



Current City Funded Neighborhood Centers:

Center Support Application for 2020

Submit Application to: cddapplications@cityofmadison.com

Deadline: 12:00 pm CST (noon) on July 29, 2019

Late applications will not be accepted. Applications will be considered late based on the time stamp of receipt in the CDD Applications inbox.

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

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.

Neighborhood Center:	Neighborhood House		
Contact Person:	Andy Millman	Email:	andy@neighborhoodhousemadison.org
Address:	29 S. Mills St., Madison, WI. 53715	Telephone:	608-255-5337

Below are a series of questions about characteristics of the neighborhood center and how the agency meets or plans to meet a range of benchmarks. The answers to these questions will determine if the neighborhood center should receive be assigned to Tier 1 or Tier 2 for purposes of determining Center Support funding.

Section 1: Geography and Populations Served

To answer questions in section 1, please use the [Neighborhood Center Data Toolkit](#). This toolkit is intended to help neighborhood centers view data on geographic areas surrounding their center. One data source in the toolkit specifically provides data on the 1/2 mile and 3/4 mile around each City funded neighborhood center. CDD recognizes, however, that neighborhood centers often serve areas beyond the 1/2 mile or 3/4 mile surrounding their center. As such, other data sources are provided with data both at the school-level and for neighborhoods beyond those immediately adjacent to each neighborhood center. Neighborhood centers are encouraged to amend and supplement the data provided to accurately reflect additional neighborhoods served or natural boundaries that exist which impact services areas.

Using the Data Toolkit (LINK)

1. Geography and Demographics

- a. Refer to the [Neighborhood Center Data Toolkit](#) and any other relevant data you wish to use. Review the 1/2 to 3/4 mile area surrounding your neighborhood. Please share any information about how the geography or other features of the neighborhoods impact the 1/2 mile or 3/4 geography around the

neighborhood center. For example, note if there is a natural barrier (highway, lake, etc.) in your ¾ mile radius that makes access for nearby residents difficult (i.e. children don't cross the highway).

Neighborhood House is at the crossroads of the UW campus, the business corridors along Regent and Park Streets, student housing, low-income housing to our east and south, and more affluent housing to our west. We are the community center that is closest to the UW campus and we collaborate frequently with UW students, faculty and staff. UW students volunteer for many of our programs, including mentoring, after school clubs, and summer camp. Many UW student organizations volunteer at Neighborhood House as a group and assist at community events or adopt building beautification projects.

Nearby businesses, especially Rocky Rococo's and Hong Kong Cafe, are longtime and generous supporters. Both have provided free meals for community events, summer camp, and our recreational program for adults with disabilities. We are less than a block away from Meriter Hospital and we also collaborate with them, especially around Thanksgiving when we give away over 100 baskets of food.

Because of our long history at this location, we see people from all over Madison, and even towns that surround our city. Some of our community groups have been meeting here for decades, and as time goes on, many of their participants have moved from student housing to apartments to houses. Neighborhood House, which is centrally located, brings them back, whether they now live in Sun Prairie or Fitchburg or Middleton, or somewhere beyond the greater Madison area..

- b. Using at least 2 sources of data from the data toolkit, describe the population in the neighborhoods immediately surrounding your neighborhood center. Be sure to include data that describes the demographics and income level of children and families in the area. If you noted an area near to your neighborhood center that you do not serve due to natural barriers, you can exclude that in this description.

Racial Demographics

According to the **2010 census**, the racial demographics within 3/4 of a mile of our community center were as follows:

White/Non-Hispanic: 18,233 (83.5%)

Black/African American: 564 (2.6%)

Asian: 1,914 (8.8%)

Other Races or Multiracial: 433 (2%)

Hispanic or Latino: 700 (3.2%)

According to our own **city sampling surveys**, the racial demographics of our participants during 2018 were as follows:

White/Non-Hispanic: 68%

Black/African American: 5.3%

Asian: 8.6%

American Indian/Alaskan Native and White/Caucasian: 2%

Other/Multi Racial: 15.8%

(Hispanic/Latino identity was asked in another question, though many people who selected "Other/Multi

Racial” also indicated that they were Hispanic/Latino.

As previously stated, Neighborhood House serves a wide variety of people who live within a short distance from one another. By examining data from four of our closest neighborhood associations: Greenbush, South Campus, Monona Bay, and Vilas, one can see some of the differences. Residents in Monona Bay have a far greater unemployment rate (17.5%) than the city of Madison (4.1%) and much lower median household income (\$25,454 vs. \$59,387). (Data for these categories was not available for the Greenbush and Vilas neighborhoods). We don’t ask for addresses when giving out school supplies, holiday toys or Thanksgiving baskets, but we know that many recipients live in the Monona Bay neighborhood because we have gotten to know them from other programs. We often solicit residents in the Greenbush and Vilas neighborhoods for resources such as food items, which will eventually go to those in more low-income neighborhoods, such as Monona Bay.

- c. If your agency serves a significant number of individuals and families beyond the ¾ mile geographic area surrounding your neighborhood center, please identify the areas they come from, services used, and any support you provide to make the facility accessible (bus, vans, coordination with schools).

Neighborhood House draws people from the greater Madison area in addition to those in its immediate vicinity. Over sixty groups meet at Neighborhood House and often these groups are the only type of its kind in Madison or hold the only meeting during that particular time. For example, the African Association of Madison, which has members who live on the far east side of Madison, in Fitchburg, and on the west side of Madison, meet here. We host the only Monday night Narcotics Anonymous meeting in Madison. If you want to practice Medieval German longsword fighting, Neighborhood House is the only place to find it.

We have no bus or van, but because we are close to bus lines and the UW campus, we are able to take our students on many excursions and teach them some basic public transportation lessons. For those coming to us, the bike paths and buslines help those who don’t have cars. Some of our participants, especially those in the recreational program for adults with disabilities, will use disability transit services to get here.

- d. Aside from the information shared based on the data in the toolkit, what other information is relevant to share about the individuals and families living in the areas near to the neighborhood center.

As previously mentioned, Neighborhood House lies at the crossroads of campus, business, low income housing and upper income housing meet. We try to address the needs and desires of each of these populations through a mix of our own programming and services, and those of the organizations using our facility.

- e. Describe any significant changes you anticipate in 2020 to the population and/or geographic area served.

We do not anticipate any significant changes.

2. Meeting the Needs and Interests of Residents

- a. Describe how your neighborhood center currently meets the needs and interests of the populations you described in the area immediately surrounding the neighborhood center.

We reach out to the UW campus by engaging with various departments (School of Social Work, School of Human Ecology, Psych Rehab, etc.) and by offering students opportunities to mentor kids, help with summer camp, assist adults with disabilities, complete required volunteer projects for their fraternities and sororities, and lead after school clubs.

