



CRISIS INTERVENTION AND PREVENTION SERVICES

2025 REQUEST FOR PROPOSAL (RFP) APPLICATION

Part 1 – Organization Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30pm September 22nd, 2025

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

The intent of this RFP application is for applicant organizations to have the opportunity to apply for funding towards programs/services under the umbrella of the Crisis Intervention and Prevention (CIP) Service Area in the Community Resources Unit. There are two priority areas in the CIP RFP: *Crisis Intervention Support Services & Prevention Services and Activities*, each of which has two program types. Program types include 24/7 Helpline, Shelter Services, Community-based Individual/Family Support, and Building Community & Stabilization. Organizations can apply for each program type. Please refer to the guidelines for full program type descriptions 1.1.

Priority Areas	Crisis Intervention Support Services	Prevention Services and Activities
Program Types	<u>24/7 Helpline</u> – Organizations who provide gender-based violence crisis assistance via phone, text, online, in person, etc. Programs need to focus on youth and adults experiencing domestic violence, sexual assault, intimate partner violence, and/or human trafficking. Organizations are expected to have established policies and protocols for shelter operations, provide ongoing staff training, and promote practices that support staff well-being and self-care.	<u>Community-Based Individual & Family Support</u> - Organizations who provide trauma-informed, coordinated support that assists individuals and families in meeting short-term basic needs and access services as they recover and work to improve overall personal and family well-being. These services aim to educate, inform, connect, and assist in system navigation.
	<u>Shelter Services</u> - Organizations must operate an existing shelter that serves individuals or households experiencing domestic violence or, in the case of youth, those without safe housing alternatives. Organizations are expected to have established policies and protocols for shelter operations, provide ongoing staff training, and promote practices that support staff well-being and self-care.	<u>Building Community & Stabilization</u> – Organizations who provide community-wide or group-based activities that increase protective factors and reduce the likelihood of crisis, especially for communities disproportionately impacted by poverty and systemic inequity. These services aim to create spaces, educate, inform, and connect individuals to their neighbors and the district they live in.

Responses to this RFP should be complete but succinct. Materials submitted in addition to **Part 1 - Organization Narrative**, **Part 2 - Program Narrative(s)**, and **Part 3 - Budget Workbook** will **not** be considered in the evaluation of this proposal.

Do not attempt to unlock/alter this form. The font should be no less than 11 pt.

If you need assistance related to the content of the application or are unclear about how to respond to any questions, please contact CDD staff: Nancy Saíz, Community Development Specialist nsaiz@cityofmadison.com or Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com. We are committed to assisting interested organizations in understanding and working through this application and funding process.

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

APPLICANT TYPES

Every organization applying for funding must submit an organizational history narrative per program detailing their organization's background, mission, and vision (Questions 1-4 below).

Single Applicants

If your organization is applying for multiple programs, each program application must be submitted separately with all the required submission documents (See RFP Guidelines 1.1 Required Information and Content of Proposals).

Joint/Multi-agency Applicants

For those choosing to submit a joint/multi-agency proposal, **only** the designated '**LEAD Agency**' is required to:

- 1) Complete and submit responses to questions 5-9 below pertaining to organizational history and mission statement, partnership history, rationale for partner selection, division of roles and responsibilities, anticipated challenges, and any previous collaborations or partnerships.
- 2) Submit the organizations' history partnership narrative per priority area or program type.

Part 1 - Organization Narrative Form

***Note: Please use the grey text boxes when completing this form**

Legal Name of Organization:	Allied Wellness Center	Total Amount Requested:	\$ 214,925
All program(s) connected to your organization:	Program Name: CHWs: Partners in Health Amount Requested: \$ 109221 Applicant Type: Single Agency Application Program Type: Community-Based Individual and Family Support Services List Program Partner(s) (if applicable): Allied Dunn's Marsh Neighborhood Association (ADMNA), JFF, PHMDC community nurse, Allied NRT		
	Program Name: Community Roots: Growing Allied Health Amount Requested: \$ 70965 Applicant Type: Single Agency Application Program Type: Building Community & Stabilization: ADULT & FAMILY List Program Partner(s) (if applicable): ADMNA, JFF, PHMDC community nurse, Allied NRT, JustDane, Project Respect		

	Program Name: Teens Taking Charge		Amount Requested: \$ 34739	
	Applicant Type: Single Agency Application			
	Program Type: Building Community & Stabilization: YOUTH			
	List Program Partner(s) (if applicable): ADMNA			
	Program Name:		Amount Requested: \$	
	Applicant Type: Choose an item.			
	Program Type: Choose an item.			
	List Program Partner(s) (if applicable):			
<i>If you are applying for more than four programs, please contact Nancy Saíz nsaiz@cityofmadison.com</i>				
Contact Person for application (Joint Applications - Lead Org):	Leslie McAllister		Email: leslie_mcallister@hotmail.com	
Organization Address:	4689 Atticus Way, Madison, WI 53711		Telephone:	608-213-3009
501 (c) 3 Status:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Fiscal Agent (<i>if no</i>)	

Single and Lead Agency Qualifications: Complete this section if you are applying as a SINGLE AGENCY or serving as the LEAD AGENCY in a joint/multi-agency application.

- Briefly describe your organization's history, core mission, and experience providing services relevant to this proposal.** If applicable, highlight any work related to crisis intervention, prevention, or serving the proposed population. Please keep your response concise (approximately 1–2 paragraphs).

For over 20 years, the Allied Wellness Center (AWC) has been a cornerstone of support for the Allied Belmar and Dunn's Marsh neighborhood in Madison. The AWC was established in 2004 with the mission of addressing health disparities in marginalized communities, focusing on fostering well-being, resilience, and empowerment. Services provided by Community Health Workers (CHWs) who reflect the diversity and lived experience of the neighborhood aim to reduce barriers to accessing needed health and social services, particularly for families that are economically disadvantaged, communities of color, and immigrant populations. Over two decades, the agency has built a strong network of partnerships with local health and social service providers within and outside of the neighborhood, public agencies, and grassroots organizations, enabling the AWC to serve as an anchor for comprehensive community support.

Guided by the research-informed Youth Thrive Framework on youth well-being, the AWC has expanded CHW health promotion programming to include youth activities that are grounded in the framework's 5 protective

and promotive factors: youth resilience, social connections, knowledge of adolescent development, concrete supports in times of need, and cognitive and social-emotional competence. We focused initial efforts on sexual and reproductive health education and supporting healthy relationships with family and peers, engaging partners from Planned Parenthood and PHMDC. More recently, we have launched an initiative that engages teens as leaders to help plan, execute and evaluate health-promoting activities in the neighborhood.

- 2. Describe your organization's experience implementing programming aligned with the Crisis Intervention and Prevention RFP Guidelines.** Please include specific examples relevant to the programs proposed in this application. If applicable, list all the current Crisis Intervention and Prevention programs your organization operates, along with their inception dates.

