. Many of the adults at Bayview are parents of young children and Bayview will make every effort to be sensitive to the demands they face and accommodate their schedules to include them in this opportunity, especially given that issues around parenting are surfacing as a community challenge. Limiting workshops and field trips to three evenings or weekend days per month and coordinating childwatch will

improve accessibility for this population. Also, up to two workshops will focus on parent leadership to support skill building in this arena.

3. Language barriers. Bayview is extremely sensitive to the issue of language access and will provide interpreters at all CBE events. The lack of a common language is a major challenge for community building at Bayview, as neighbors find it difficult to form relationships when communication does not come easily. At least one workshop will focus on devising strategies to overcome language barriers.

4. Differing cultural leadership styles. Given the diversity of cultural beliefs and practices among residents at Bayview, staff want to be sensitive to differing definitions of leadership. Staff will invite input about program design from residents of all ethnic backgrounds through a series of two input sessions, with one emphasizing input from Bayview elders.

5. Overcoming cultural/racial divides. Bayview's demographics have fluctuated over the years and, unfortunately, its history includes an era when African American families were displaced. Today, approximately 60% of the population is Asian American. While Bayview has a very low turnover rate, many new families coming in are non-Asian and an increasing number are African American. Bayview staff and some residents have recently become aware of cultural/racial attitudes and behaviors impacting the community's well being. Bayview hopes to address this barrier directly before it has a greater negative impact. Leadership by Xong and LeNeal is critical for bridging this divide and inviting participation of residents of any cultural background.

4. Program Design:(20 Points)

- A. Describe your proposed program design. Include staffing, training curriculum, proposed activities, and criteria and amounts for stipends and seed funding. (5000 characters)

Curriculum Design/Activities: Bayview's goal is to build a leadership development model that integrates core leadership competencies with cultural explorations that are responsive to Bayview residents and enhance community cohesion. Through conversations with staff, resident leaders Xong and LeNeal have identified two critical community issues to address via the leadership program and subsequent community projects: 1) cross-cultural communication given varying languages spoken and limited English proficiency among many residents, and 2) differences in parenting styles and resultant community challenges about unsupervised children and child safety. Given the diversity of Bayview residents, it is imperative that the program include an in-depth exploration of these cultural issues and provide tools to navigate their complexities.

Further input from the community will inform the development of the final curriculum; however, staff have identified priority areas for building core leadership competencies and addressing community building, including: relationship building; non-violent communication; communication tools and technology; project scope and achievable goals; understanding City of Madison processes and resources; conflict management; problem solving skills; fundraising/budgeting; public speaking; advocacy; and identifying resources for support. The goal is for half of the training workshops to relate to technical skill building and half to pertain specifically to Bayview and the community issues noted previously. Community-specific training topics may include: parents as leaders, communication using Plain English, cultural leadership models and understanding racism.

The program will launch with an informational kick-off meeting in early February 2019. Then, two curriculum input workshops will be held to gather feedback on program structure and content, specifically regarding cultural leadership styles and priorities for program design and community projects. One workshop will focus on bringing together community elders, and the other will include the general population. Xong and LeNeal will implement additional one-on-one interviews with potential participants to advance the curriculum.

The classroom component will begin in mid-March, and Bayview's goal is that 10 participants will complete six-eight 2-2.5hour long workshops by the end of June of 2019. Three field trips will supplement classroom instruction and will include: meeting with Bayview's city alder and/or state representative, attending a City

Council meeting, and visits to other community organizations to learn more about resources available to Bayview. This combination of activities will provide at least 25 hours of instruction.

To bring in feedback of residents who are not directly involved in the training program, participants will be asked to conduct community research as 'homework'. This may include: informally interviewing neighbors or hosting an event to understand cultural or parenting matters better. Research will be aimed at building comfort and capacity in communicating directly with neighbors about complex community issues.

Bayview staff will provide coaching support to participants while they develop their action project/s. Coaching may include check-in meetings, reviewing documents, referrals, and general encouragement. It is Bayview's expectation that community action projects will be implemented in July - December 2019.