We work with the surrounding business community to assist with our programs and donation drives. Hong Kong Cafe and Rocky Rococo's are longtime and generous supporters of our community events. Meriter Hospital help fund our summer camp and after school programs, and they collect the Thanksgiving baskets that we distribute.

For those around us who are living in low income, we provide free after school programs, a summer camp with generous scholarships, and low-cost space for meetings. We also run donation drives several times during the year, such as Thanksgiving baskets, school supplies, holiday toys and winter wear. We recently started a food shelf, and that has been utilized by people in the neighborhood, including some people who are currently homeless.

Neighborhood House strives to have something for everybody, especially those in our immediate vicinity. We have recently attracted more older adults in the neighborhood to our programs through our exercise classes and writing groups. When our longtime tenant vacated the other half of our building, we converted the top floor to a pop-up thrift store, which brought in many people who live within walking distance of the center. Some of those people came to shop, some came to donate items, and most stayed to chat with us about the center and what we do. We were just as interested in hearing their suggestions about what we could do as we were in telling them what we are already doing.

- b. Does the population who participates in activities, services, and programs match the diversity reflected in your neighborhoods? Draw from your prior sampling reports and program participation information.

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Asian: 8.6%

American Indian/Alaskan Native and White/Caucasian: 2%

Other/Multi Racial: 15.8%

According to our own **city sampling surveys**, the income of our participants during 2018 were as follows:

Families living with..

Extremely low income: 22%

Low income: 15%

Moderate income: 19%

Non-Low/Moderate income: 44%

- c. Describe any significant changes you anticipate in 2020 to the way the neighborhood center meets the needs and interests of the population (for example: hiring bi-lingual staff, adding new programming, etc).

We always try to have at least one person on staff who can speak Spanish.

Section 2:Physical Description of the Neighborhood Center

Please put an “X” in the boxes below to indicate if your neighborhood center has the following spaces.

Description	Current	Specific Expansion Noted in Strategic Plan
Meeting Rooms/Classrooms for Public or Facility Users	X	
Gymnasium	X	
Large Activity Room	X	
Reception Area	X	
Executive Director Office	X	
Staff Office Space	X	
Commercial Kitchen		
Non-Commercial Kitchen	X	
Food Pantry		
Outdoor Green Space	X	
Outdoor Play Area - without Equipment	X	
Outdoor Play Area - with Equipment		
Exercise Room		
Computer Lab		
Recording Studio		
Performance Space		
Other:		

Directions for Sections 3-8:

The following sections are used to assess if the neighborhood center is a Tier 1 or Tier 2 facility. At the start of each section you will see a colored chart which reviews the benchmarks associated with the section. Please answer the questions in each section, which guide you through each benchmark. Then fill out the chart to indicate if your agency meets Tier 1 or Tier 2 expectations. **Mark only one box when indicating if you believe the neighborhood center meets Tier 1 or Tier 2 expectations.**

- Select “Tier 2” only if the neighborhood center currently meets **all** Tier 2 criteria for that benchmark.
- Select “Tier 1” only if the neighborhood center meets **all** Tier 1 criteria for that benchmark and not all Tier 2 criteria.
- Select “Neither Met” only if the neighborhood center does not currently meet all Tier 1 criteria for that benchmark.

Please note that at the end of the application there is space to share how the neighborhood center is working towards meeting Tier 1 or Tier 2 benchmarks, if appropriate.

Section 3: Ensure Surrounding Neighborhoods and Stakeholders have Access to the Facility

Requirement:	Benchmark:	Tier 1 Expectation:	Tier 2 Expectation:	Tier 1 or Tier 2 Expectations Met? <i>Check only one box.</i>
Ensure Surrounding Neighborhoods and Stakeholders have Access to the Facility	Square footage	5,000-9,999 square feet	10,000+ square feet	<input checked="" type="checkbox"/> Tier 2 Expectation Met <input type="checkbox"/> Tier 1 Expectation Met <input type="checkbox"/> Not yet meeting Tier 1 Expectation
Ensure Surrounding Neighborhood and Stakeholders have Access to the Facility	Facility use hours	250-2,140 facility use hours per year	2,141+ facility use hours per year	<input checked="" type="checkbox"/> Tier 2 Expectation Met <input type="checkbox"/> Tier 1 Expectation Met <input type="checkbox"/> Not yet meeting Tier 1 Expectation
Ensure Surrounding Neighborhood and Stakeholders have Access to the Facility	Facility use participants	200-2,150 unduplicated facility use participants per year	2,151+ unduplicated facility use participants per year	<input type="checkbox"/> Tier 2 Expectation Met <input checked="" type="checkbox"/> Tier 1 Expectation Met <input type="checkbox"/> Not yet meeting Tier 1 Expectation

Ensure Surrounding Neighborhood and Stakeholders have Access to the Facility	Facility policies and plan	<ul style="list-style-type: none"> • Have a facility use policy that provides low/no cost options for residents. • Have a maintenance and facility update plan. • Have a language access plan for facility and programs. 		<input type="checkbox"/> Expectations Met <input checked="" type="checkbox"/> Not yet meeting Tier 1 Expectation
Ensure Surrounding Neighborhood and Stakeholders have Access to the Facility	Facility available for community use on weekends and evenings	<ul style="list-style-type: none"> • Center is available for facility use at least 5 or more Saturdays or Sundays per year. • Center is available for facility use until 7pm at least 2 days per week. 	<ul style="list-style-type: none"> • Center is available for facility use at least 12 Saturdays or Sundays per year. • Center is available for facility use until 8 pm at least 3 days per week. 	<input checked="" type="checkbox"/> Tier 2 Expectation Met <input type="checkbox"/> Tier 1 Expectation Met <input type="checkbox"/> Not yet meeting Tier 1 Expectation

1. Square Footage

a. List the current square footage of the neighborhood center:

11,000

b. Describe any anticipated changes to your square footage in 2020.

We plan on renting some of the space adjacent to our center that was previously occupied by Legal Action, and that we are currently using for extra rooms for our groups and a pop-up thrift store/donation center.

List Rooms available for Facility Use	Square footage of Room	Room Features (tables, chairs, A/V)	Occupancy Capacity of space
Community Room	828	Couches, chairs, tables, sink, movie screen.	118
Gymnasium	1920	Basketball net, sports equipment, adjacent kitchen	274
Art Room	483	Art supplies and utility sink.	69
Lounge	506	Games and library for kids.	72
Multi-Purpose Room	483	Movable furniture.	69
Kitchen	50	Stove, oven, refrigerator, microwave.	7

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Note: All square footage is based on rooms absent of furnishings. Occupancy is based on one person per seven square feet.