Since the early 2010s, the AWC board of directors – made up of a majority of Allied community members – developed a vision for the agency to train and hire residents to help improve the health and well-being of their families and neighbors. While that journey started more than 10 years ago, the AWC has been realizing that vision through the hiring and training of community health workers since 2021. AWC secured funding from the first round of City CIP grants in 2022 to develop and refine the neighborhood-based CHW program model. In the AWC model CHW work includes both 1:1 support for individuals/households and community-building activities that promote individual, family, and community well-being while strengthening relationships among neighbors.

With growing concerns among parents of teens/tweens in the community about bullying and violence at the schools that would continue in the neighborhood, the CHW team prioritized working with neighborhood teens.

- In late 2023 and early 2024 the CHWs partnered with Planned Parenthood health educators to bring the CCmáS Spanish-language curriculum for families and their teens/tweens that combines sexual and reproductive health education with information about accessing community resources.
- In response to the teens request for more activities in English, in the summer of 2024, the AWC collaborated with the PHMDC reproductive health nurses together to deliver a multi-session reproductive health series for adolescents. The purpose of this series is to educate adolescents about healthy relationships and how to effectively advocate for their health care needs.
- From previous teen events over the last two years, AWC learned how important it is to center the voices of youth in the development and execution of teen activities. In early 2025, AWC sought multiple partners for collaboration, as well as guidance on a more effective approach to engage teens in wellness promotion work. For the newly launched Teens Taking Charge program, the CHW team partners with the Positive Youth Development staff at Extension Dane County at UW on teen programming that builds leadership capacity of teen residents, while also engaging them in improving their health and the health of their families and community. Four AWC Teen Health interns, with the support of the CHW team, will lead the planning and implementation of fun, educational and engaging activities that promote healthy growth of neighborhood youth and overall community well-being.

- 3. Describe any significant changes or shifts at your agency in the past two years:** This may include changes in leadership, turnover of management positions, strategic planning efforts, or expansion/loss of funding and/or staff. Please describe how these changes may impact your agency's ability to provide the proposed services. If there are no changes to the report, write "No Changes."

Starting in late 2021, the AWC was fortunate to secure local, state, and federal grants through American Rescue Plan (ARP) dollars, which allowed for program expansion; however, those grant dollars are no longer available. So far, AWC has been able to piecemeal together smaller grants and donations to maintain staffing levels, but that will continue to be a challenge.

Originally hired in May 2022, with support of the CIP grant and federal CHW funding through federal ARP dollars, the AWC's Program Manager left in April 2024 to pursue other opportunities. With declining funds, the AWC was able to hire a part-time CHW Program Coordinator, who has post-graduate training in health advocacy and deep ties to the Allied neighborhood. She provides direct supervision and on-going support to the CHW team about both their casework and community health and wellness promotion activities, ensuring a positive, productive and accountable work environment. She is also responsible for onboarding and orienting new staff, as well as helping build a healthy, strong team that can work effectively together. She maintains the agency systems for tracking and ensuring completion of all grant expectations. Given her more than five years of experience in the community, the CHW Program Coordinator also plays a vital role in building and maintaining strong collaborative relationships with service providers and other stakeholders in the neighborhood. She also takes the lead on maintaining the agency website: [Home | Allied Wellness Center](#). The AWC moved to a new office space in the fall of 2024 at the Derby Apartments, with support of the City's Community Facilities Loan (CFL) Program. The new office space is reasonably affordable, more accommodating for staff, and it is more accessible to residents, particularly new residents at the Derby that have filled the caseload of one of the AWC CHWs.

Recently, the AWC has been able to hire a new CHW to replace a staff member who had a baby and left the organization – at least for the near future. We were able to have a month of overlap with the new employee and the departing CHW, to allow for more successful onboarding and orientation to the work, as well as an opportunity for a warm handoff –supporting intentional relationship-building to happen between the new CHW and individuals/families he will be serving and the partner organizations with whom he will engage. This new CHW will not only be able to take on her caseload and group-based programming responsibilities, but also, he will assume some of her administrative and data collection/program reporting duties.

The AWC has also been able to hire a Community Health Intern from UW this summer, and she has been supporting the individual and programmatic work of the CHWs. She has also developed a monthly blood pressure check and health education program at the Allied Food Pantry, which she co-facilitates with the CHWs. The Community Health intern may support the Teens Taking Charge interns in their community wellness-promoting activities.

- 4. Describe any anticipated changes or shifts at your agency in the next two years.** Please describe how these changes may impact your agency's ability to provide the proposed services. If there are no changes to the report, write "No Changes."

No Changes

- 5. Describe your organization's required qualifications, education, and training for program staff.**

Include how your organization supports staff in meeting these requirements and any ongoing professional development opportunities offered (e.g., trauma-informed care, Adverse Childhood Experiences [ACEs], culturally responsive services, etc.).

All the AWC CHWs are required to complete the 100-hour Milwaukee Area Health Education Center (AHEC) CHW Training Program where participants learn concepts and principles of basic public health care, including health promotion and maintenance, chronic disease prevention, and self-care management at the community

level. The virtual training program consists of weekly online coursework with a textbook followed by 6 months of 1:1 coaching after training. After a final presentation, the CHW-in training becomes certified. Our newest CHW is enrolled in this course, and we anticipate that he will become a certified CHW by the spring 2026. Through current and previous grants, CHWs had the opportunity to receive training in a variety of public health/health/mental health, individual/family/community violence prevention, trauma-informed care, and family support topics, including attending statewide and local conferences. With a current grant from the WI Child Abuse and Neglect Prevention Board, the CHW team will be trained in the Strengthening Families/Protective Factors, as well as be able to access training for family support professionals that is available through the UW-Milwaukee Professional Development System on topics like preventing child sexual abuse, child development/brain development, creating cultural connections, and parent leadership. This funding also supports the Program Coordinator with access to extensive supervision training. The CHWs are also supported with ongoing education through a partnership with the UW Department of Family Medicine and Community Health: they meet monthly with a family physician, Dr. Jonas Lee about health-topics and how to support their clients around those topics, and they are working with staff at the Osher Center of Integrative Medicine to adapt modules of the Whole Health Framework, an evidence-informed model of care that has demonstrated consistent success in improving health and wellness within the U.S. Veterans Affairs system and other health care settings, for individuals from historically marginalized groups. The modules could have application in the CHW work with neighborhood youth. CHWs are encouraged to discuss their individual professional development goals with the CHW Program Coordinator, and together they explore how to best meet those needs. While some of those needs might be met through training that is available through other grants or content covered through our regular meetings with the UW Family Medicine partners, others may require agency financial resources. Accessing additional training on the topic of youth development and the impact of trauma on youth is a priority for staff.

Joint/Multi-Agency Qualifications: *Fill out if you are **THE LEAD AGENCY** in the Joint/Multi-Agency Application **ONLY***

Program name:

Program type: Choose an item.

List all joint or partner applicants involved in this program and include their website links (for reference to their mission and vision statements)

- 6. Provide an overview of your organization's partnership history with the collaborating agency or agencies.**
When and how did the partnership(s) begin, and what collaborative initiatives or projects have you worked on together in the past?
- 7. Explain the rationale for partnering with the agency or agencies identified in this application.**
What unique strengths or resources does each organization contribute, and how do these assets complement one another in achieving the goals of the proposed program?