Staffing: Bayview's new Outreach Coordinator, Nou Thao, has extensive experience in community organizing and culturally-sensitive program design. Nou will dedicate no less than 20% FTE time to this project. Her role will include: supporting recruitment efforts; facilitating kick-off meeting and curriculum input workshops; scheduling facilitators and interpreters; communicating with participants; participating in sessions and coaching; coordinating field trips; and overseeing the budget, reporting, and documentation. Our Office Manager will provide administrative support.

Xong and LeNeal will serve as resident leaders, providing critical support to staff by participating in recruitment efforts, leading communication with other participants, and coordinating snacks/meals among other tasks.

Executive Director, Alexis London, will work closely with the Outreach Coordinator and two resident leaders to establish the final model and integration of a skill-building curriculum with Bayview specific concerns. She will attend 3-4 workshops, provide coaching support, and conduct mid-term and final check-ins with participants.

Stipends and Seed Funding: Each participant will receive a stipend of \$875 upon completion of the training program. Xong and LeNeal will each receive an additional \$1,500 for their responsibilities. After each participant designs their community impact project (or clearly defined their role in a collective group project), each will receive a seed grant of \$750 to implement their plan.

- B. How will the proposed program prepare residents for effective participation in city and other governmental processes? (1500 characters)

Bayview's program will prepare residents for participation in city and other neighborhood organizing and governmental processes through building residents' skills, confidence, and comfort interacting with city and neighborhood leaders, while also providing practical tools to engage in these processes effectively. Methods will include: a) providing an introduction to city government; b) introducing residents to their alder and other key city resources able to assist with access and navigation, and; c) introducing residents to the Monona Bay Neighborhood Association and its members and rules of governance. Providing residents with an introduction to the neighborhood association and its role in city government will be critical for connecting Bayview to city planning, policy and process change. Topics emphasized in the training will include individual and community advocacy, along with the value in identifying community issues, assets, concerns, gaps and strategies to organize effectively.

5. Utilization of Community Assets and Partnerships: (10 points)

- A. What are your specific strategies for utilizing neighborhood assets, resources and potential partners and stakeholders in the implementation of this project? (2500 characters)

Bayview's greatest neighborhood asset is the residents and their drive and dedication to improving their community. Bayview could not undertake the design of this leadership program without the commitment and contributions of Xong Vang and LeNeal Clending. They each have natural leadership abilities and a strong pulse

on the community and the issues and needs arising. Both have stated a strong desire to bridge the cultural divides and misunderstandings among residents and build community cohesion. The input provided by our elders and other adults during the curriculum input stage of the project will help shape the final curriculum.

While Bayview staff may be able to lead workshops on basic technical, communication, or leadership skills, the program will rely on the expertise of outside partners and educators to facilitate most workshops and field trips. The partners listed below have been identified for an active role. City of Madison staff will provide contacts to facilitate workshops on government processes and resources. UW-Cooperative Extension/Leadership Wisconsin will provide access to resources and facilitators to lead workshops on a variety of core leadership competencies. Leadership Wisconsin Executive Director, Sara Schlosser, will also identify colleagues who are working on the topic of understanding parenting styles and the importance of parental leadership. She will also provide access to educators who specialize in assisting parents with developing both their skills as parents along with their voice to create change in their communities, not only for their families, but also the betterment of the overall neighborhood. The Literacy Network of Dane County will lead workshops on cross-cultural communication, utilizing Plain English, and devising other strategies to overcome the discomfort felt by neighbors surrounding the language barrier at Bayview. Bayview staff have identified the following partners to support and/or lead seminars on cultural competency and bridging cultural gaps: The Hmong Institute, Nehemiah, and/or Centro Hispano .

Other organizations identified by staff and residents include: Joining Forces for Families, Dane County Parent Council, Supporting Families Together, MATC, and Edgewood's Social Innovation and Sustainability Leadership Program. Some outside facilitators from the city or other non-profits will likely donate their time and others will be compensated for their time and expertise.