2. Facility Use Hours

- a. In 2018 how many hours did the neighborhood center report to CDD for facility use?

4078

- b. Describe any anticipated changes to expected facility use hours in 2020.

No anticipated changes.

3. Facility Use Participants

- a. In 2018 how many unduplicated facility use participants did the neighborhood center report to CDD?

2085

- b. Is the neighborhood center open to residents for private events (baby showers, parties, etc.)? If yes, please provide examples. If no, please explain.

We have not rented our facility for private parties for the past several years. When we did so, the center was often damaged and the parties interfered with our regular groups' activities. We will rent to non-profit organizations who need space for one-time workshops, seminars, and staff retreats.

- c. Describe any anticipated changes to your expected facility use participants in 2020.

No anticipated changes.

4. Facility Policies and Plans

- a. Do you have a maintenance and facility update plan?

Yes No

**Attach your maintenance and facility update plan.*

- b. Do you have a facility use policy that provides consistent low/no cost options for residents?

Yes No

- c. Is it posted on your website?

Yes No

**Attach your facility use policy.*

- d. Do you have a language access plan and resources for the facility?

Yes No

**Attach your language access plan and resources.*

e. Describe any anticipated changes to your facility policies and plans in 2020.

We hope to have a full-time tenant in our upstairs space next door.

5. Facility is Available for Community Use on Nights and Weekends

a. How many Saturdays and Sundays is the center available per year for facility use?

0-4 days per year 5-11 days per year 12 or more days per year

b. Is the center available for facility use until 7pm at least 2 days per week (excluding holidays and bi-yearly maintenance and cleaning weeks)?

Yes No

c. Is the center available for facility use until 8pm at least 3 days per week (excluding holidays and bi-yearly maintenance and cleaning weeks)?

Yes No

d. What is the schedule for evening and weekend availability (example: every M/W/F until 8pm and the first Saturday each month)? If the schedule is not yet set, how is it determined?

We are open/available for group use Sunday through Friday until 9 PM and Saturday until 11 PM.

e. How is the neighborhood center staffed during open hours on evenings and weekends?

Staff members work Monday through Friday until 9 PM, four hours on Saturday, and two hours on Sunday. We do not have the money to pay staff for every hour that a group is here, especially on weekends. Many of the groups have been using Neighborhood House for years, and group leaders are given keys to the building.

f. How does the community find out about available spaces and reserve rooms at the neighborhood center?

They normally call or email us.

g. When are your scheduled closings (holidays, maintenance, cleaning, etc.)?

Our staff is given holiday time off, but our building is available for use every day of the year. The past several years, Narcotics Anonymous has hosted sober parties on Memorial Day, Christmas and New Year's Eve at Neighborhood House.

h. Describe any anticipated changes to your facility policies and plans in 2020.

We are in need of a new roof and HVAC equipment. We are also exploring adding natural light and air conditioning to the gym, air conditioning to our lower floor, and new carpeting in the Community Room.

Section 4: Engage and Connect with the Community

Requirement:	Benchmark:	Tier 1 Expectation:	Tier 2 Expectation:	Tier 1 or Tier 2 Expectations Met? <i>Check only one box.</i>
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Engage and Connect with the Community	Resident Involved Planning or Governing	<ul style="list-style-type: none"> • At least 4 events or processes that provide documented resident input into planning for center functions. • Center staff should reflect the demographics of the participants served. • Center Board should reflect the demographics of the participants served. 		<input checked="" type="checkbox"/> Expectations Met <input type="checkbox"/> Not yet meeting Tier 1 Expectation
Engage and Connect with the Community	Community outreach	<ul style="list-style-type: none"> • At least 2 resident informed community-building events per year. 	<ul style="list-style-type: none"> • At least 4 resident informed community-building events per year. 	<input checked="" type="checkbox"/> Tier 2 Expectation Met <input type="checkbox"/> Tier 1 Expectation Met <input type="checkbox"/> Not yet meeting Tier 1 Expectation

1. Resident Involved Planning or Governing

a. How does the neighborhood center involve residents in planning or governing? Provide specific examples of how the input gathered from residents is reflected in planning, programming, activities, and/or services at the center. Describe the level of participation in these events and how you track number of participants.

1) Neighborhood House contracted with Urban Assets to lead a study that focused on our facility, programs, and services. As part of that study, a community visioning session was held in (# of participants) and a community-wide survey was distributed and analyzed in (# of respondents).

2) Neighborhood House always seeks local resident presence on our board of directors. We currently have two neighbors on our board.

3) We solicit feedback from participants, and parents (for youth programs), for all our activities.

4) We distribute and respond to the city's facility surveys.

5) We stay connected to our various audiences through our website, email list, and social media.

6) Unlike many centers, our executive staff participates directly in our programs and is in position to both observe and solicit feedback from participants.

b. How many events of this type did the Center have?

0-3 events 4 or more events

c. Describe any anticipated changes to resident involved planning or governing in 2020.

No anticipated changes.

2. Community Outreach

a. How many community-building events did the center have in 2018?

0-1 events 2-3 events 4 or more events

b. Describe the events.

1) Urban Assets led a visioning session in the fall of 2018, which was open to the community and focused on the future programs and building plans for Neighborhood House.

2) We offered monthly recreational events for adults with disabilities.

- 3) We facilitated writing groups for older adults throughout the year.
- 4) We hired a part-time fitness instructor to create and lead exercise classes for older adults, which was offered throughout the year.
- 5) We were a site for "Make Music Madison," which is held every year on June 21st and features local musicians performing for free.
- 6) We hosted a volunteer appreciation dinner, where we could thank our many volunteers and they could meet and interact with one another.
- 7) We created several after-school clubs, where kids with similar interests could meet one another and pursue related hobbies.
- 8) We worked with UnityPoint-Meriter to give away over 100 Thanksgiving baskets in 2018 to families in need.

Section 5: Offer Programs and Services to a Variety of Age Groups

Requirement:	Benchmark:	Tier 1 Expectation:	Tier 2 Expectation:	Tier 1 or Tier 2 Expectations Met? <i>Check only one box.</i>
Offer Programs and Services to a Variety of Age Groups	Programming and Resources Offered	<ul style="list-style-type: none"> ● Programming for at least two of the following age groups offered: Elementary, Middle, and High School aged programming. ● 12 or more planned activities at the Center for adults per year. ● Have a plan to connect residents with needed resources and services. ● Have a food pantry in Center or relationship with food pantry in area. 	<ul style="list-style-type: none"> ● Elementary, Middle, and High School aged programming required. 24 or more planned activities at the Center for adults per year. ● Have a plan to connect residents with needed resources and services. ● Have a food pantry in Center or close relationship with food pantry in area. ● One or more of the following: Adult Employment, Early Childhood, and Older Adult programming. 	<input checked="" type="checkbox"/> Tier 2 Expectation Met <input type="checkbox"/> Tier 1 Expectation Met <input type="checkbox"/> Not yet meeting Tier 1 Expectation

1. Programming and Resources Offered

a. Please indicate what type of programming is available at the neighborhood center in the following chart.