8. **Describe how roles and responsibilities will be divided between your organization and the collaborating agency or agencies in the proposed program.** How will each partner contribute to program design, implementation, and evaluation?
9. **Outline any anticipated challenges or barriers related to the partnership and describe how you plan to address them collaboratively.**
10. **If applicable, describe any past collaborations your organization has had with agencies providing crisis intervention or prevention services for youth, individuals, or families at risk of or experiencing crisis due to gender-based violence.** What lessons or insights did you gain from those experiences and how will they inform you in your approach to the current partnership?



CRISIS INTERVENTION AND PREVENTION SERVICES 2025 REQUEST FOR PROPOSAL (RFP) APPLICATION

Part 2 - Program Narrative Form

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Program Narrative Form **MUST be completed for EACH PROGRAM** for which you are asking for funds.

JOINT/MULTI-AGENCY APPLICANTS

Only the designated 'LEAD AGENCY' is required to submit the Program Narrative form on behalf of each of the identified partners listed in the application.

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Part 2 - Program Narrative Form

Program Name:	Teens Taking Charge	Total Amount Requested for this Program:	\$ 34739		
Legal Name of Organization:	Allied Wellness Center	Total amount Requested for Lead/Single Applicant	\$ 214925		
Legal Name of Partner(s) (Joint/Multi-Agency Applicants only):		Total Amount Requested for Partner 1:	\$		
		Total Amount Requested for Partner 2:	\$		
		Total Amount Requested for Partner 3*:	\$		
Program Contact: Lead Organization Contact	Leslie McAllister	Email:	leslie_mcallister@hotmail.com	Phone:	608-213-3009
Program Type: Select ONE Program Type for this form.					
<input type="checkbox"/> Crisis Intervention Support Services: 24/7 Helpline <input type="checkbox"/> Crisis Intervention Support Services: Shelter Services <input type="checkbox"/> Prevention Services and Activities: Community-Based Individual/Family Support <input checked="" type="checkbox"/> Prevention Services and Activities: Building Community and Stabilization <input type="checkbox"/> Adults and Families <input checked="" type="checkbox"/> Youth ages 12-18 years old					
PLEASE NOTE: Separate applications are required for each distinct/stand-alone program. Programs are considered distinct/stand-alone if the participants, staff and program schedule are separate from other programs, rather than an activity or pull-out group.					

1. PROGRAM OVERVIEW

- A. **Need:** What specific need(s) in the City of Madison does this program aim to address? Please cite the data or community input used to support your response.

AWC has a long-standing mission to address racial and ethnic health disparities – with a broad and holistic definition of health - by empowering community residents to take charge of their well-being. It was the vision of the majority resident board in the early 2010s to train and employ community members to lead this work that has guided the agency over the last 10+ years and continues to guide the work today. The AWC mission and the vision of the deeply engaged community elders on the board has been operationalized through the hiring of CHWs who are trusted members of or have deep connections to the neighborhood with a profound understanding of the population they serve. The CHW health and wellness promotion programming is informed by regular surveys and interviews conducted in the community and from interaction with and feedback from participants in our services.

CHWs wanted to connect with teens/tweens in the neighborhood after hearing about parents' concerns about bullying and violence occurring in schools, on school buses, and in the community during the 2022-2023 school year. Of particular interest of the parents was more information about and strategies for how they could support their tweens/teens to avoid risky behaviors (e.g. unprotected sex, unhealthy relationships, use/abuse of drugs/alcohol, and getting into fights) and enjoy healthy trusting relationships with them and others. CHWs got to know some teens initially through the CCmás program for families, and through those relationships they were able to develop different strategies for reaching other teens in Allied. At the request of the teens themselves, AWC was able to provide information and supports on these sensitive topics in English, which helped to create an opportunity for including other neighborhood teens in this work.

Learning more about positive youth development theory and principles in consultation with the youth development staff from Dane County Extension, the CHW team saw how this aligned with the AWC's mission to empower residents – including teens

- to take charge of their health and wellness. This strategy is also aligned with the Youth Thrive framework that recognizes how social connections with peers and their community contribute to their well-being. CHWs once again shifted their approach with neighborhood youth, moving away from didactic instruction to adopting an innovative approach for a new pilot project that engages paid teen interns to design and plan community wellness activities that they believe will be more useful and engaging for their peers and other community members and will meaningfully involve them in creating the community that they want to see.

- B. Goal Statement: What is the overarching goal of your program in response to the identified need? How does this goal align with the scope, priorities, and desired outcomes described in the RFP guidelines?

The AWC aims to address the health and well-being needs of all Allied residents, including youth, by engaging them directly and meaningfully in identifying both the challenges (things that get in the way of health and wellness) and opportunities to address those challenges. The Teens Taking Charge program provides the opportunity and resources to more meaningfully involve youth in creating community solutions to help them thrive. The CHW team engages Allied area teens in the AWC work to promote holistic health and wellness in the community through building their skills and knowledge, taking advantage of their wisdom to more effectively engage other young people in this work, increase a sense of belonging among youth, and strengthen relationships among youth and between youth and adults. These goals are well-aligned with the RFP that prioritizes programs for youth that promote healthy communication, social connectedness, and connection to school and community.

- C. Program Summary Briefly summarize your proposed program, including the population served, core services or activities, where and how services will be delivered, and key expected outcomes. This should provide a high-level snapshot of the program.

AWC participants live in the Allied Dunn's Marsh community, which includes City of Madison and Fitchburg residents. Teen interns and other participating youth will be recruited from the AWC service area – could include teens from Madison or Verona schools.

AWC proposes using CIP funds to continue building on the lessons learned through the 2025 Teens Taking Charge pilot. Program activities for 2026 include:

- Hosting a July event for teens in the neighborhood to learn about opportunities with the Teens Taking Charge program and inviting them to apply to become interns with the AWC for the 26-27 school year
- Engaging interns in 12-14 planning meetings with the CHW team during the school year
- Providing opportunities for teens to learn about relevant health topics and wellness promoting strategies, as well as self-advocacy skills
- Supporting youth to host and participate in 2-3 community events/activities and a systems level change project that they think will help them and their families thrive (e.g. advocating for more youth-led services in the neighborhood, educating health care providers on how to more effectively work with youth patients, partnering with the neighborhood association and/or the Allied NRT to address community safety concerns, etc.)
- Supporting the intern team to conduct outreach activities to encourage community participation in planned activities
- Compensating teen interns and supporting them with financial education

The planning meetings will be held in the AWC office, and the community events will likely be held at Reach Dane, the Boys & Girls Club or one of the neighborhood parks, as those places can accommodate larger crowds and are walkable for most of the neighborhood.

The AWC anticipates that the Teens Taking Charge program will be of benefit to the participating teens and their families, and to the larger Allied community. Teen interns will develop new relationships and new skills - like healthy communication, money management, event planning, asking for help when needed, and advocating for themselves - while also creating opportunities for others to participate in wellness promoting and community-building activities.

2. POPULATION SERVED

- A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how has your org/agency engaged members of this population in designing, informing, developing, implementing the proposed program?

