



Employment and Career Development Services 2026 Request for Proposal (RFP) Organization Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30PM August 3rd, 2026

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 Employment and Career Development Service Area in the Community Resources Unit. There are four priority areas in the Employment RFP, one of which has 2 sub-areas:

- Youth Employment
 - Programs and Services
 - Wanda Fullmore Internship
- Young Adult Employment- Programs and Services
- Adult Employment- Programs and Services
- Southwest Madison Employment Center Operator

Organizations can apply for each program type. Please refer to the RFP guidelines for full program type descriptions.

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: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Community Development Specialist Dominic Davis ddavis2@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 Madeline Bohrod – mbohrod@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, 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:	Bayview Foundation, Inc	Total Amount Requested:	\$ 168,500	
All program(s) connected to your organization:	Program Name: Bayview Youth Leaders in Training and Community Leadership Crew Amount Requested: \$ 82,500			
	Applicant Type: Single Agency Application			
	Program Type: Youth Employment- Programs & Services			
	List Program Partner(s) (if applicable):			
	Program Name: Bayview Young Adult Employment Amount Requested: \$ 61,000			
	Applicant Type: Single Agency Application			
	Program Type: Young Adult Employment- Programs & Services			
All program(s) connected to your organization:	List Program Partner(s) (if applicable):			
	Program Name: Bayview Adult Employment Amount Requested: \$ 25,000			
	Applicant Type: Single Agency Application			
	Program Type: Adult Employment-Programs & Services			
	List Program Partner(s) (if applicable):			
	Program Name: Amount Requested: \$			
	Applicant Type: Choose an item.			
All program(s) connected to your organization:	Program Type: Choose an item.			
	List Program Partner(s) (if applicable):			
	<i>If you are applying for more than four programs, please contact Dominic Davis Ddavis2@cityofmadison.com</i>			
	Contact Person for application (Joint	Nate Schorr	Email: nateschorr@bayviewfoundation.org	

Applications - Lead Org):			
Organization Address:	103 La Mariposa Ln, Madison, WI, 53715	Telephone:	(608) 256-7808
501 (c) 3 Status:	☒ Yes ☐ No	Fiscal Agent (if no)	

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 employment and career development, or serving the proposed population. Please keep your response concise (approximately 1–2 paragraphs).

For nearly 60 years, Bayview has provided both affordable housing and supportive services for low-income families in Madison's historic Triangle neighborhood. Bayview's mission is to support the culturally diverse, low-income families in realizing their aspirations by providing affordable housing, fostering cultural pride, and building a resilient community. The 415 residents at Baview – including immigrants, refugees, and families who have experienced homelessness or housing insecurity – find stability in 130 housing units and in the responsive programming. Bayview designs intentional programming to help the 2,185 people who use Bayview's community center each year achieve their aspirations across every stage of life, from afterschool support for youth and teens to employment development to adult movement classes to older adult community programs. Bayview provides the affordable housing and connected community that gives families the footing to grow, lead, contribute, and build stronger economic futures.

Employment support runs across every age Bayview serves. Bayview's Youth Employment program has given Triangle-neighborhood teenagers their first paid work experience for years, building durable skills and career exposure through paid internships, mentorship, and professional development. Over the past decade, that foundation grew into dedicated programming for young adults and working adults navigating the job market. The Bayview community's 2024-2025 redevelopment sharpened this focus: many households who arrived during that period were struggling to hold steady work, and Bayview expanded employment services to help those families stabilize, stay employed, and advance.

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

Bayview hired its first teen employment interns in 2015, and Youth Employment has run every summer since then. Young Adult Employment and adult employment support grew out of that work as participants aged into new stages, and both developed gradually rather than launching on a single date.

Youth Employment runs as two programs. Bayview Youth Leaders in Training serves middle school students. Community Leadership Crew serves high school students through structured internships, job training, and employment certifications that carry high school credit. In its 2022 application to the City, Bayview proposed serving 20 teens. This summer, 30 teens worked as employment interns, a 50% increase over that target. Bayview paid \$22,115 in wages to teen interns in 2025.

Bayview's Young Adult Employment program is designed to give Bayview's young adults the support, opportunities, and resources to become independent adults. Young adults leave with real work experience on a resume, a coach who knows them, and a plan they wrote themselves, helping them reconnect to work, or launch a career for the first time.

Bayview's Adult Employment program serves working adults who want to advance in their careers, move from part-time work to full-time work, or hold onto the jobs they have. Bayview Staff and coaches from the Employment and Training Association work on-site at the center, running group sessions and meeting individually with participants. That partnership serves both programs, supporting young adults entering or re-entering the workforce and adults working toward advancement.