Program Type	Program Timing: <i>Select one</i>	City Funded? <i>Select one</i>	Continuing or Proposed Program? <i>Select one</i>
Elementary	YES - Year-round. After school mentoring and clubs, and a summer	NO, except for the summer	All are continuing.

	camp for teens and youths.	camp for youths.	
Middle	Same as above.	Same as above.	Same as above.
High School	YES - Year-round. After school mentoring, teen camp, and volunteer opportunities.	NO	Continuing.
Early Childhood	NO.	n/a	n/a
Older Adult	YES - Year-round. Exercise classes. Writing groups.	NO	Continuing.
Adult Employment	NO.	n/a	n/a

- b. How many planned activities for adults did you have at the neighborhood center in 2018?
 0-11 12-23 24 or more

Please describe the types of activities.

- 1) Weekly writing classes for older adults, offered in collaboration with PLATO, a local "learning in retirement" organization, and led by the Neighborhood House Executive Director.
- 2) Monthly recreational activities for adults with disabilities, offered in partnership with LOV-Dane, and staffed by Neighborhood House and LOV-Dane employees.
- 3) Exercise groups for older adults led by the Neighborhood House Senior Fitness Instructor.

- c. Describe your plan to connect residents with needed resources and services that are not available at the neighborhood center.

We keep literature available in our office for organizations that provides services we do not. We also assist people over the phone when asked.

- d. Do you have a food pantry in-house?
 Yes No

We have a mini-pantry in our main hallway that we stock with food and sanitary supplies. We have established a relationship with the Regent St. Co-op and they donate bakery items. Other, non-perishable items are gathered from food drives we promote in the community.

- f. If you do have a food pantry, please describe the types of food typically available (i.e. fresh produce, non-perishable items, toiletries), the hours it is available, the number of residents who use the pantry, and if it is staffed.

Our food pantry items are limited and consist primarily of non-perishable items. Occasionally there are donated bakery items from local businesses and fresh vegetables from our garden. The pantry is "open" whenever the building is open and we require no paperwork or application process.

- g. If you do not have a food pantry in-house, do you have a strong relationship with a food pantry in area? Describe your relationship and identify your contact at the food pantry.

We do not have a strong relationship with any food pantry.

h. Describe anticipated changes to your programs and resources offered in 2020.

We hope to grow our food pantry.

Section 6: Build Organizations and Administrative Capacity

Requirement:	Benchmark:	Tier 1 Expectation:	Tier 2 Expectation:	Tier 1 or Tier 2 Expectations Met? Check only one box.
Build Organizational and Administrative Capacity	Total Agency Budget	\$200,000-\$520,699	\$520,700+	<input type="checkbox"/> Tier 2 Expectation Met <input checked="" type="checkbox"/> Tier 1 Expectation Met <input type="checkbox"/> Not yet meeting Tier 1 Expectation
Build Organizational and Administrative Capacity	Total Agency FTE	3-7.9 FTE	8.0+ FTE	<input type="checkbox"/> Tier 2 Expectation Met <input checked="" type="checkbox"/> Tier 1 Expectation Met <input type="checkbox"/> Not yet meeting Tier 1 Expectation
Build Organizational and Administrative Capacity	Policy and Planning	<ul style="list-style-type: none"> ● Have a current strategic plan. ● Submit annual reports on board and staff demographics. ● Have an existing personnel policy that addresses key elements required in contract. 		<input type="checkbox"/> Tier 2 Expectation Met <input type="checkbox"/> Tier 1 Expectation Met <input checked="" type="checkbox"/> Not yet meeting Tier 1 Expectation

1. Total Agency Budget

a. Indicate the total agency budget for 2019 for the neighborhood center.

Below \$200,000 \$200,000-\$520,699 \$520,700 or more

b. If you anticipate significant changes to the total agency budget in 2020, please describe.

We hope to find tenant(s) to rent out the remaining adjacent space formerly occupied by Legal Action of Wisconsin.

2. Total Agency FTE

- a. Indicate the total agency FTE for the neighborhood center.
 Below 3.0 FTE 3.0-7.9 FTE 8 or more FTE
- b. Indicate staff positions that will be supported with Center Support Funds

Position Title <i>Enter one position title per line</i>	Qualifications or Required Training
Executive Director	Previous non-profit management experience. College degree normally required.
Youth Director	Previous work with youths, either in education or recreation. College degree normally required.
Building Supervisor	No previous experience required.
Building Engineer	Previous experience in facility maintenance.
Senior Fitness Instructor	Group exercise instruction experience.

- c. If volunteers will have direct contact with program participants, how are volunteers vetted, trained and supervised?

Volunteers are used in many areas at Neighborhood House, including: mentoring, after-school club leadership, camp assistants, support at our program for people with disabilities, office assistance, and grounds/building projects. If a volunteer will be working directly with a youth, we require an application, background check, mandated reporter training, and orientation. These volunteers are then supervised by our staff throughout the year, most often with check-ins each time they are here. Volunteers at our disability program are not required to undergo a background check, but they are supervised by our staff, who are present at all the activities. Volunteers for our grounds and building projects are supervised by staff and are not required to undergo specific training or background checks.

- d. If you anticipate significant changes to the total agency FTE in 2020 please describe.
 No anticipated changes.

3. Organizational Policies and Plans

- a. Does the neighborhood center have a current strategic plan?
 Yes No
- b. Is it posted on your website? Please attach if it is not posted.
 Yes No
- c. When was it last updated?
 2013.
- d. Do you agree to submit annual reports on board and staff demographics?
 Yes No
- e. Does the neighborhood center have existing agency and personnel policies that address key elements required in the contract? Check all currently in use by the center.

- Vulnerable Populations
- Ban the Box
- Weapons Prohibitions
- Use of City logo on website and communications about the neighborhood center
- ADA accessibility (We have stairs and no elevator to our lower floors.)
- At least one meeting per year is open and accessible to the public

Section 7: Collect and Use Data

Requirement:	Benchmark:	Tier 1 and Tier 2 Expectation:	Tier 1 or Tier 2 Expectations Met? <i>Check only one box.</i>
Collect and Use Data	Sampling and Data Informed Decision-Making	<ul style="list-style-type: none"> • Participate in sampling. • Use data in decision-making (data toolkit and other resources). • Collect data to track program outcomes. 	<input checked="" type="checkbox"/> Expectations Met <input type="checkbox"/> Not yet meeting Expectations

1. Sampling and Data Informed Decision-Making

- a. Describe how you anticipate using data in decision-making and what data you will likely use.