AWC's service area is the same as the Allied Dunn's Marsh Neighborhood Association (ADMNA): West Beltline Highway on the north, Seminole Highway on the east, Chicago Northwestern Railroad on the south, and Verona Road on the

west. All residents – children, youth and adults – who live in the service are invited to participate in the youth-led community health activities planned as part of this project.

AWC regularly gathers information from the community through surveys and interviews, as well as feedback from participants in group and one-on-one activities, which includes participating youth. This information shapes the programming offered. For example, the AWC offered health and wellness groups tailored for men, partnered with Madison College to provide ESL classes in the neighborhood, and adopted a new approach to engage teens as co-creators of community wellness programming based on feedback from participants in AWC services. The goal of the Teens Taking Charge is for the teen interns to design, promote and implement community wellness activities and lead/co-lead a systems change project with the support of the CHW team and their partners in the neighborhood. Given the service area, the population of people served by the AWC are primarily low-income and participate in public benefits programs (e.g. Medicaid, WIC, SNAP, energy assistance, etc.) if eligible, though we do not typically gather information about income.

AWC has 1.5 FTE CHW that serve the primary Spanish-speaking residents in the neighborhood – 43% of the population in Allied (according to the 2020 census) but anecdotally that number has increased. AWC has one full-time CHW who is African American. All AWC staff will be engaged in the Teens Taking Charge project, and we intend to work with teen interns that reflect the racial and ethnic diversity of the neighborhood.

AWC has seen an increase in the number of recent immigrants in the neighborhood, and they speak a variety of languages – we have use of the language line that is also used by UW Health – which may be helpful to connect with parents of teens as well as the teens who speak languages other than English and Spanish. In addition to the language line, AWC has used simultaneous interpretation for health education/wellness promotion activities and community events as needed. This would include any neighborhood events/activities that are planned and hosted by the teen leaders.

- B. 2024 Participant Demographics: If your organization has offered similar or related programming in 2024, please provide available demographic data for participants served. This can include data collected through formal programs, pilot efforts, or community-based work—even if it was not funded by the City. If exact numbers are not available, please provide your best estimates and briefly note how the data was gathered (e.g., intake forms, surveys, observations). If you are a new applicant and do not yet have demographic data, please indicate that below.

Race	# of Participants	% of Total Participants
White/Caucasian	12	80
Black/African American	2	13
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial	1	7
Balance/Other		
Total:	15	
Ethnicity		
Hispanic or Latino	12	80
Not Hispanic or Latino	3	20
Total:	15	
Gender		
Man	7	46
Woman	7	46
Non-binary/GenderQueer	1	7
Prefer Not to Say		
Total:	15	

Comments (optional): Youth for the sexual health education series in 2024 were largely recruited from the previous family-based CCmas program that is done in Spanish. For the 2025 Teens Taking Charge pilot the AWC has recruited four teens that are a mix of races/ethnicities, genders, and ages. The AWC will strive to involve a diversity of youth in the program in 2026.

- C. Language Access, Cultural Relevance: Please describe how the proposed program will serve non-English speaking youth, individuals, and families. Describe how the proposed program builds and sustains adequate access and cultural relevance needs.

It is critical that the AWC employ staff that reflect the racial and ethnic diversity of the community. In addition to African American CHWs, AWC is committed to having bi-lingual, bi-cultural CHWs on the team, as the Latine, primary Spanish-speaking population continues to grow in the neighborhood.

AWC prioritizes inclusivity and cultural relevance. Bilingual staff and interpreter services at community events ensure accessibility for immigrant families that are primary Spanish speakers. Program materials are adapted to reflect diverse cultural practices, and events welcome LGBTQIA+ families. Efforts like these foster trust and create a welcoming, supportive environment for all families.

- D. Recruitment and Engagement Strategy:

a. **Recruitment & Outreach:**

How does your program plan to recruit and reach members of the identified service population?

Please describe any community outreach strategies, partnerships, or referral pathways you will use.

Meeting with parents - at the pantry or other community events - is one of the strategies the CHWs use to share opportunities for their children to engage in the AWC Teens Taking Charge program.

The CHW team will also connect with County youth justice workers, school social workers, and other school personnel to help recruit potential youth for the teen intern positions. Teens are also introduced to the Allied Wellness Center (AWC) through community events and programming, including participation in an annual July teen event. Each August, interested teens are invited to apply for the upcoming internship cycle. Selected applicants are interviewed, and final hiring decisions are made by September 1st. For the teen-led community-building and wellness promoting activities, with the support of the experienced CHW team, the teen interns will develop and implement outreach plans - including development of flyers and other materials. The teen interns will also have some focus on recruiting other youth to events, though their outreach will not be exclusive to neighborhood youth.

b. **Addressing Barriers to Participation:**

What specific barriers to participation (e.g., transportation, scheduling, language, trust) might the population face, and how does your program plan to address them?

Some of the barriers to participation of teens in the project and residents participating in the community wellness activities the lead include:

- Trust among the team of teen interns and with CHW team: With guidance and support from the Dane County Extension Positive Youth Development team, much of the first few meetings with the Teens Taking Charge team focus on team-building, reflection, and creating a safe and brave space for the teens to share their ideas. Teens will also receive training and coaching from the CHW team on healthy communication, self-care, and stress management strategies.

- Racial tensions that exist in the neighborhood and in schools: Having AWC staff who are BIPOC and primary Spanish speakers may help the African American and Latine teens feel more comfortable and open to sharing about their experiences and ideas for how the Teens Taking Charge project may create opportunities for cross-cultural learning and exchange. Honest and brave conversations that allow the group to name the issue of racial tension and division will be a cornerstone of the program.

- Keeping the teen interns motivated over several months: The planning sessions with the interns are interactive and co-created with the interns, with opportunities for learning, team-building, establishing group agreements and shared expectations - they will not be "all-business" but include fun activities, like using art as a tool for self-expression. Teen interns will also be compensated for their time, demonstrating that the AWC values their time and talents. The group will consider short- and long-term project goals, with plans to do a mix of more manageable events/activities (e.g. leading wellness activities at a community dinner or other family friendly event, designing and implementing health education materials about a health or wellness topic and have conversations with people about that topic at the pantry), celebrating small and big successes along the way. In addition to those community wellness activities, and following positive youth development tenets, teens will be engaged systems-level change project (e.g. advocacy for school bus safety or creating a petition for neighbors to sign to improve lighting at a neighborhood park), that empowers them to be active drivers of the change they want to see in their neighborhood.

- Concerns about community violence: Some neighbors are reluctant to come to community-building events due to fear of violence. This was exacerbated by a shooting that happened in Belmar Park while a community meal was held at the nearby Boys & Girls Club last year. The AWC and our partners (NRT, JFF, JustDane, Project Respect, and the ADMNA) schedule community events/activities and health education sessions during daytime and early evening hours and on weekends, rather than later in the evenings when the risk of violence is higher. By hosting events that are designed to promote social cohesion, decrease isolation, and build trust among neighbors, the AWC is contributing to community stabilization that we believe can realize a reduction in violence over time. This would include those wellness and community-building activities led by the Teens Taking Charge interns.

c. Enrollment & Engagement Approach:

Describe how participants will be enrolled and engaged in the program. Include any tools, processes, or approaches you will use that are responsive to the needs and preferences of the population served (e.g., Individual Service Plan (ISP), intake forms, assessment tools, culturally responsive practices).