- B. What is your specific strategy for utilizing City of Madison resources- including staff from potentially multiple departments, neighborhood resources teams, elders and/or alignment or engagement with other city processes? (2500 characters)

Bayview has current connections to city staff in the following departments: Community Development, Planning, Neighborhood Resource Teams and Community Services. As part of Bayview's regular program planning efforts, and its recent property redevelopment project, residents have been involved in regular meetings and provided invaluable feedback. Currently, three residents serve on Bayview's Board of Directors, five are members of the Housing Committee and up to 12 more have been involved in various program development committees within the last two years. In addition, resident leader Xong Vang is a member of the MPD's Outreach Advisory Project with Captain John Patterson. This involvement has already provided him with a greater understanding of the differing issues faced by communities/individuals of different ethnic backgrounds and how these communities interface with agencies such as MPD.

District 13 representatives include City Alder Sara Eskrich and Dane County Board Supervisor Chuck Erickson. Both are also members of Bayview's Board of Directors. As part of the training program, meetings will be set up with both representatives. Not only will the leadership program participants gain a deeper understanding of Eskrich and Erickson's roles and responsibilities in local government, but they will also have the opportunity to build relationships with these two leaders and highlight the issues they feel are most important to the Bayview community. A field trip to a Common Council meeting will further serve to educate residents about this process and increase comfort through familiarity to plant the seed for future participation.

Bayview will call on its Community Development contract administrator, Deon Carruthers, for input on individuals within city government who would be best qualified to lead workshops on how city government operates, how to access it, and resources that are available to support the residents of Bayview.

Bayview would like the opportunity for its residents to also interface with the city's Civil Rights Department. There has been very little connection among Bayview residents and this department and there

is a lot to be gained by both parties becoming more aware of each other and the needs and resources available. Additionally, given that the city's language access initiative is based in this department, the work Bayview residents will do around the issue of cross-cultural communication and access may be beneficial to the city.

6. Proposed Timeline for Implementation: Funded activities may start on or after October 1, 2018, or take place entirely in 2019. All funded programs must conclude by December 31, 2019.

Activity	Estimated Start and Completion Dates
Informational kick-off meeting	February 2019
Participant interviews; curriculum input workshops to build a model specific to Bayview -- 2 sessions -- one to include elders; one to focus on the general population and parents with children at Bayview.	February - March 2019
Leadership development trainings (7 workshops; 3 field trips to include attendance at a City Council meeting)	March - June 2019
Project development with coaching support from Bayview staff and others	July 2019
Implement community project(s)	July - December 2019
Presentation at the Mayor's Roundtable Neighborhood Conference	Fall 2019

7. Funding: (10 points)

- A. What other funding do you anticipate pursuing in support of the proposed program? (500 characters)
 Though Bayview is committed to resident leadership development, this in-depth and intentionally-crafted program won't be possible in 2019 without city funding. At this point in time, no other funders have been approached to provide support. Some Bayview Foundation funds and in-kind staffing and resources will be provided. Should this project be awarded funds in 2019, Bayview will work on securing additional funding to support this program over the long-term.
- B. Budget: Summarize your program budget by estimated costs and revenue for 2018 and 2019. Please identify fund sources. If the proposed program would begin in 2018, keep in mind 2018 awarded funds must be expended in 2018, and cannot be carried over into 2019. If you are not beginning your proposed program until 2019 you will only complete the 2019 budget.

2018 BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-City FUNDED PORTION
A. Personnel Costs (Complete Personnel chart below)				
1. Salaries/Wages (show detail below)	\$0	\$0	\$0	\$0
2. Fringe Benefits and Payroll Taxes	\$0	\$0	\$0	\$0
B. Program/Project Costs				
1. Program/Project supplies and equipment	\$0	\$0	\$0	\$0
2. Office Supplies	\$0	\$0	\$0	\$0

2018 BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-City FUNDED PORTION
3. Transportation	\$0	\$0	\$0	\$0
4. Other (<i>explain below</i>)	\$0	\$0	\$0	\$0
C. Space Costs				
5. Rent/Utilities/Telephone	\$0	\$0	\$0	\$0
6. Other (<i>explain below</i>)	\$0	\$0	\$0	\$0
D. Special Costs				
7. Participant Stipends	\$0	\$0	\$0	\$0
8. Seed grants	\$0	\$0	\$0	\$0
6. Other (<i>explain below</i>)	\$0	\$0	\$0	\$0
D. TOTAL (A + B + C +D)	\$0	\$0	\$0	

Explanation of "2018 Other" expenses: (500 characters)

N/A

Budget Narrative: Please use this space to describe important information about your proposed 2018 budget and activities.