- 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."

Bayview completed a three-and-a-half-year redevelopment project in December 2024 that included the complete reconstruction of all housing units, outdoor amenities, grounds, parking, and the neighborhood center. Since August 2024, Bayview welcomed approximately 60 new families into the community, doubling the children living at Bayview and dramatically expanding its community center offerings. Many of the new residents who moved into Bayview had recently experienced housing insecurity or homelessness, which created a greater need for intensive stabilization services work. Staff have been responding with increased case management, crisis intervention, and system navigation to ensure these households can successfully transition to stable housing.

- 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."

The population growth and shifting demographics from the redevelopment resulted in increased demand for crisis intervention, stabilization, and community-building services. Given that many of the new households came from homelessness or transitional housing situations, the need for regular and ongoing intervention and crisis prevention services continues. Bayview anticipates this will be the case for at least the next two to three years as families settle in, stabilize, and integrate within the larger neighborhood. Additionally, new families move into Bayview each year, so there will always be an influx of new households into the community. And, given Madison's housing crisis and Bayview's commitment to serving low-income families, the population will require consistent and specialized support services and programming.

- 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, culturally responsive services, etc.).

Currently, 53% of Bayview staff are BIPOC, and 35% are bilingual and/or multilingual. Bayview makes a point of hiring people who share the lived experience and identities of those living in the community or accessing center services. The diversity of staff means staff can amplify and respond to varying cultural perspectives and to connect in Bayview's many languages. All staff attend YWCA's annual Racial Justice Summit to receive training and support in areas such as mutual aid, trauma-informed care, CPR certification, and restorative justice repair work.

Additional requirements for staff members depend on the position. All program staff are required to have a high school diploma. Youth Program Coordinators require a Bachelor's degree in education or related field and/or at least three years of experience working with youth. The Youth and Family Support Coordinator and the Resident Social Worker require at least 3-5 years of relevant experience working with adults, youth/teens, and families,

and a bachelor's degree in Social Work, Psychology, or a related Social Science field. Many program staff are trained as Circle Keepers.

Staff professional development and organizational change and development are important, ongoing elements of Bayview's work. Supervisors work with each staff member to evaluate and design a balanced and meaningful development plan, and Bayview has steadily increased its professional development and training budgets for staff and board members to ensure they have the tools to be effective in their roles.

As a component to our professional development work, Bayview requires that white staff members participate in a regular Unlearning White Privilege Group and BIPOC staff members can participate in an optional regularly held BIPOC Affinity Group session.

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 Employment Services.** What lessons or insights did you gain from those experiences and how will they inform you in your approach to the current partnership?



Employment and Career Development Services 2026 Request for Proposal (RFP) 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:	Adult Employment	Total Amount Requested for this Program:	\$ 25,000
Legal Name of Organization:	Bayview Foundation, Inc	Total amount Requested for Lead/Single Applicant	\$ 25,000
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	Nate Schorr	Email:	nateschorr@bayviewfoundation.org
		Phone:	(608) 256-7808
Program Type: Select ONE Program Type for this form.			
☐ Youth Employment- Programs and Services ☐ Youth Employment- Wanda Fullmore Internship ☐ Young Adult Employment- Programs and Services ☒ Adult Employment- Programs and Services ☐ Southwest Madison Employment Center Operator			
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.

In the 2025 Community Action Coalition for South Central Wisconsin Community Needs Assessment, residents ranked access to available jobs, higher wages, and career preparation and advancement among their most critical needs. The City's 2025 Economic Development Survey found that BIPOC respondents report four times the financial stress of White residents, with BIPOC and Spanish-speaking communities reporting the highest rates of financial instability of any group surveyed. Bayview's community sits at the center of those findings. Among the 415 residents at Bayview, 96% are BIPOC, families speak 15 languages, and the average household income is below \$20,000. These are the working households the City's data describes, living inside a Low Employment Priority Area.

Bayview's Adult Employment program serves adults 18 and older who are already working in Madison, but whose employment isn't secure. Some are trying to move beyond entry-level or part-time work toward something more stable. Others are holding onto a job that a single crisis, a broken car, a sick child, a hard stretch with mental health, could take away. Others have already lost work and need help getting back on their feet quickly. Where Bayview's Youth and Young Adult Employment programs help someone get started, this Adult Employment program picks up once someone is already working, helping them stay employed and move forward from there.

- 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?

Bayview's Adult Employment program helps working adults hold onto what they've built and keep moving forward. This is the advancement and retention stage of the City's upward mobility work, helping people stay in their jobs, consolidate part-time work into full-time opportunities, or move into a career that can help them advance. Every participant gets support to hold onto the job they have through a hard stretch, and to grow beyond it when they're ready to move up.

