

# 2026 Employment & Career Development Services RFP Workshop



# Agenda

- 1. Introductions**
2. RFP Overview and Major 2026 Changes
3. Priority Areas and Funding Available
4. Application Materials and Submission Requirements
5. Review process, Timeline, and Q&A

# Who's in the Room?

## Introductions

- CDD Staff
- In the Chat
  - Your Name
  - Name of Organization
  - Priority Area



# Important Document Update

Please make sure you are using the current RFP materials.

## UPDATE NOTICE

Since the release of the RFP, three forms contained a reference to a previous RFP. Those documents have been corrected and updated on the [CDD Funding Opportunities website](#).

If you downloaded these forms before 1:00 PM on June 24, 2026, please redownload the updated versions.

### Updated Documents:

[Letter of Intent](#)

[Application Instructions](#)

[Application Part 1 -  
Organization Narrative](#)

# 2026 RFP At A Glance

## Purpose

Fund a coordinated portfolio of culturally and linguistically responsive employment and career development services for youth, young adults, and adults.

### Anticipated Funding

**At \$1,988,536**

### Program Areas

**5 Opportunities**

Including the Southwest Madison  
Employment Center Operator

### Proposal Deadline

**Monday, August 3,  
4:30 PM Central Time**

Youth 14–21

Wanda Fullmore

Young Adults 18–26

Adults 18+

SMEC Operator

# What Changed Since 2022?

## 1. Southwest Madison Employment Center

The 2026 RFP includes selection of the SMEC Operator, which was previously handled through a separate RFP.

## 2. Financial Empowerment Center

The SMEC Operator will also implement the City's Financial Empowerment Center model with free, professional, one-on-one financial counseling.

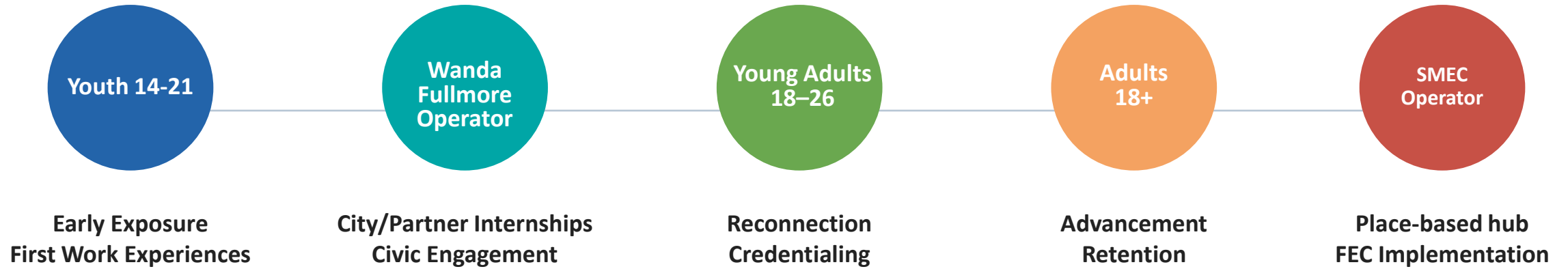
## 3. Upward Mobility

The RFP more explicitly connects employment services to financial security, credentials, advancement, and family-supporting wages.

### What stays the same:

- Core focus on youth, young adult, and adult employment services
- Emphasis on culturally and linguistically responsive services
- Interest in a continuum of programs rather than one single model
- Commitment to organizations with strong community connections

# Priority Areas Along the Employment Continuum



## Important

Age ranges overlap. Choose the priority area that best fits your model, population, and outcomes.

## Application strategy

Be specific about where your program sits in the continuum and how participants move to the next step.

Applicants may apply under one or more areas.

# Funding Available

## Anticipated allocations across the 2026 RFP.

Youth, Young Adult, and Adult Employment Programs and Services	\$1,614,536
Wanda Fullmore Youth Internship Program	\$95,000
Southwest Madison Employment Center	\$279,000
<b>Total anticipated funding</b>	<b>At least \$1,988,536</b>

Programs: \$1,614,536

SMEC: \$279,000

Wanda Fullmore: \$95,000

Final funding is dependent on the City's 2027 Operating Budget.