We carefully track participation at all Neighborhood House programs and the outcomes for those programs where outcomes are used as a measurement tool. We also use the city's facility sampling survey as a measurement tool.

- b. How do you track facility use data?

We ask each of our rental group leaders to track their attendance for each time they meet and to identify the number of people who are attending for the first time that year, pursuant to the city of Madison guidelines.

For our own programs, we also count the number of people who attend each program and the number of different people who attend during the calendar year.

- c. Describe any anticipated changes to the way you use and track data in 2020.

No anticipated changes.

Section 8: Benchmark summary

Review sections three through seven and count the number of Tier 1 and Tier 2 benchmarks the neighborhood center met based on the boxes you checked in each table. To receive Tier 1 funding you must meet 12/12 Tier 1 benchmarks or propose a plan to meet all 12 over the next 2 years. To receive Tier 2 funding you must either meet 12/12 Tier 2 benchmarks or meet 10 or more Tier 2 benchmarks and propose a plan to meet all 12 over the next 2 years.

Total number of Tier 1 Benchmarks Currently Meeting: 10 /12

Total number of Tier 1 Benchmarks not currently meeting: 2/12

1. If your agency is not currently meeting Tier 1 benchmarks, please list the benchmarks not yet met and describe how you plan to meet them in the next 2 years.

Strategic Plan - We need to either update our last strategic plan or develop a new one.

Language Access Plan - We have some materials in Spanish, which is necessary for our Spanish-speaking families, but we don't have a formal language access plan. We will be happy to work with the city's model to develop one.

Total number of Tier 2 Benchmarks Currently Meeting: 7/12

2. If your agency currently meets 10 or 11 Tier 2 benchmarks, and you aspire to be a Tier 2 Center, describe how you plan to meet the additional 1 to 2 benchmarks in the next 2 years.

Section 9: Funding Projection

Please enter your 2019 allocation amounts in the first blank column. Group your existing City funded child and youth programs into Elementary, Middle, and High School. In the second blank column indicate any dollar amounts shifting from Center Support to City funded programming. In the third blank column indicate the total amount of funding you anticipate receiving if the \$80,000 and \$100,000 tiered funding scenario is incorporated into the 2020 City budget. **Please be sure to fill out sections 1-8 of the application for Center Support prior to determine which tier level your agency falls into.** As you know, we are recommending a minimum of a 5% increase over the 2019 allocations for all City funded neighborhood centers. This is still being proposed, however, **do not include the additional 5% your agency may receive in this chart.** This will be incorporated into the detailed budget submitted with the 2020 contract.

Program Type	2019 Allocation	Amount Shifted	2020 Proposal
Center Support	\$74,738	0	\$80,000
Elementary Programs			
Middle School Programs			
High School Programs			
Other City-funded Programs: Summer Camp	\$14,515		
Total			

1. Describe uses of funds shifted to City funded programs. This includes dollars shifted from Center support and dollars shifted among Elementary, Middle, and High School age programming.

n/a

2. Describe any anticipated, significant changes in your 2020 budget outside of impacts related to the new tiered system.

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

Applicant Signature:

Enter
Name: Andy Millman

Date:

By entering your initials
in the box,

AM

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



School-Age Youth Services for 2020: Elementary School Services at Current City-funded Neighborhood Centers

Submit Application to: cddapplications@cityofmadison.com

Deadline: 12:00 pm CST (noon) on **July 29, 2019**

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

This application should be used to apply for multi-focused afterschool and multi-focused summer programs (section 1), and topical/skill/population focused programs (section 2) for elementary-age youth implemented by current City-funded Neighborhood Centers. The intent of this application and subsequent contract is for all organizations to present a set of opportunities within the umbrella of one contracted program for each age group, i.e. elementary, middle and high school. Only opportunities that involve both a completely different group of participants for that age group and staff who are not working in the comprehensive multi-focused afterschool and/or summer program, should be considered a stand-alone program with a separate narrative (#1-3) and placed in the Topical/Skill/Population (TSP) program structure, and schedule.

Please complete the relevant sections of this application, and the section in the Center Support Application that captures the Center’s proposed programming schedule and staffing distribution across programs.

Organization:	Neighborhood House Community Center	Amount Requested:	\$14,515
Programs applied for:	Multi-focus School Year x Multi-focus Summer Topical/ Skills/Population		
Contact Person	Andy Millman	Email:	andy@neighborhoodhousemadison.org
Address:	29 South Mills St. Madison, WI 53715	Telephone:	608-255-5337

SECTION 1: ELEMENTARY MULTI-FOCUSED PROGRAMMING

1. PROGRAM DESCRIPTION

- a. Goal Statement: What is the goal of your program and how does it align with the scope of work described in the RFP guidelines?

To provide an affordable, fun, educational and engaging summer camp for kids between the ages of 7 and 12.

SEE CENTER SUPPORT PROPOSAL FOR INFO ABOUT ADDITIONAL PROGRAMMING FOR YOUTH THAT IS NOT CITY-FUNDED.

- b. Intended Service Population: Describe the intended service population that will be impacted by this program (e.g. ages, race/ethnicities, income ranges, English language proficiency etc.). Refer to [Data Tool Kit](#).

Our intended service population includes children in our neighborhood and children in the Madison area whose families cannot afford other day camp or childcare options.

- c. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population; and explain the intake and assessment procedure you will use for this program.

We promote our camp through social media, our email list, posting flyers in our neighborhood, Madison schools, United Way, and our own programs. Because some of our participants are from Spanish-speaking families, we prepare materials in Spanish as well as English. Our applications ask for financial information for families wishing to receive assistance to pay for camp. To make it easy, families can provide proof of free or reduced lunch at schools and their children will automatically receive a 75% discount in fees. Free lunches and snacks are provided, and extended day options are available to meet the needs of parents whose schedules don't align with our regular camp hours.

- d. Activities: Describe your proposed program activities. Include information about key parts of your program that help us understand how you will accomplish your goals. If applicable, describe any evidence, research, proven curriculum or documentation of promising practice that supports the programming or service proposed.

Each week of camp focuses on a particular theme that lends itself to recreational and educational opportunities. Some examples from 2019 include: "Out of the Past," "No Place Like Home," "I Made That," and "Game On." Our weekly goals include hosting at least one guest speaker, going on at least one field trip, and sending the kids home with something they made. Daily goals include having the kids spend time outside, participate in an

educational activity, and join a recreational activity. A week's schedule from our 2019 program is included below.