This program also extends Bayview's other employment programs. A teenager can start in Bayview Youth Leaders in Training, grow through Community Leadership Crew, build a first foothold in Young Adult Employment, and, if life knocks them off course, can get back on track with intensive Adult Employment support. Every participant builds a plan of their own, whether that means working toward a credential, a raise, or steadying a job that had started to slip. A coach works alongside them to help carry that plan out. People leave this program when they've found work that steadies their household and puts them on firmer ground.

- 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.

The Adult Employment program serves BIPOC adults 18 and older who live at Bayview and in the surrounding Triangle neighborhood to stay employed or improve upon the jobs they currently hold. Participants arrive through multiple pathways. Some come to Bayview's program ready to move beyond an entry-level position or a patchwork of part-time jobs into steadier, better-paying work. Others are holding a job well but know one hard week, a broken car, a sick kid, a rough stretch, could put it at risk. Others came through Bayview's Young Adult Employment program, found work, and are ready to turn that job into a real career. No matter their path to the program, Bayview's Adult Employment Program supports participants with the resources to stay stabilized and find a job that helps advance them toward their aspirations.

Every participant starts by sitting down with staff to build a plan of their own, one that starts from what they're already good at and works toward what they actually want next. Bayview staff and coaches, including staff from the Employment and Training Association, help participants refine their employment skills, get needed credentials, and guide them through the job application process. Through the program, Bayview also helps to stabilize participants through moments that otherwise would have jeopardized their current employment, like navigating a language barrier, a hard mental health stretch, trouble at home, or a surprise bill. That might mean free ESL classes through Literacy Network, on-site support for navigating a personal crisis, or a benevolence fund that can cover a bus pass, a license renewal, or a month of rent, so one hard stretch doesn't undo months of progress. Peer groups hosted at Bayview help reinforce participants' sense of community as they navigate a frustrating process of job search and personal growth.

Bayview delivers as much of this as possible from the community center at 103 La Mariposa Lane, steps from where participants live. The Family Support Coordinator and Resident Social Worker share the work. The Resident Social Worker steps in for crisis situations with the Family Support Coordinator supporting the remaining employment casework.

Participants leave this program employed, and better off than when they started, whether that means holding a job that once felt shaky, moving into better pay, or building the resume and references that open the next door. Bayview expects to serve at least 35 adults each year, based on the need it already sees every day.

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?

The program serves adults 18 and older who live at Bayview and in the surrounding Triangle neighborhood, inside a City-designated Low Employment Priority Area. The community shapes who enrolls. Among the 415 residents at Bayview, 96% are BIPOC. The average household income is below \$20,000. Families speak 15 languages, and Hmong, Spanish, and English are the most common. Many households came to Madison as immigrants or refugees, and some participants need language support to fully access the program's coaching and coursework.

Based on demonstrated community need, Bayview expects to serve at least 35 adults through this program in 2027. The participants reflect the community: 97% BIPOC, about two-thirds women, most of them heads of household, all living in the City of Madison with low household income. Bayview built this program's design around what adult residents have said they need: help staying employed through a crisis, support advancing beyond entry-level work, and a place to turn a first job or part-time work into a career.

- 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.

Data is from Bayview's 2025 Adult Employment program.

Race	# of Participants	% of Total Participants
White/Caucasian	12	34%
Black/African American	18	51%
Asian	3	9%
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
Multi-Racial	0	0
Balance/Other	2	6%
Total:	35	
Ethnicity		
Hispanic or Latino	11	31%
Not Hispanic or Latino	24	69%
Total:	35	
Gender		
Man	12	34%
Woman	23	66%
Non-binary/GenderQueer	0	0
Prefer Not to Say	0	0
Total:	35	

Comments (optional): Data collected through attendance records and observation.

- 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.

With over 15 languages spoken at Bayview, the Adult Employment program adapts to serve a community where many families are immigrants and refugees and many households are bilingual. Staff include fluent speakers of Spanish, Hmong, and French, so a participant can often get support directly in the language they're most comfortable using. Bayview also translates program materials and provides interpretation, so no participant is limited to what any one staff member happens to speak.

Cultural relevance runs through how staff are trained, not just who they are. Staff complete training in unconscious bias, restorative justice, and trauma-informed care, and staff reflect the wide range of cultures represented among program participants, so cultural understanding comes from lived experience as well as training.

D. Recruitment and Engagement Strategy:

i. **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.