Bayview will not begin its leadership development program until early 2019, hence no funds are requested in 2018.

2019 BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-City FUNDED PORTION
A. Personnel Costs (Complete Personnel chart below)				
1. Salaries/Wages (show detail below)	\$18,258	\$13,225	\$5,033	Bayview Foundation
2. Fringe Benefits and Payroll Taxes	\$6,800	\$0	\$6,800	Bayview Foundation
B. Program/Project Costs				
1. Program/Project supplies and equipment	\$3,950	\$3,950	\$0	
2. Office Supplies	\$500	\$500	\$0	
3. Transportation	\$1,000	\$1,000	\$0	
4. Other (<i>explain below</i>)	\$1,800	\$1,800	\$0	
C. Space Costs				
5. Rent/Utilities/Telephone	\$2,500	\$1750	\$750	Bayview Foundation
6. Other (<i>explain below</i>)	\$2,925	\$2,925	\$0	
D. Special Costs				
7. Participant Stipends	\$11,750	\$11,750	\$0	
8. Seed grants	\$7,500	\$7,500	\$0	
6. Other (<i>explain below</i>)	\$4,600	\$4,600	\$0	
D. TOTAL (A + B + C +D)	\$61,583	\$49,000	\$12,583	

Explanation of "2019 Other" expenses: (500 characters)

Facilitator fees: Estimate of \$300/workshop x 6 workshops or site visits: \$1800; Child watch: 35 hours @ \$15/hour x 2 child watch providers = \$1050; Meals/snacks: \$125 x 15 events = \$1875; Interpretation costs @ \$70-75/hour per language: \$4500; Monona Bay neighborhood association fees for 10 participants: \$100.

Budget Narrative: Please use this space to describe important information about your proposed 2019 budget and activities.

Personnel Costs: Bayview will fund fiscal management duties and a portion of administrative costs in its match of \$5,033. Remaining personnel costs include program coordination, scheduling, recruitment, coaching, facilitation and other implementation activities. Program Supplies and Equipment includes laptop computers/software, a printer, and a projector for use in the training and community action projects; also print/copy costs and messenger bags for each participant to hold training materials; Office Supplies include binders, clipboards, name tags/lanyards, pens, printer ink, postage, etc; Transportation includes bus rental for site visits; Facility Costs include staff time to keep the building open outside of regular business/program hours. Participant Stipends are calculated at \$25/hour (the national value of volunteer time according to Independent Sector) x 35 hours, plus an additional \$1,500 each for the two resident leaders.

C. Personnel Chart: List all paid staff that will be working on the proposed program/project.

Title of Staff Position	F.T.E.*	Proposed Hourly Wage*
Outreach Coordinator	.20	\$18.75
Executive Director	.10	\$36.77
Office Manager	.05	\$27
		\$
		\$
TOTAL	\$18,258	

*FTE =Full Time Equivalent (1.00, .75, .50, etc.) 2080 hours = 1.00 FTE Please identify FTE that will be spent in this project.

8. Outputs and Outcome measures: (15 points)

A. Please describe your proposed program outputs. (2000 characters)

Bayview's proposed leadership development program outputs include the following:

- A clear, accessible recruitment and screening process that encourages participation from Bayview residents. It is Bayview's goal that at least 15-18 residents attend an informational meeting and that at least six elders and six other residents comment on the curriculum in our program input workshops.
- The selection of 10 participants who are engaged with the curriculum, committed to participation in the complete program, and able to translate their interests and ideas into achievable community impact projects.
- Bayview provides 10 participants with approximately 35 hours of training and support, to include at least 25 hours of classroom instruction via 6-8 training sessions and 3-4 field trips, and at least 10 hours of coaching and project planning/community building support.
- 10 participants engage 3-5 neighbors each during the community research/project development phase to better understand community challenges, resulting in the inclusion of 35-40 additional residents in community building efforts that support defining the scope of projects.
- Seed money is provided to all participants who have completed 75% of the training and have submitted a project plan approved by Bayview staff.
- One or more of the community impact projects implemented addresses the two primary issues already identified (language barriers and parenting issues).