### Budget Reminder:

Use the City-provided budget workbook. Do not change formulas. Review the PDF/print view before submitting.

# Core Program Expectations

Across priority areas, strong proposals should address these elements.

## **Recruitment, Intake, Assessment**

Target population, interests, barriers, skills, goals, and fit.

## **Coordination and Referral Pathways**

Partners, employers, schools, training providers, and supportive services.

## **Culturally Responsive Curriculum**

Asset-based durable skills, career guidance, education/training links.

## **Workplace and Participant Support**

Employer readiness, mentorship, follow-up, transitions, post-program support.

## **Financial Empowerment**

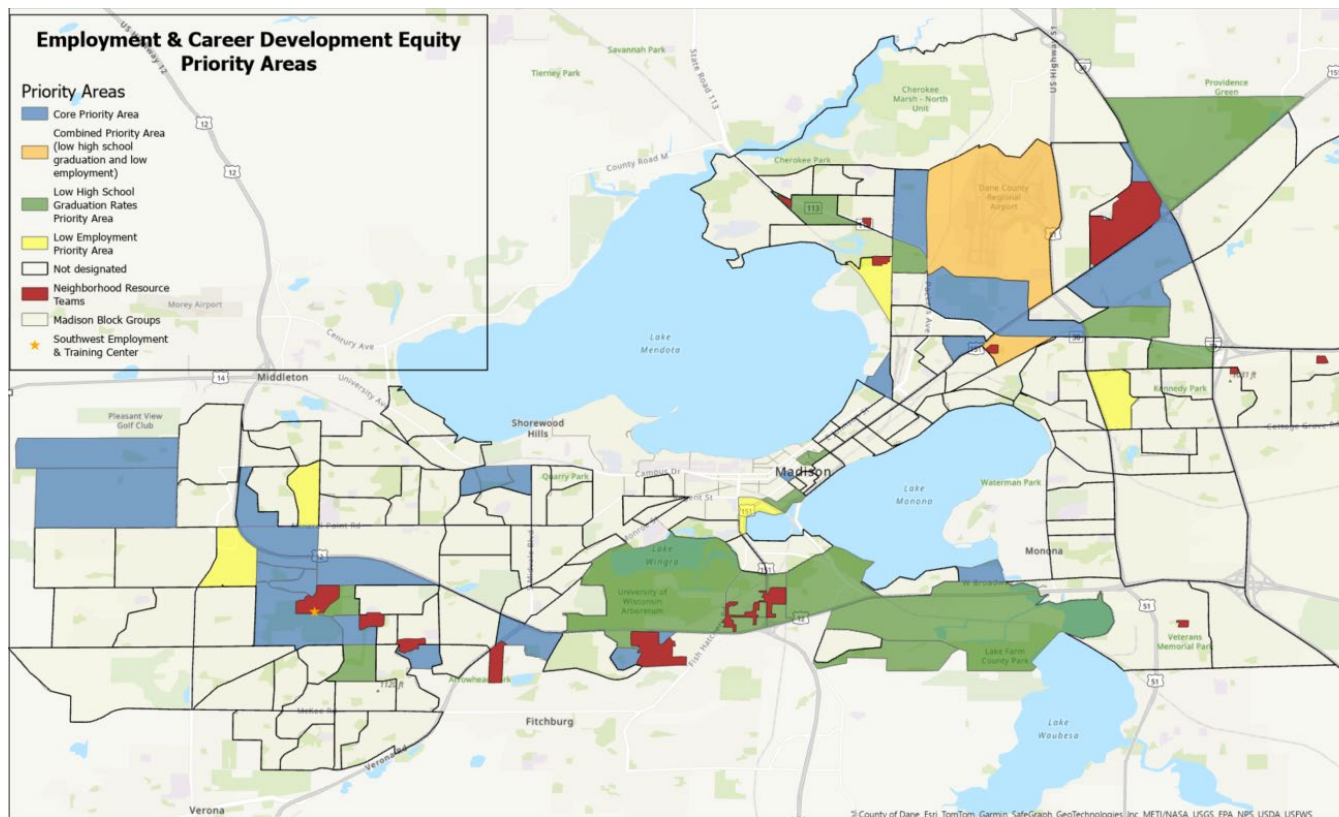
Education, counseling referrals, FEC coordination where appropriate.