Teen interns will be recruited from the community – through referral partners at the schools, JFF, County youth justice staff and other providers who work with youth – as well as referrals from teens currently participating or parents that work with CHWs one-on-one or attend adult/family activities/events. Once identified, the next cohort of Teens Taking Charge interns will be supported by the CHW team through regular planning meetings, that will also include educational components related to health and wellness, money management, event planning, healthy communication skill building, stress management and the impact of youth conflicts/violence on families and communities. Teens will also be compensated for their time and talents. Helping teens realize their vision for an inclusive, healthy community in which they can thrive will remain a cornerstone of the program.

3. PROGRAM LOCATION, DESCRIPTION, AND STRUCTURE

A. Activities: Describe your proposed program activities. Please be sure to specify your program type, i.e. shelter services, workshops, helplines, classes, etc.,).

Once identified, Teens Taking Charge interns will participate in bi-weekly planning meetings at AWC office throughout the 26-27 school year. As previously mentioned, part of those planning meetings will include information/discussion to support their learning, like financial education, art-based activities, stress management/self-care strategies, and planning community-building events that are fun and engaging. With support from the CHW team, the teen interns will plan 2-3 community wellness events and engage in a system change project that they identify is needed to help them and their community thrive. Other neighborhood partners - like the ADMNA and the members of the Allied NRT - will be invited to help support these activities.

B. Use of Evidence-Based or Promising Practices:

Please identify any evidence-based or evidence-informed models, practices, or curricula used, including sources or documentation of their effectiveness. If your program does not use a formal evidence-based model, describe the rationale for your approach and how it aligns with the goals of crisis intervention and prevention.

This project is informed by both Youth Thrive protective and promotive factors - what youth need in order to thrive - and positive youth development principles – rooted in a belief that all youth have the potential to grow and succeed when provided with the right support and opportunities.

Five protective/promotive factors this project addresses are:

- Youth Resilience – supporting youth with developing skills to manage stress and adversity; building on their strengths and interests
- Social Connections – creating opportunities for youth to experience healthy relationships with peers, their families and others in the community; offering youth to experiences that promote a sense of trust/belonging/that I matter
- Knowledge of Adolescent Development – the CHW team, with support from their consultants at Dane County Extension, are learning more about adolescent development, best practices to meaningfully engage resident youth in community wellness work, and how to empower teens to take charge of their health
- Concrete Supports in Times of Need – empowering youth to ask for help when needed and learning critical skills to advocate for themselves
- Cognitive and Social-Emotional Competence - building executive functioning, healthy communication, and relationship skills that lead to a more productive and satisfying adulthood

Positive youth development principles that are grounded in the belief youth can contribute positively to their communities align well with the mission of the AWC to empower community residents to take charge of their health. By supporting youth to imagine what they want their neighborhood to be and supporting them to lead the efforts to start to realize their vision for a healthier, thriving community is what makes this project so impactful. The Teens Taking Charge program is well-aligned with RFP goals because of the strength-based approach and prevention focus - working upstream to reduce risk at the individual, family and community level and increase promotive factors. It is also an opportunity for teens from different racial/ethnic groups to learn and grow together in a supported way.

- C. Program/Service Schedule and Location: Please fill out the charts below to describe the schedule for your proposed program or service, including days and hours that services, classes, workshops, or other activities will be operating (if your staff operates during varied hours, please give your best overview of when your staff are interacting with clients).
- If your program operates at **multiple locations** with the **same schedule**, please list all locations TOGETHER in **TABLE 1** and include the schedule of operation
 - If your program operates at **multiple locations** with **different schedules**, use **TABLE 2 in addition** to table 1 to detail each location's unique schedule
 - If you are submitting a **JOINT/MULTI-AGENCY** application:
 - Use **TABLE 1**, if the service operates at **multiple locations** with the **same hours** (Please list all locations)
 - Use **TABLE 2**, in addition to table 1, if the service is operating at **multiple locations** with **different hours**

Table 1:

PROGRAM LOCATION(s):		
Day of the Week	Start Time	End Time
Monday	9:00 AM	5:30 PM
Tuesday	9:00 AM	5:30 PM
Wednesday	9:00 AM	5:30 PM
Thursday	9:00 AM	5:30 PM
Friday	9:00 AM	5:30 PM
Saturday	Choose an item.	Choose an item.
Sunday	Choose an item.	Choose an item.

**If hours are different than those listed, please use rows below drop-down list*

Table 2: (Optional/if needed)

PROGRAM LOCATION(s):		
Day of the Week	Start Time	End Time
Monday	Choose an item.	Choose an item.
Tuesday	Choose an item.	Choose an item.

Wednesday	Choose an item.	Choose an item.
Thursday	Choose an item.	Choose an item.
Friday	Choose an item.	Choose an item.
Saturday	Choose an item.	Choose an item.
Sunday	Choose an item.	Choose an item.

****If hours are different than those listed, please use rows below drop-down list***

If applicable, please list the third and any subsequent service locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above:

Project planning meetings involving teen interns and the CHW team will happen two afternoons/evenings per month between the hours of 4-8pm or on a Saturday. All planning meetings will take place at the AWC office in the Derby, either in the class room or the community room. The teens will plan 2-3 community wellness activities/events over the school year; the events may occur at the Derby or at Reach Dane or the Boys & Girls Club or at a neighborhood park that can accommodate a larger crowd. Those events are likely to take place in the evening or on Saturdays.

4. ENGAGEMENT COORDINATION AND COLLABORATION

- A. Family Engagement: Describe how your program engaged youth, individuals, and families in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Youth that have participated in the teen health education groups in 2024 – as well as other neighborhood youth – have contributed to the development of the 2025 Teens Taking Charge pilot; as part of their internship, the teens from the 2025 pilot will be involved in the assessment of the activities they lead, which will inform plans for the 2026-2027 youth-led health/wellness promotion community-building activities and a systems change project. The next cohort of teen interns will be involved in the activities they lead, which will inform the next year's program activities.

- B. Neighborhood/Community Engagement: Describe how your program engaged neighborhood residents or other relevant community stakeholders in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

Parents concerns about bullying and conflict/violence at schools prompted the AWC to consider specific programming for families and youth during the 23-24 school year. Parents were concerned about the potential negative impact of bullying and violence, seeing an increase in risky behaviors with youth in the neighborhood. Out of those early experiences of programming for parents and their pre-teen/teen children, CHWs built trusting relationships with some neighborhood teens that informed the subsequent teen programming. Members of the NRT and the ADMNA had also wanted to explore how to more meaningfully engage teens in some of the community-building family stabilizing activities they planned, particularly for youth that recently moved in to the Derby and recently arrived immigrant families with teen children. In effort to respond to this identified community priority, the AWC consulted with Dane County Extension Youth Development staff to develop the Teens Taking Charge pilot in 2025 - they have agreed to continue to act as thought-partners with the AWC as implementation of the pilot progresses. Some of the members of the NRT and the ADMNA are supporting the pilot in an advisory capacity. In addition to the teens themselves, the advisory group of partner organizations will be involved in on-going implementation and assessment of program activities.