MON	TUE	WED	THU	FRI
5	6	7	8	9
OUT OF THE PAST				
Extended Day 7:30 – 9am	Extended Day 7:30 – 9am	Extended Day 7:30 – 9am	Extended Day 7:30 – 9am	Extended Day 7:30 – 9am
Drop-off, 9am	Drop-off, 9am	Drop-off, 9am	Drop-off, 9am	Drop-off, 9am
Morning Meeting, 9:30am	Morning Meeting, 9:30am	Morning Meeting, 9:30am	Morning Meeting, 9:30am	Morning Meeting, 9:30am
Klief Park 10 – 11am	Madison Reading Project Rea 10 – 11am	Klief Park 10 – 11am	Klief Park / Garden 10 – 11am	Klief Park 10 – 11am
Make bread dough (I, 11am Make a Kite, 11:30am	Make a Quilt 11am – 12pm	Homemade Paper 11am – 12pm	Scratch Computer Program 11am – 12pm	Homemade Ice Cream 11am – 12pm
Lunch, 12pm	Lunch, 12pm	Lunch, 12pm	Lunch, 12pm	Lunch, 12pm
Free choice, 12:30pm	Walk to West, 12:30pm	Walk to Veteran's , 12:30pm	Free choice, 12:30pm	Free choice, 12:30pm
Pinhole Camera 1 – 2pm	Swimming @ West 1 – 2pm	Veteran's Museum 1 – 2pm	Oak Apple Morris Dancers 1 – 2pm	Walk to Geology Muse, 1pm Geology Museum 1:30 – 2:30pm
Write a Letter to Yours, 2pm	Walk to NH, 2pm	Walk to NH, 2pm	Natural Dyes 2 – 3pm	Walk to NH, 2:30pm
Bread, 2:30pm	Community Service, 2:30pm	Free Art Time, 2:30pm	Snack/Free Choice, 3pm	Snack/Free Choice, 3pm
Snack/Free Choice, 3pm	Snack/Free Choice, 3pm	Snack/Free Choice, 3pm	Snack/Free Choice, 3pm	Snack/Free Choice, 3pm
Pick-up, 3:30pm	Pick-up, 3:30pm	Pick-up, 3:30pm	Pick-up, 3:30pm	Pick-up, 3:30pm
Extended day 4 – 5:15pm	Extended day 4 – 5:15pm	Extended day 4 – 5:15pm	Extended day 4 – 5:15pm	Extended day 4 – 5:15pm

e. Proposed Timeline for Implementation:

Activity	Estimated Start and Completion Date
Planning themes and activities.	March through June.
Promoting camp and recruiting campers.	April through June.
Recruiting volunteers.	April through June.
Hiring, training and orienting staff and volunteers.	May through June.
Camp	8 weeks, Mid-June – Mid-August
Reviewing survey results, attendance and staff feedback. Writing reports.	August through September.

f. Community Engagement: Briefly describe how children, families and the community who may benefit from the proposed program have been involved in the development of this proposal and/or will be involved in the implementation and assessment of program activities and outcomes.

Neighborhood House has been hosting a summer camp for longer than anyone here can remember. Our camp has changed at different points, and when it has, it's because the kids, parents, or staff thought it needed to. We are always seeking feedback about our

programs in an effort to improve them. Years of feedback have gone into the most current version of our camp.

We survey our campers at the end of the summer about what they liked and didn't like, and we have made changes to our program because of it. We've also surveyed parents but receive low response rates. We find that our check-ins with them during drop-off and pick-up yield more useful information. At the end of each day, we hold a wrap-up meeting with staff to review activities and discuss any issues. At the end of the summer we meet with each counselor to get their feedback on camp and suggestions for the following summer.

One example of a change we made this year came as a result of conversations we had with parents last year. Our camp historically started at 9 AM and ended at 4 PM. Some of the parents told us that our schedule conflicted with their work schedule and it was difficult for them to either drop off or pick up – or both – their kids during our camp hours. This year we began to offer an extended day option where parents can drop their kids off as early as 7:30 AM and pick them up as late as 5:30 PM.

- g. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth and or their families. Describe aspects of the proposed programming that will have cultural relevance to the population served.

We serve many Hispanic/Latino families and always try to have materials available in Spanish and at least one staff member or volunteer who can speak Spanish.

- h. Madison Out-of-School Time (MOST) Effective Practices: Please describe how each of the seven basic elements is addressed by your proposed program design. How will you monitor the program during implementation to assess continued alignment with the [MOST Effective Practices](#)?

1) Intentional Program Design

Our camp is structured into weekly themes and each day is scheduled around a mix of recreational and educational activities, some of which will relate directly to that week's theme. A wide variety of daily activities are offered and free time is built into the schedule so kids can pursue those activities of most interest.

2) Supportive Relationships with Youth

Our camp is small. Big camps offer one kind of experience, small camps another. We get to know our campers very well, which makes it much easier to be attuned to their individual needs and issues, and be in position to provide the right guidance and support. Most of our campers are kids we already know at the start of the summer, either because they attended previous camps or because they participate in our after school programs. We work hard to get to know the new kids and to make sure they feel welcome and comfortable. We look for ways to spark friendships between kids, especially those who are here for the first time. Because camp is small, we are better

able to spot and help those kids who might be a little shy or have some difficulty adjusting.

3) Youth Voice and Leadership

We hold a morning meeting each day where we discuss the day's plans and invite campers to share their thoughts. There are times throughout the day when they can choose their own activities. Also, when a camper's behavior warrants a break from an activity, we speak to them privately and seek their input to jointly develop a strategy for successfully rejoining the group.

4) Racial and Cultural Inclusion

Our camp seeks and embraces diversity at every level. We hire two full-time counselors, one male and one female. We also seek male and female volunteers. In addition, we try to have a diverse representation of racial and ethnic identities, with a particular focus on Hispanic/Latino individuals because so many of our campers share that background.

Neighborhood House is home to many cultural and international groups, including Hindu Dharma, African Association, Ghana Association, Japanese Drumming, Oak Apple Morris Dancers, and those groups often will lead presentations during summer camp.

5) Community and Family Engagement

We work with nearby schools to promote all of our youth programs, including summer camp. We utilize many community sources to provide programs throughout the summer. We keep in contact with parents when they drop off and pick up their children and seek their feedback daily interaction and occasional surveys.

6) Organizational Management & Support Staff

One of the advantages of a small staff and a small camp is that everyone gets involved. Neighborhood House currently employs two full-time staff people (Executive Director and Youth Director) and both are fully immersed in camp activities when summer begins. Because of their hands-on involvement, we are in a good position to offer timely feedback and guidance. We are fortunate that our seasonal staff, much like our kids, like to return each summer. We currently have two counselors who have worked as counselors here in previous years (one is the Teen Camp counselor) and another who has been here as a youth mentor and part-time program assistant.