## **Clear Outputs and Outcomes**

Track participation, completion, credentials, wages, employment, and progress.

# Employment & Career Development Equity Priority Areas

Programs should describe how they will serve one or more priority areas.



**What Applicants Should Explain**

An agency does not need to be located inside a priority area. Applications should explain current programming, relationships, partnerships, and access strategies for the area(s) served.

- Core Priority Areas
- Low High School Priority areas
- Workforce Priority areas
- Combined Priority areas
- Neighborhood Resource Team areas

Use the map as a planning tool, not as the only way to demonstrate need.

# Southwest Madison Employment Center Operator + Financial Empowerment Center

## Additional expectations for SMEC Operator applicants.

### Center Role

Operate a welcoming, accessible, culturally and linguistically responsive employment and financial empowerment hub at 1233 McKenna Boulevard.

### FEC Role

Implement the City's Financial Empowerment Center model: free, professional, confidential, one-on-one financial counseling.

### Employment Hub

Career Navigation • Work Readiness • Job Search • Placement Support

### Financial Counseling

Reduce Debt • Improve Credit • Increase Savings • Safe Banking

### Partnership Platform

Employers • Schools • Neighborhood Centers • Libraries • Public Systems

### Access Strategy

Primary center location plus approved referral and co-location partnerships

**Required additional workshop/site visit: July 8, 2026**

# Southwest Madison Employment Center Operator + Financial Empowerment Center

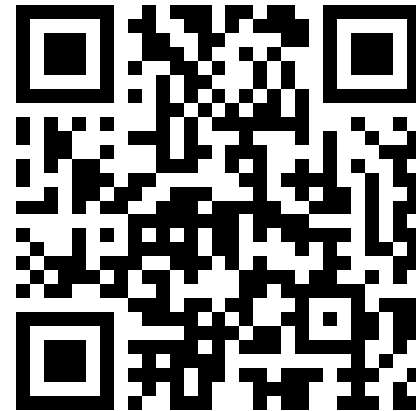
Interested SMEC Operator applicants **MUST** register for the following required workshop with Cities for Financial Empowerment Fund.

**Session Details:**

**Date:** Wednesday, July 8, 2026

**Time:** 11:00 AM–12:30 PM

**Location:** Madison Public Library  
Central Library, 201 W. Mifflin Street  
Room 301



# Application Package

Submit only the required materials. Extra materials will not be accepted.

**Part 1**

Organization Narrative Form

**Part 2**

Program Narrative Form

**Part 3**

Budget Workbook

**If applicable**

Budget Narrative Form for joint / multi-agency applications

**If applicable**

Letters of Commitment

**If applicable**

Fiscal Agent Form

## Submission Address

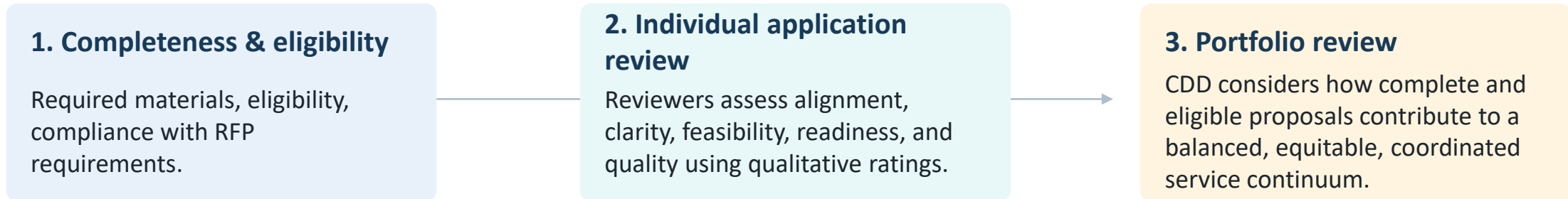
Email proposal materials to [CDDapplications@cityofmadison.com](mailto:CDDapplications@cityofmadison.com) and include “**2026 Employment RFP**” in the subject line.