This fall the AWC is aiming to create a resident health and wellness advisory board – that reflects the age and racial/ethnic diversity of the neighborhood – to help staff assess how current programming is meeting intended goals and to guide future health/wellness education and community-building events/activities. The

teen interns will be invited to be on this advisory committee, so that we may continue to have the important perspective of youth to guide our programming. As part of the work of the Community Advisory Committee, the AWC intends to host an event for residents to (1) learn about services/activities of the agency and (2) gather their feedback about how to shape one-on-one CHW services and group-based programming for 2027.

C. Collaboration: Please complete the table below and respond to the narrative questions regarding program collaboration with community partners.

Note:

- Single applicants **MUST** list all partners/collaborators below and include a letter of commitment/support from the agency partner highlighting the ways in which the agency will support the program.
- Joint Lead applicants **MUST** include the program partners list, their role & responsibilities, contact person, and attach a Memorandum of Understanding MOU.

Partner Organization	Role & Responsibilities	Contact Person	Signed MOU (Yes/No)?
ADMNA	help identify potential teen intern candidates; engage as community advisors for the program; explore potential opportunity for joint ADMNA-AWC teen intern community building activity/event; engage as an advisor to the program as needed	Katy Farrens	Yes
JFF	help connect youth in Allied to the program; promote community-building family stabilizing activities the teens plan; engage as an advisor to the project as needed	Maureen Murphy	Yes
Allied NRT	promote community-building family stabilizing activities the teens plan; engage as an advisor to the project as needed	Abigail Ryan	Yes

List any additional partners, their role & responsibilities, contract person and MOU information (if applicable):

For the Teens Taking Charge we will continue to consult with the Dane County Extension positive youth development and financial education staff for the next cohort. The financial education staff will support teens with some basic education, including setting up bank accounts, that will be reinforced by the CHW team. We do not have a formal MOU or letter of agreement with Dane County Extension - while these supports are helpful, they are more limited and offered as needed.

How do these partnerships enhance this proposal?

These partners have valuable insights, knowledge, community connections and experience that will contribute to the success of the Teens Taking Charge program. In addition to helping recruit teen interns and promoting teen-led wellness activities, as part of their advisory function, the partners can engage with the AWC to ensure that the program is designed, implemented and evaluated to maximize its benefit to the community.

What are the decision-making agreements with each partner?

We have letters of agreement with each of the partner identified in the table above. They all will have the opportunity to help shape the program and ensure that it is meeting the intended goals to grow the skills and knowledge of teens involved and create meaningful opportunities to build community cohesion and social connectedness that leads to a healthier, safer and thriving neighborhood.

- D. Resource Linkage and Coordination: What resources are provided to youth, individuals, and families participants by your proposed program/service? How does the program coordinate and link participants to these resources?

Resource linkage is central to CHW work, and the teens - and their families - may need their support to connect to needed resources. Some of the most likely referrals and connections could include:

- JFF social worker and the Allied Essentials Pantry
- PHMDC public health nurse
- Madison and Verona school social workers
- Hospitals/Health systems (e.g. UW Health, Meriter, GHC) and Health care clinics (e.g. Perry Family Clinic, Planned Parenthood, and Our Lady of Hope Clinic)
- financial assistance for medical costs/charity care at each of the hospitals
- Dane County Extension financial education staff
- housing resources (e.g. Tenant Resource Center, Urban Triage)
- Employment Services (e.g. Commonwealth Development Job Shop, Dane County Job Center)
- Food resources (e.g. Allied Food Pantry and Allied Fresh mobile pantry)
- domestic violence providers (e.g. UNIDOS, DAIS)
- ESL resources (e.g. Madison College, Literacy Network, Catholic Multicultural Center)
- Immigration resources (e.g. DCDHS Office of Immigration Affairs, legal services, Voces de la Frontera)
- clothing and furniture resources (e.g. St. Vincent DePaul)

CHWs have developed relationships with staff at these organizations, so they are often able to do a warm-handoff. The CHWs may make the connection to the referral agency themselves or they may support the teens to make the connection as part of their work to help build their sense of self-efficacy. By participating in the CIP cohort and the Dane County CHW collaborative, as well as participation in NRT, JFF, and LaSup meetings, CHWs continue to expand their knowledge of resources and network of contacts at those organizations. The AWC has also been successful in bringing some of those services to the neighborhood, which might be something that could be explored with the Teens Taking Charge systems change project.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

- A. Program Outputs – Please tell us how you are measuring your output data such as: Unduplicated Youth, Individuals, Families, Community Events, Program Hours, etc. Please see Guidelines 1.1

AWC will track the following outputs:

- Demographic information for teen interns and other resident teens engaged in the project
- Number of planning meetings with the teen interns; topics covered for each planning meeting
- Number of community wellness activities planned, attendance at community wellness events
- Number of AWC staff trained in positive youth development approaches, youth brain development, and

trauma informed care

- B. Program Outcomes

Please describe the data and the data source used to choose your outcome objectives:

Focus group with teens will be used to capture data regarding their experience participating in the program; the MIS system will be accessed to track school attendance.

Please complete the table(s) with your selected outcome objectives. Applicants must choose from the measurable outcomes listed in the RFP that correspond to the priority area for which they are applying. Youth-specific programs are **required** to report on the youth outcomes identified in the RFP. In addition to these required outcomes, applicants may propose additional program-specific outcomes they plan to track and evaluate. **Note: Outcome EXAMPLE Objective is not required and is ONLY meant to serve as an example outcome to reference as you complete the other tables**

Outcome EXAMPLE Objective: 75% of clients report services were accessible, inclusive, and responsive to their individual identities and experiences (this is an EXAMPLE ONLY and is NOT REQUIRED).				
Performance Standard	Targeted Percent	75%	Targeted Number	90 of 120 clients
	Actual Percent	78%	Actual Number	94 out of 120 clients
Measurement Tool(s) and Comments: Client exit survey and open-ended feedback forms				
Methodology: The primary measurement tool was an exit survey that used open-ended and multiple-choice prompts to allow participants to elaborate on their experiences. Surveys were distributed to all program participants at time of exit from services/at the point of program completion, surveys are voluntary and anonymous.				

Outcome Objective #1: 66% of the Teens Taking Charge interns will report a decrease in violence or conflict with peers or families				
Performance Standard	Targeted Percent	66	Targeted Number	2 of 3
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: focus group with teen interns				
Methodology: The teen interns will participate in a mid-point project focus group in December 2026 to discuss the impact of participating in the Teens Taking Charge program, which will include questions about their participation in conflicts at home, in school and in the community				

Outcome Objective #2: 100% of Teens Taking Charge interns demonstrate consistent or improved engagement with school				
Performance Standard	Targeted Percent	100	Targeted Number	40 of 50
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Madison Out-of-School Time MIS System				
Methodology: School attendance and academic performance of each of the Teens Taking Charge interns will be tracked using data from the MIS system.				