Participants reach the Adult Employment program through Bayview's own community, not through public outreach. Every pathway starts with someone Bayview already knows, so staff can match an adult to the right level of support from day one, instead of starting cold.

The Family Support Coordinator works with adults who are already holding down a job but want help advancing or staying steady. Together they build a plan and connect to coaching and whatever partner support that plan calls for. The Resident Social Worker steps in when things are more urgent, when someone is at risk of losing a job over a crisis at home, and builds a plan that covers every barrier standing in their way, not just the employment piece. The Resident Social Worker is often referred when a household is delinquent on rent so Bayview can help stabilize other areas of a participant's life ensuring greater success.

Once a participant's employment plan is created, the staff member managing it connects them to specialized partners to build specific skills or address specific barriers, including the Employment and Training Association for employment coaching, Joining Forces for Families for connections to Dane County social work resources like rent support, and Madison Metropolitan School District or Bayview's own Youth Programming to help keep children safe and engaged in school while parents work.

ii. **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?

Adults at Bayview face several barriers that make it difficult to engage in activities to promote advancement. Bayview meets each one directly, so adults have the best shot at building the confidence and skills that carry them beyond Bayview.

A missed bus can mean a missed shift, and jobs are often outside the Triangle neighborhood entirely. Bayview holds coaching sessions at the community center, steps from where participants live, and when getting to the job itself is the problem, benevolence funds can cover a bus pass.

Childcare decides which jobs a parent can even consider. Bayview's youth programming runs alongside employment programming, so parents know their kids are cared for while they work. The Family Support Coordinator can also help connect a family to childcare when a participant needs more support than that.

English is the primary language of many applications, interviews, and training, so a capable worker can get sorted out before anyone sees what they can do. Bayview offers free beginning and intermediate ESL classes at the community center through Literacy Network, and bilingual staff work with participants in the languages spoken at home.

Mental health barriers and instability at home pull adults away from work. A hard stretch turns into missed shifts, and a lost job makes the next attempt harder to start. Bayview brings in mental health support and connects participants to the resources already in the building. Meeting the underlying need first gives a participant the footing to try again, and try for something beyond Bayview.

A surprise cost can push someone into taking the first job available instead of holding out for the one that actually moves their household forward. Bayview's benevolence fund and resource navigation help someone find the right job, not just any job, and stay in it.

iii. **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).

Once a staff member engages a participant, the two of them build a personalized employment plan together. That plan sits at the center of the program. It names the participant's strengths, the barriers standing in their way, the skills they want to build, and the steps that get them there. The plan-building process happens in whatever language a participant is most comfortable using, with interpretation available as needed. The plan sets who a participant works with and which partner handles the skill building, and if a peer group would help, that gets built around them too.

Engagement runs through people rather than paperwork. Every participant works one-on-one with a coach, and the staff member who referred them stays involved rather than handing them off. Bayview's community center is open and full of people most weekdays, so participants naturally find others navigating the same job search, the same hard stretch, the same push to advance, without needing to explain their situation from scratch.

The program adapts to what a participant actually needs. Bayview can add coaching hours, bring in a mental health professional, or connect a participant to someone who teaches a specific skill, whatever the plan calls for. Staff know participants well enough to reach out personally the moment someone stops showing up.

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.,).

Bayview's Adult Employment program combines case management, one-on-one coaching, workshops, and hands-on support, all aimed at keeping participants in the job they have, helping them move into something better, or helping them get back on their feet fast after a job loss they didn't see coming. Bayview delivers all of it at the community center, one-on-one and in small groups.

Every participant starts by building a plan with the staff member who carries their case. The plan names what they're already good at, what is standing in their way, and the steps that get them where they want to go. Staff and participants come back to that plan as things change.

One-on-one coaching carries most of the weight. Coaches, including staff from the Employment and Training Association, meet participants at the center and work on the skills their plan calls for, plus the basics that make anyone stronger in the job market, like resume writing and interview practice.

Peer connection already happens naturally. Bayview's community center is open and full of people most weekdays, so participants run into others navigating the same job search, the same hard stretch, the same push to get ahead. As the need arises, Bayview will build on that with identity- and needs-based affinity groups, giving participants a dedicated space to work through shared challenges with people who understand them firsthand.

When life gets in the way, Bayview steps in. The benevolence fund covers things like bus passes and license renewals, so one hard month doesn't knock someone off track. Bayview already works with Summit Credit Union to support participants, and is building on that with Park Bank and UW Credit Union to bring more financial counseling on site.

Classes and support run alongside the employment work. Literacy Network teaches English and employment literacy at the center. Bayview brings in mental health support, and staff connect participants to Joining Forces for Families for Dane County resources, including rent assistance.