## Deadline

**Monday, August 3, 2026 at 4:30 PM Central Time.** Proposals are time-stamped when received, not when sent.

# How Proposals Will Be Reviewed

No numeric score will rank or determine funding recommendations.



Review ratings:

Strongly Aligns

Aligns

Partially Aligns

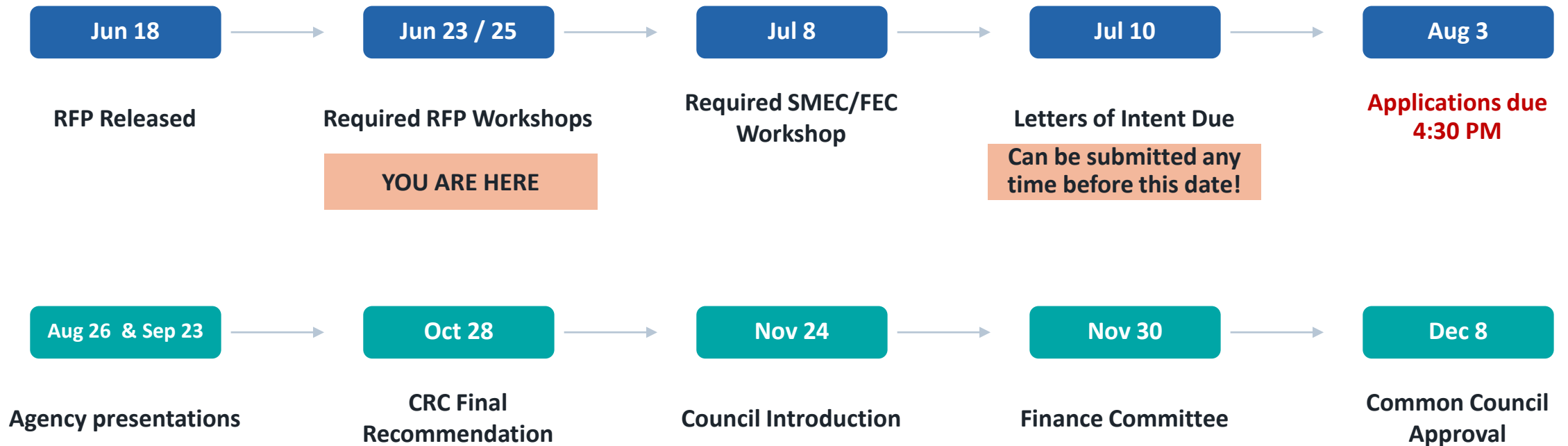
Does Not Yet Align

Not Applicable

Overall Assessments: Strong Alignment • Alignment with Questions • Limited Alignment

# 2026 RFP Timeline

Dates are for planning purposes unless changed by addendum.



**Deadline Reminder:** Proposals received after the deadline, or incomplete proposals, will not be considered.

# Before You Submit

- 1 Read all Materials Together**

RFP, application instructions, forms, appendices, budget workbook.
- 2 Match the Application to the Priority Area**

Be clear about population, service model, and outcomes.
- 3 Include Required Partner Documentation**

Letters of Commitment, MOUs, and fiscal agent forms if applicable.
- 4 Check the Budget Workbook**

Do not change formulas; review before submitting.
- 5 Submit Early**

Proposals are time-stamped when received, not when sent.

# Questions & Next Steps

Thank you for your interest in the 2026 Employment RFP.

## What questions can we clarify today?

### Point of Contact

Dominic Davis – [ddavis2@cityofmadison.com](mailto:ddavis2@cityofmadison.com)

Yolanda Shelton-Morris – [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com)

### Submit Proposals

[CDDapplications@cityofmadison.com](mailto:CDDapplications@cityofmadison.com)

Subject: “2026 Employment RFP”

If you have any questions or concerns that are related to **technical aspects** of the application or templates, including difficulties with text boxes or auto fill functions, please email:

Madeline Bohrod – [MBohrod@cityofmadison.com](mailto:MBohrod@cityofmadison.com)