Outcome Objective #3: 80% of participants in the teen-led community wellness activities will report that they feel an increased sense of community cohesion and social connectedness with others in the neighborhood				
Performance Standard	Targeted Percent	80	Targeted Number	40
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: post-event evaluations				
Methodology: After each of the community wellness activities/events, participants will be asked to fill out a brief post-session survey about their experience, which will include questions about community cohesion and social connectedness				

To add additional outcome objectives, please copy and paste the table below as needed.

- C. Data Tracking: What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures, and expenses?
 AWC will capture demographic information about teen participants, track the number and content areas of each of the planning meetings with the teens, track training events for the teens and staff, and content/activities/attendance at the community wellness events on spreadsheets or forms on our shared Google drive. Feedback forms and surveys of the participants at the community wellness events will be captured in JotForm. AWC tracks grant expenditures using an online version of quickbooks, receipts for all expenses are tracked using google docs; invoices are based on actual expenses.

6. PROGRAM STAFFING AND RESOURCES:

- A. Program Staffing: Full-Time Equivalent (FTE) – Include employees, with direct program implementation responsibilities. **Please be sure to list all required certifications and training.** FTE = % of 40 hours per week. Use chart below and use one line per individual employee.

Position Title	FTE	Required Certifications and Training	Location(s)
CHW Program Coordinator - .5		CHW Certification; CHW supervisor training; training in positive youth development and trauma informed care	Allied - AWC office or other community spaces
Community Health Worker- 1.0 FTE		CHW Certification; training in positive youth development and trauma informed care	Allied - AWC office or other community spaces
Community Health Worker - 1.0FTE		CHW Certification; training in positive youth development and trauma informed care	Allied - AWC office or other community spaces
Community Health Worker - .5FTE		CHW Certification; training in positive youth development and trauma informed care	Allied - AWC office or other community spaces
Community Health Intern - .25		college coursework in health-related field	Allied - AWC office or other community spaces

- B. Volunteers: Describe your process for screening, training, and supervising volunteers who will have direct contact with program participants.
 The majority of the volunteers with the AWC are connected with the Allied Partner Churches, and they participate in some of the group-based activities, like the Learning Garden and community events, as well as the Learning to Drive initiative. We also have some volunteers from the UW Grow Program that supports the Allied Fresh Mobile pantry that help with community events, including the wellness events that are teen-led. The CHW Program Coordinator screens and supports

volunteers for the AWC. She meets with potential volunteers to better understand their skills and interests and will assign them tasks that are well-aligned with those skills and interests. Volunteers are screened using the Wisconsin Circuit Court Access (formerly CCAP) website.

- C. Other Program Resources Please list any other program resources or inputs (e.g., program space, transportation, equipment, or other supports) that are necessary for the success of your program. Are these resources currently in place? If not, describe your plan and timeline for securing them.

We have sufficient space at the new AWC office at the Derby to accommodate the current staffing, that also includes access to a classroom for smaller group gatherings and the Derby's community room. All of the CHWs have agency-issued cell phones and laptops that they use for work purposes, and they use their own transportation for home visits and any group-based activities.

7. BUDGET

- A. The budget workbook should be submitted with the proposal using the template provided in an Excel document or as a PDF. There are six tabs within the Excel spreadsheet: Cover Page, Board & Staff Demographics, Revenue, Expenses, Personnel, and Program Summary. **The Cover Page, Program Summary, and relevant Program Budgets must be submitted with this document for a proposal to be complete.**

Joint/Multi-Agency Applications

- B. The Lead Applicant will be responsible for submitting the Budget Workbook and Budget Narrative(s) alongside all required materials.
- a. The budget template and budget narrative can be found on the [CDD Funding Opportunities Website](#).

8. If applicable, please complete the following:

A. Disclosure of Conflict of Interest

Disclose any potential conflict of interest due to any other clients, contracts, or property interests, e.g. direct connections to other funders, City funders, or potentially funded organizations, or with the City of Madison.

B. Disclosure of Contract Failures, Litigations

Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation.

APPLICATION FOR 2025 CRISIS INTERVENTION AND PREVENTION SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Allied Wellness Center
Mailing Address	4689 Atticus Way, Madison, WI 53711
Telephone	608-213-3009
FAX	
Director	Leslie McAllister, Board President
Email Address	leslie_mcallister@hotmail.com
Additional Contact	Janice Ferguson
Email Address	jferguson@alliedwellnesscenter.org
Legal Status	Private: Non-Profit
Federal EIN:	52-2454644

2. PROPOSED PROGRAMS

	2026		If currently City funded	
Program Name:	Letter	Amount Requested	2025 Allocation	Joint/Multi Application - SELECT Y/N
CHWs: Partners in Health	A	\$109,221	\$70,000	
Contact:	Leslie McAllister			
Community Roots: Growing Allied	B	\$70,965		
Contact:	Leslie McAllister			
Teens Taking Charge	C	\$34,739		
Contact:	Leslie McAllister			
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$214,925		

DEFINITION OF ACCOUNT CATEGORIES:

Personnel: Amount reported should include salary, taxes and benefits. Salary includes all permanent, hourly and seasonal staff. Taxes/benefits include all payroll taxes, unemployment compensation, health insurance, life insurance, retirement benefits, etc.

Operating: Amount reported for operating costs should include all of the following items: insurance, professional fees and audit postage, office and program supplies, utilities, maintenance, equipment and furnishings depreciation, telephone, training and conferences, food and household supplies, travel, vehicle costs and depreciation, and other operating related cost

Space: Amount reported for space costs should include all of the following items: Rent/Utilities/Maintenance: Rental costs for office space; costs of utilities and maintenance for owned or rented space. Mortgage Principal/Interest/Depreciation/Taxes: Costs with owning a building (excluding utilities and maintenance).

Special Costs: Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients. Payment to Affiliate Organizations - required payments to a parent organization. Subcontracts - the organization subcontracts for service being purchased by a funder to another agency or individual. Examples: agency subcontracts a specialized counseling service to an individual practitioner; the agency is a fiscal agent for a collaborative project and provides payment to other agency

3. SIGNATURE PAGE

AFFIRMATIVE ACTION

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at cityofmadison.com/civil-rights/contract-compliance.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

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 Compensation, and Professional Liability. The cost of this coverage can be considered in the request for funding.

4. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above.

DATE

INITIALS:

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5. BOARD-STAFF DEMOGRAPHICS

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

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
TOTAL	5	100%	4	100%			
GENDER							
MAN		0%	1	25%			
WOMAN	5	100%	3	75%			
NON-BINARY/GENDERQUEER		0%		0%			
PREFER NOT TO SAY		0%		0%			
TOTAL GENDER	5	100%	4	100%			
AGE							
LESS THAN 18 YRS		0%		0%			
18-59 YRS	2	40%	4	100%			
60 AND OLDER	3	60%		0%			
TOTAL AGE	5	100%	4	100%			
RACE							
WHITE/CAUCASIAN	3	60%	1	25%	80%	67%	16%
BLACK/AFRICAN AMERICAN	2	40%	1	25%	7%	15%	39%
ASIAN		0%		0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE		0%		0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		0%		0%	0%	0%	0%
MULTI-RACIAL		0%		0%	3%	4%	26%
BALANCE/OTHER		0%	2	50%	1%	2%	28%
TOTAL RACE	5	100%	4	100%			
ETHNICITY							
HISPANIC OR LATINO		0%	2	50%	7%	9%	26%
NOT HISPANIC OR LATINO	5	100%	2	50%	93%	81%	74%
TOTAL ETHNICITY	5	100%	4	100%			
PERSONS WITH DISABILITIES		0%		0%			

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES.

AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

6. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents you serve? If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)

At this point we do not have a Latine representative on the board, nor do we have any gender representation besides female. Our newest board member, a Latina trained nurse and mother of an adult child with disabilities, was unable to continue serving after only a year on the board due to family and job demands. We have created an ad hoc committee of the existing board to work on board recruitment; we are prioritizng identifying some potential Latine candidates of any gender for both resident and non-residents board positions.

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2024

7

How many Board meetings has your governing body or Board of Directors scheduled for 2024?

6

How many Board seats are indicated in your agency by-laws?

11-May

List your current Board of Directors or your agency's governing body.

Name	Leslie McAllister			
Home Address	23 Mondale Court, Madison, WI 53705			
Occupation	social worker			
Representing	non-resident board member			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Molly Plunkett			
Home Address	4413 Crescent Road, Fitchburg, WI 53711			
Occupation	retired Corporation Counsel for DCDHS			
Representing	resident member, Allied Partners representative			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Carmella Harris			
Home Address	2001 Traceway Drive #328, Fitchburg, WI 53711			
Occupation	crisis intervention specialist			
Representing	non-resident member/neighborhood service provider			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Katy Farrens			
Home Address	4605 Crescent Road, Madison, WI 53711			
Occupation	MMSD school aide			
Representing	resident member, ADMNA representative			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Betty Banks			
Home Address	1331 South Street, Madison, WI 53715			
Occupation	retired non-profit manager			
Representing	non-resident member/family support services expert			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

AGENCY GOVERNING BODY cont.

Name

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

Name

Home Address

Occupation

Representing

Term of Office

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Name

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

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

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

REVENUE SOURCE	AGENCY 2026	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0						
UNITED WAY DANE CO	30,000	15,000	10,000	5,000			
CITY CDD (This Application)	214,925	109,221	70,965	34,739			
City CDD (Not this Application)	0						
OTHER GOVT*	47,500	22,500	25,000				
FUNDRAISING DONATIONS**	42,790	13,004	24,745	5,041			
USER FEES	0						
TOTAL REVENUE	335,215	159,725	130,710	44,780	0	0	0

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

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

Enter all expenses for the programs in this application under the PGM A-E columns. Enter the amount you would like the City to pay for with this funding under the CITY SHARE

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

ACCOUNT CATEGORY	AGENCY 2026	TTL CITY REQUEST	PGM A	CITY SHARE	PGM B	CITY SHARE	PGM C	CITY SHARE	PGM D	CITY SHARE	PGM E	CITY SHARE	NON APP PGMS
A. PERSONNEL													
Salary	240,760	162,760	116,896	83,200	87,672	52,520	36,192	27,040					
Taxes/Benefits	25,673	17,416	12,509	8,903	9,381	5,619	3,783	2,894					
Subtotal A.	266,433	180,176	129,405	92,103	97,053	58,139	39,975	29,934	0	0	0	0	0
B. OTHER OPERATING													
Insurance	3,000	1,918	3,000	1,918									
Professional Fees/Audit	3,000	1,600	3,000	1,600									
Postage/Office & Program	0	0											
Supplies/Printing/Photocopy	21,453	11,734	3,000	2,500	15,848	6,629	2,605	2,605					
Equipment/Furnishings/Depr.	0	0											
Telephone	7,320	4,500	4,620	1,800	1,000	1,000	1,700	1,700					
Training/Conferences	5,000	2,000	4,000	1,000	500	500	500	500					
Food/Household Supplies	0	0											
Travel	0	0											
Vehicle Costs/Depreciation	0	0											
Other	0	0											
Subtotal B.	39,773	21,752	17,620	8,818	17,348	8,129	4,805	4,805	0	0	0	0	0
C. SPACE													
Rent/Utilities/Maintenance	9,600	6,000	7,200	4,800	2,400	1,200							
Mortgage Principal/Interest	0	0											
Depreciation/Taxes	0	0											
Subtotal C.	9,600	6,000	7,200	4,800	2,400	1,200	0	0	0	0	0	0	0
D. SPECIAL COSTS													
Assistance to Individuals	5,000	3,000	5,000	3,000									
Partner/Joint Agency/Agencies	0	0											
Contractors/Subcontractors	12,612	2,200	500	500	12,112	1,700							
Pymt to Affiliate Orgs	0	0											
Other	1,797	1,797					1,797	1,797					
Subtotal D.	19,409	6,997	5,500	3,500	12,112	1,700	1,797	1,797	0	0	0	0	0
TOTAL (A.-D.)	335,215	214,925	159,725	109,221	128,913	69,168	46,577	36,536	0	0	0	0	0

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

	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026	2026
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	2026 Amount Requested from the City of Madison
CHW Program Coordinator	0.30	0.20				0.50	36,400	3,895	40,295	35.00	36,265
Community Health Worker	0.70	0.15	0.15			1.00	54,080	5,787	59,867	26.00	59,867
Community Health Worker	0.50	0.30	0.20			1.00	58,240	6,232	64,472	28.00	44,900
Community Health Worker	0.10	0.30	0.10			0.50	27,040	2,893	29,933	26.00	14,968
Community Health Worker	0.20	0.30				0.50	29,120	3,116	32,236	28.00	0
AWC Bookkeeper	0.20	0.15				0.35	25,480	2,726	28,206	35.00	24,176
AWC Community Health Intern		0.25				0.25	10,400	1,113	11,513	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
SUBTOTAL/TOTAL:	2.00	1.65	0.45	0.00	0.00	4.10	240760.00	25762.00	266522.00	178.00	180176.00

CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS

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

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

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

	2025	2025	2025	2025	2025	2025	2025	2025 Payroll Taxes and Fringe Benefits	2025	2025	2025 Amount Requested from the City of Madison
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary		Total Amount	Hourly Wage***	
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
						0.00			0	0.00	0
TOTAL:	2.00	1.65	0.45	0.00	0.00	4.10	240760.00	25762.00	266522.00	178.00	180176.00

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

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

Program Summary

This tab should be completely filled in by your previous answers.

Pgm Letter	Program Name	Program Expenses	2026 City Request
A	CHWs: Partners in Health	PERSONNEL	92,103
		OTHER OPERATING	8,818
		SPACE	4,800
		SPECIAL COSTS	3,500
		TOTAL	109,221
B	Community Roots: Growing Allied Health Together	PERSONNEL	58,139
		OTHER OPERATING	8,129
		SPACE	1,200
		SPECIAL COSTS	1,700
		TOTAL	69,168
C	Teens Taking Charge	PERSONNEL	29,934
		OTHER OPERATING	4,805
		SPACE	0
		SPECIAL COSTS	1,797
		TOTAL	36,536
D	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			214,925