

**Application for 2010 Supplemental Funds
Community Resources Program**

*Submit signed original and digital copies of this application to the
Community Development Division,
Room 225, MMB, 215 Martin Luther King Jr., Blvd.
Madison, WI 53701*

Deadline: Noon on March 2, 2010
(Late or incomplete applications will not be considered)

Program Title:	Housing Counseling, Outreach, Education		Agency:	Tenant Resource Center	
Amount Requested:	\$10,000	<i>Amount Allowable: \$2500-\$10,000</i>	Current Community Resources Funding for this Program:	\$45,933	
Address:	1202 Williamson Street, Suite 102 (formerly Suite A)				
Contact Person:	Megin McDonell		Telephone:	608-257-0143	
E-Mail:	mmcdonell@tenantresourcecenter.org				

- 1) **Program Description:** Summarize the programs major purpose and activities, demographics of intended population and geographic service area.

The goal of this program is to educate tenants and landlords about their rights and responsibilities and to assist them in resolving rental problems through negotiation, mediation, court, and making reports to government agencies. The program is designed to help make tenants, in particular low-income and minority consumers, self-sufficient and improve their access to resources, to empower them to advocate for themselves and to teach them skills to resolve disputes. In addition to counseling provided at our office, our community outreach efforts focus on those most in need of our services and often the least likely to be able to access services because of communication (language), transportation, child-care, physical mobility or other limitations.

The intended population is low- to moderate-income renters. The service area is City of Madison / Dane County. If supplemental funds are awarded, they will be targeted specifically to increasing services provided in Spanish.

- 2) **Program Need:** Please describe the increase in requests for service or unanticipated economic hardship for your program that warrants application for this funding. For example: increased service participants, increased waiting list, specific increases to staffing hours or program hours, unanticipated program cost, or lost funding.

Each year, we have observed an increase in demand for housing counseling services provided in Spanish. Prior to 2010, we were unable to track the specific number, but database upgrades at the beginning of this year have enabled us to start tracking the counseling sessions provided in Spanish. We also increasingly receive requests for community presentations to groups with Spanish speaking participants. Our ability to provide workshops in Spanish depends upon having fluent staff. We currently have two staff persons who are fluent in Spanish, but this supplemental funding would ensure availability of Spanish-speaking staff and increase our capacity to provide one-on-one services and outreach in Spanish. Additional staff would also increase our capacity to translate more of our written materials and media releases into Spanish.

- 3) **Service Goals:** Please attach a copy of your Community Resources Program year end or December service report to this application. Please add a column to your service numbers section that identifies what your 2010 proposed new goal numbers would be if you were allocated the funds you are requesting.

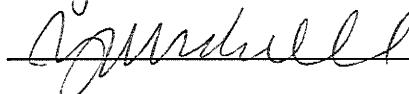
- 4) **Fund Utilization:** Understanding that this is a one time allocation, how will these funds be used in 2010? Will the supplemental costs be allocated to staffing, program supplies or other expenses?

The supplemental funds will be used to hire an additional part-time Spanish speaking housing counselor. The funds will be allocated to staffing (hourly wage) and operating expenses. The increase in personnel (shown below) is based on one person working an average of 15-16 hours per week at \$13/hr for 35 weeks. The increase in operating (shown below) represents a small, proportional increase to our 2010 contract amount. Activities performed will include 100 additional one-on-one counseling sessions in Spanish, three additional community presentations to groups with Spanish-speaking participants, and at least two appearances on Spanish language radio. Additionally, at least four of our regular psa's will also be translated and distributed in Spanish to the appropriate media outlets. In addition to these specific goals to be added to our annual activities, this staff person will also help identify and implement other outreach strategies appropriate to the Spanish-speaking population in Madison.

5) **Budget:** Please provide the following information. You will be contacted if additional information is necessary.

Program Budget	Current (as reported in your Budget appendixes in January 2010)	Proposed
Personnel	\$27,031	\$34,906
Operating	\$15,530	\$17,655
Space	\$3,372	\$3,372
Special Costs	\$0	\$0
Total	\$45,933	\$55,933

6) **Signature:** Name and signature of the principal individual responsible for this program proposal.

Name: Megyn McDonnell Title (if applicable): Program Director
 Signature:  Date: 3/1/2010

If you need assistance with this application or are unclear about how to answer the above questions please feel free to contact your current contract manager or staff at (608) 266-6520.

TENANT RESOURCE CENTER

Monthly Service Report: City of Madison Due Dates: 15th of each month, beginning 2/15, ending 1/15

Period Covered: _____ Date: _____

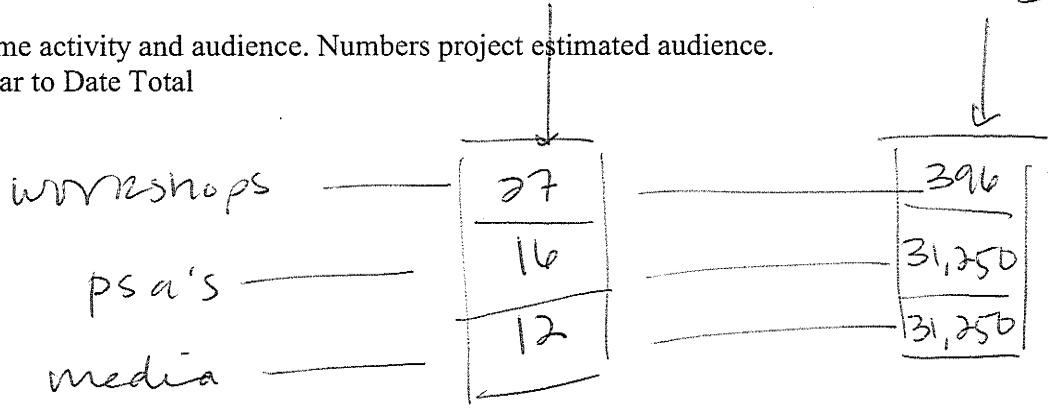
Prepared By: Megin McDonell Telephone: 608-257-0143

Service A: Housing Counseling, Education and Outreach

1. Tenant/Landlord Education Service Report (See Attached)
Annual goal is 6,500 + 100 new in Spanish → 6,600 total
2. Outreach

Activity	Number of Activities			Audience			
	This Month	YTD	Goal	This Month	YTD	Goal	
Workshops/Presentations			24 +3			360	<i>+36</i>
PSAs (Public Service Announcements)			12* +4			25,000*	<i>+6,250</i>
Media Presentations			10* +2			25,000*	<i>+6,250</i>

* May be same activity and audience. Numbers project estimated audience.
YTD = Year to Date Total



Specific descriptions of the following:

A. Workshops/presentations given during the month.

** Three additional presentations in Spanish*

B. PSA's (Public Service Announcements) distributed this month.

** Four psas translated and distributed in Spanish*

C. Media presentations made this month.

** At least two appearances on Spanish radio*

D. Website visits and other electronic outreach efforts.

** other outreach as identified by this project.*

3. Issues, needs, problems and concerns regarding the delivery of the service:

4. Final Report Only - Due 1/15

Complete and submit the attached form on Outcome Objectives, Performance Standards and Measurement Tools.