B. Please describe your proposed program outcome measures. (2000 characters)

Outcome measures specific to the community building and engagement project at Bayview include the following:

- 90% of Bayview's participants will be residents of color.
- 100% of Bayview's participants will be renters who are low to moderate-income.
- At least 75% of Bayview's participants will complete the training.
- Upon completion of the program, participants will report increased confidence and skills and better awareness of how to access resources to effectively take action to improve the experience of residents living in this community and build cohesion at Bayview.
- Participants will interact with at least three city departments, their alder and other representatives (ie. Dane County Board Supervisor) as they develop their project plan.

- At least 75% of participants will complete a project plan and receive "seed funds".
- 8-10 community impact projects will be completed by end of 2019.

Additional information in response to 8C below:

One critical component of Bayview's data collection strategy to inform reporting on these outputs and outcomes will be an end-of-program exit interview for each participant conducted by Bayview staff. The interview questions will be based on the final curriculum and co-developed with input from the participants. The interviews will take the form of 30-60 minute conversations about the overall impact of the program that includes a personalized evaluation of skills, lessons and concepts learned as well as a general critique of the program structure, content and implementation. Using their own words and in their own languages, participants will reflect on the successes, strengths and/or gaps of the leadership program. The data from all interviews will be aggregated at the end of the program and will be used to evaluate overall impact and future plans.

- C. Please describe how you will collect and track the data that will inform your reporting on outputs and outcomes. (2000 characters)

Quantitative and qualitative data will be gathered throughout the duration of the program, collected and tracked primarily by Bayview's Outreach Coordinator through record-keeping and participation in meetings and workshops, along with reporting from resident leaders, participants, facilitators and other staff.

Quantitative data to be collected includes: # of residents reached through recruitment efforts; # of attendees at the informational meeting; # of attendees at each input session; # of one on one interviews conducted for program design/content input; # of leadership program participants at the beginning of the program; # of leadership program participants at the end of the program; % attendance at workshop and field trips; # of hours of coaching provided; # of hours classroom instruction completed; # of additional residents reached via community research; # of projects implemented and # of residents reached/involved; results of a pre and post leadership core competencies skill inventory developed by Bayview staff.

Qualitative data will be gathered informally by staff, workshop facilitators, and resident leaders through participation in workshops and field trips. Each will gauge levels of participation through watching for signs of understanding and engagement with materials (to include eye contact, focus/attention, asking questions, asking for additional resources, staying entirety of session, etc.). They will also monitor energy in the room (is there discussion, engagement, curiosity, cohesion?), track anecdotal stories shared in training sessions and before/after sessions, and track resident remarks during and following community research. Bayview's Outreach Coordinator will check in with facilitators, resident leaders, and other staff after each session to gather this qualitative data. Exit interviews will also be conducted by Bayview staff to gauge the overall success of the program and compile lessons learned from community impact projects.

-SIGNATURE PAGE-

City of Madison Contracts:

The following information is provided in order to outline city requirements that will apply if your proposal is funded. All allocated funds will be administered through contracts with the City of Madison, Community Development Division. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. If funded, applicants will be required to attend a **mandatory meeting** on contracting requirements in Fall 2018. City purchase of service contracts include requirements regarding non-discrimination, consideration of vulnerable populations along with specific requirements in the following three areas:

1. Affirmative Action:

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02, an Affirmative Action Plan with the City Department of Civil Rights (DCR) or an exemption if allowed by City DCR. A model Affirmative Action Plan and instructions are available at:

<https://www.cityofmadison.com/dcr/aaFormsCBO.cfm>

2. Insurance

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management:

- Commercial General Liability
- Automobile Liability
- Worker's Comp
- Professional Liability

The cost of this coverage can be considered in the request for funding. The Certificate of Insurance that will be required at the time of contracting is available on the City of [Madison Risk Management website](#).

A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520.

4. Signature:

(Any applications submitted without a signature will be considered incomplete and will not be considered for funding.)

Applicant Signature:

Enter Name: Alexis London

Date: 7/19/2018

By entering your initials in the box,

AL

You are electronically signing your name and agreeing to the terms above.