7) Environment & Safety

Safety is the primary concern in all of our activities. We take nothing for granted. Before we go on a field trip, we will talk to the kids about expected safe behavior, whether it is walking down city streets or taking a city bus. We schedule activities that are age-appropriate in terms of mental and physical development and safety. We also believe that our weekly swimming lessons provide a safety skill. Our camper applications ask

for emergency and doctor's contact info, in addition to any medical, physical or emotional conditions.

2. COLLABORATION, COORDINATION AND RESOURCE LINKAGE

- a. Collaboration: Please complete the table below and respond to the narrative question regarding program collaboration or coordination with community partners.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
UW Foodwise	Weekly food preparation lessons.		No.
UW Computer Science	Weekly Scratch computer programming lessons.		No.
MSCR	Weekly swim lessons.		No.
MMSD	Provide free daily lunch and snacks.		No.
Audubon Society	Educational programming.		No.
UW Campus Visits Program	Tours and field trips.		No.
Dogs on Call	Educational programming.		No.
Community Groundworks	Educational programming.		No.
Neighborhood House Groups	Cultural programming.		No.
Madison Reading Project	Free books for kids.		No.
MIGHTi	Educational programming.		No.
Madison Library Bubbler Project	Supplies for crafts and projects.		No.

How do these partnerships enhance this proposal?

Foodwise teaches healthy food preparation and often will introduce the campers to food they hadn't tried. UW Computer Science helps us incorporate STEM activities into our curriculum. MSCR swimming provides a refreshing break in the day and helps those kids who don't swim to learn a valuable skill. Finally, the lunches provided from MMSD ensure that our campers receive a nutritious lunch and snack each day.

What are the decision-making agreements with each partner?

UW Foodwise – Weekly lessons; Neighborhood House purchases and provides required ingredients.

UW Computer Science – Weekly lessons taught by two to three members; no cost to Neighborhood House.

MSCR – Weekly lessons and free time at West High School pool; Neighborhood House staff must be in the pool and available to assist; Neighborhood House pays discounted rate for MSCR staff and pool time.

MMSD – MMSD helps us keep our camp affordable and our campers fed. Also, because we are a MMSD meal site, any child can take part and receive a free meal and snack at Neighborhood House.

The other groups and organizations present cultural and educational programs.

b. Resource Coordination and Linkage: Provide examples of other resource linkages provided by the proposed program for youth and their families.

- 1) We provide free school supplies to the campers.
- 2) We provide applications and information for our mentoring and afterschool programs.
- 3) Neighborhood House and The Madison Reading Project give away books to the campers.
- 4) Foodwise prepares healthy food with the campers and sends them home with recipes and information.
- 5) We invite campers' families to sign up for our Thanksgiving basket, holiday toys and winter wear drives.
- 6) Guest speakers provide information for campers and their families.

3. PROGRAM STRUCTURE AND STAFFING

a. Anticipated Frequency, Duration and Attendance:

Elementary Multi-Focused Program	Frequency*	# of Hours Per Program Day	Annual Duration**	Adult to Youth Ratio	Anticipated Average Attendance per Program Day
Multi-Focused Afterschool					
Multi-Focused Summer	M - F, 8 weeks per year. No camp on July 4.		Eight weeks over the summer.	1 adult to 7 youth.	15 - 20

*Frequency=number of times per week, month, year (ie. 5 days per week, 2x per mth, 4x per yr)

**Annual Duration=number of weeks or months annually (ie. 10 wks, 6 mths)

- b. Total Annual Unduplicated Elementary-Age Children: Anticipated unduplicated number of individual elementary-age children in proposed program:

25.

- c. Additional Activities: Do you anticipate providing activities for the multi-focused elementary age program that are not included in the table above? Please describe these activities including frequency, hours and duration (i.e. special event, field trips, workshops or meetings).

We offer a teen camp, junior counseling program, after school clubs and one-on-one mentoring, but they are not supported with city funding.

- d. Program Staffing: Full-Time Equivalent – Include employees, Americorps members and adult interns. **1 FTE =2080 hours annually**

Our Executive Director is required to have extensive experience in non-profit management, preferably with a youth organization. Our Youth Director needs experience in education or youth recreation programming. Our camp counselors are asked to have experience working with elementary and/or middle age students in a recreational setting. The experience of our current staff is described below.

Position Title Use one line per individual employee	Qualifications or Required Training	FTE			
		School Year	Summer	Other	Total
Executive Director	Our current ED has worked as a teacher, youth worker, and director of a youth center. He has over 30 years of experience with non-profit organizations.		.12		
Youth Director	Our YD has worked in an elementary school classroom for Americorps' City Year program, in youth		.25		

	development for the statewide office of 4H, and is finishing a Master's Degree in Education.				
Camp Counselor	<p>One of our camp counselors has worked at multiple summer camps and was previously a camp counselor here. He recently was admitted to the Wisconsin bar association and will be starting his work as an attorney this fall. He said he wanted to have one more fun summer before that.</p> <p>Our other counselor knows many of our kids through her volunteer work here as a student mentor and program assistant. She is heading into her junior year at UW, where she majors in Community and Nonprofit Leadership.</p>		.20		
			.20		

- e. Volunteers: If volunteers will have direct contact with program participants, how are volunteers vetted, trained and supervised?

Any individual aged 17 or older can apply to volunteer with our camp. We look for experience and/or interest in working with elementary and middle grade aged youth. After an informational interview, we run a national background check and require volunteers to complete online mandated reporter training. Once the background check is passed and the training is completed, we invite the applicant in for an orientation where we discuss the camp, its goals and rules, and the duties and expectations of our volunteers.

4. DATA MANAGEMENT AND MEASURES OF SUCCESS

- a. What systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses? Describe how client confidentiality and contract compliance with data and documentation will be maintained.

For the past several years, Neighborhood House has included the city of Madison's sampling survey in our camp application. This information is compiled to ascertain the demographics of our campers' families and is stored securely. Daily attendance records are taken and a program activity calendar, which is completed prior to camp, is updated daily depending on variables such as weather and guest speaker cancellations. Program activities are reviewed and discussed during our daily staff meetings. End of summer surveys are conducted to measure program effectiveness. We use a two-person validation system for recording camp income and our expenses are reviewed by our executive director and accountant.

PLEASE NOTE: At the point of contract negotiation, all Centers will identify at least one of the Community Indicators of Success and one of the Program Outcomes described in the RFP Guidelines.

**SECTION 2: ELEMENTARY
TOPICAL/SKILL/ POPULATION FOCUSED PROGRAM (TSP)**

If your responses to #1-2 below are duplicative of the responses provided in the Multi-focused After-school or Summer Program proposed, please state, "See Multi-focused Program Response."

See Multi-focused Program Response.

PROGRAM NAME: _____

1. PROGRAM DESCRIPTION

- a. Goal Statement: What is the goal of your program and how does it align with the strategies described in the RFP guidelines?

- b. Intended Service Population: Describe the intended service population that will be impacted by this program (e.g. ages, race/ethnicities, income ranges, English language proficiency etc.). Refer to [Data Tool Kit](#).

- c. Recruitment, Engagement, Intake and Assessment: Describe your plan to recruit, engage and address barriers to participation for the identified service population; and explain the intake and assessment procedure you will use for this program.

- d. Activities: Describe your proposed program activities. Include information about key parts of your program that help us understand how you will accomplish your goals. If applicable, describe any evidence, research, proven curriculum or documentation of promising practice that supports the programming or service proposed.

- e. Proposed Timeline for Implementation:

Activity	Estimated Start and Completion Date

- f. Community Engagement: Briefly describe how children, families and the community who may benefit from the proposed program have been involved in the development of this proposal and/or will be involved in the implementation and assessment of program activities and outcomes.

- g. Language Access and Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth and or their families. Describe aspects of the proposed programming that will have cultural relevance to the population served.

- h. Madison Out-of-School Time (MOST) Effective Practices: Please describe how each of the seven basic elements is addressed by your proposed program design. How will you monitor the program during implementation to assess continued alignment with the [MOST Effective Practices](#)?

2. COLLABORATION, COORDINATION AND RESOURCE LINKAGE

- a. Collaboration: Please complete the table below and respond to the narrative question regarding program collaboration or coordination with community partners.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?

How do these partnerships enhance this proposal?

What are the decision-making agreements with each partner?

- b. Resource Coordination and Linkage: Provide examples of other resource linkages provided by the proposed program for youth and their families.

3. PROGRAM STRUCTURE AND STAFFING

- a. Anticipated Frequency, Duration and Attendance:

Elementary Topical, Skill or Population Focused Program	Frequency*	# of Hours Per Program Day	Annual Duration**	Adult to Youth Ratio	Anticipated Average Attendance per Program Day
School Year					
Summer					

*Frequency=number of times per week, month, year (ie. 5 days per week, 2x per mth, 4x per yr)

**Annual Duration=number of weeks or months annually (ie. 10 wks, 6 mths)

- a. Total Annual Unduplicated Elementary-Age Children: Anticipated unduplicated number of individual elementary-age children in proposed program:

- b. Additional Activities: Do you anticipate providing activities for the topical, skill or population focused Elementary program that are not included in the table above? Please describe these activities including frequency, hours and duration (i.e. special event, field trips, workshops or meetings).

- c. Program Staffing: Full-Time Equivalent – Include employees, Americorps members and adult interns. **1 FTE =2080 hours annually**

Position Title Use one line per individual employee	Qualifications or Required Training	FTE			
		School Year	Summer	Other	Total

- d. Volunteers: If volunteers will have direct contact with program participants, how are volunteers vetted, trained and supervised?

4. DATA MANAGEMENT AND MEASURES OF SUCCESS

- a. What systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures and expenses? Describe how client confidentiality and contract compliance with data and documentation will be maintained.

PLEASE NOTE: At the point of contract negotiation, all Centers will identify at least one of the Community Indicators of Success and one of the Program Outcomes described in the RFP Guidelines.

AGENCY NAME:

Neighborhood House Community Center

STAFF-BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current staff, board and volunteers. Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	STAFF		BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL	10	100%	11	100%	250	100%
GENDER						
MALE	6	60%	6	55%	87	35%
FEMALE	4	40%	5	45%	163	65%
UNKNOWN/OTHER	0	0%	0	0%	0	0%
TOTAL GENDER	10	100%	11	100%	250	100%
AGE						
LESS THAN 18 YRS	0	0%	0	0%	60	24%
18-59 YRS	9	90%	9	82%	185	74%
60 AND OLDER	1	10%	2	18%	5	2%
TOTAL AGE	10	100%	11	100%	250	100%
RACE*						
WHITE/CAUCASIAN	10	100%	8	73%	170	68%
BLACK/AFRICAN AMERICAN	0	0%	3	27%	13	5%
ASIAN	0	0%	0	0%	20	8%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	0	0%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0	0%
MULTI-RACIAL:	0	0%	0	0%	7	3%
Black/AA & White/Caucasian	0	0%	0	0%	2	1%
Asian & White/Caucasian	0	0%	0	0%	5	2%
Am Indian/Alaskan Native	0	0%	0	0%	0	0%
Am Indian/Alaskan Native	0	0%	0	0%	0	0%
BALANCE/OTHER	0	0%	0	0%	40	0%
TOTAL RACE	10	100%	11	100%	250	84%
ETHNICITY						
HISPANIC OR LATINO	0	0%	0	0%	23	9%
NOT HISPANIC OR LATINO	10	100%	11	100%	227	91%
TOTAL ETHNICITY	10	100%	11	100%	250	100%
PERSONS WITH DISABILITIES	1	10%	0	0%	10	4%

*These categories are identified in HUD standards.

Based on the demographics in the chart above and the demographic data on the neighborhoods surrounding your Center available in the Data Toolkit, how does your staff and board align with the demographics of the neighborhood?

The following compares our combined board and staff demographics with the demographics of the Wingra Park Planning District:	
NH Board & Staff	Wingra Park
RACE	
White: 86%	83%
Black/African American: 14%	3%
Asian: 0%	7%
Other/Multiracial: 0%	3%
Hispanic/Latino: 0%	4%



Neighborhood House Facility Policy & Room Rental Rates

Neighborhood House offers space for meetings, programs and events to individuals, businesses and non-profit organizations. We are proud of the diversity of interests and people they represent. Please visit the groups page on our website if you'd like to see some of the groups that meet here.

If your group would like to meet here, contact us to see if your desired dates and times are available, and then stop by to determine which of our rooms would best suit your needs. If you do meet here, we request that you fill out our attendance sheet for each of your meetings (identifying information is not required), use only the room that has been assigned to you, and clean up before you leave.

Occasionally there will be surveys for the city of Madison, and we ask that you complete and return those surveys to us.

We currently do not rent space for private parties.

RENTAL RATES

Room	For-profit/Individual Rate per Hour	Non-profit Rate per Hour
Gym	\$20	\$10
Community Room	\$16	\$8
All-Purpose Room	\$10	\$5
Lounge	\$10	\$5
Art Room	\$10	\$5
Next Door Conference Room	\$10	\$7

Note: Rental rates may be reduced or eliminated depending on individuals' and groups' ability to pay and the service they are providing for the community.