The program operates all year round. Participants meet at a minimum once a month with their case manager, whether that is the Family Support Coordinator or the Resident Social Worker. The staff member can also recommend more frequent meetings to navigate resources and support progress as necessary. The participant will also have a quarterly review of their employment plan to ensure the participant's progress and adjust

resources as necessary. Peer support groups meet monthly. Once participants find a job placement, they continue to check in with staff members at least once for the next three quarters to ensure employment for 3, 6, and 9 months after the intervention.

- B. Employment and Career Development Equity Areas: Describe your agency's ability to serve one or more of the equity areas highlighted in [Appendix A: Employment and Career Development Equity Area Map](#). Your agency does NOT need to be located within an equity priority area however you should address and how you will serve individuals in the areas. Please include the general location (use a nearby landmark like a school, streets, neighborhood name, etc.). How will residents in these areas access transportation if needed?

Bayview sits inside a City of Madison Low Employment Priority Area. Its community center at 103 La Mariposa Lane, in the Triangle neighborhood bounded by Park Street, Regent Street, and West Washington Avenue, sits directly across from UnityPoint Health Meriter.

Adult Employment participants can walk to the community center from where they live, removing the transportation barrier entirely for the population the program serves most. When they need to get elsewhere in Madison for employment opportunities, Bayview's central, near-downtown location sits on the city's Bus Rapid Transit line, with nearby bike paths and ample on-site parking, so the community center is reachable by bus, bike, or car from across the city.

- 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).
- i. 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
 - ii. 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
 - iii. If you are submitting a JOINT/MULTI-AGENCY application:
 - a) Use **TABLE 1**, if the service operates at **multiple locations** with the **same hours** (Please list all locations)
 - b) 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	10:00 AM	4:00 PM
	Bayview Community Center	
Tuesday	10:00 AM	4:00 PM
	Bayview Community Center	
Wednesday	10:00 AM	4:00 PM
	Bayview Community Center	
Thursday	10:00 AM	4:00 PM

	Bayview Community Center	
Friday	10:00 AM	4:00 PM
	Bayview Community Center	
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:

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.

Bayview has provided employment support to adult residents informally for years, and this proposal is shaped directly by what those residents have said they need. As an example, one resident had held a steady job for years but was already struggling to make ends meet when an unexpected injury put both the job and the household's finances at risk. That kind of moment, a single setback threatening to undo years of steady work, is why Bayview created a benevolence fund and provided access to that fund for job seekers to cover costs like bus passes, license renewals, and other basic needs directly. Bayview also heard from residents that they wanted a space to work

through shared challenges with others who understand them firsthand, which is why the Adult Employment program includes identity- and needs-based affinity groups. Residents also spoke up about wanting more ESL classes, and Bayview started offering twice as many classes, a Beginning and Intermediate class, with on-site child support.

Participants will review progress against their own employment plans throughout the program and share what's working and what isn't. Staff will carry that feedback forward, the same responsiveness that has shaped Bayview's Youth and Young Adult Employment programs over time, now extended to this new, formalized offering for adults.

- 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.

At Bayview, neighborhood engagement happens almost daily. Bayview runs a community center where residents, families, and staff cross paths hundreds of times a day at the food pantry, community meals, or over coffee at the center. Staff hear what residents think about the Young Adult Employment program the same way they hear about anything else at Bayview, through ongoing contact, not through a single planning session convened for this proposal.

That daily contact runs alongside formal engagement structures. Bayview holds regular resident meetings, conducts annual check-ins with every household, and runs community surveys that give residents a structured way to weigh in on programming, including Young Adult Employment. Three current board members live at Bayview, so neighborhood perspective is also present at the governance level.

Implementation and assessment work the same way. Residents raise concerns and ideas as they come up in daily life at the community center, and staff also carry forward what surfaces in resident meetings, annual check-ins, and surveys, using both to shape how the program runs and how it's evaluated. Community partners like the Employment and Training Association, Joining Forces for Families, and Literacy Network bring an outside perspective into that same ongoing conversation, since they work alongside Bayview staff and participants throughout the year.

- 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)?
Literacy Network	ESL Training	Bex Fabrizio	No
Employment and Training Association	1:1 Expert Career Coaching	Carol O'Mara	No
Joining Forces for Families	Dane County Resource connection for more in-depth support	Liliana Loera	No

--	--	--	--

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

Bayview also works with local banks and credit unions to expand financial education. Summit Credit Union already serves as the bank of choice for many adult participants' bank accounts. Park Bank and UW Credit Union are in conversation with Bayview to design a broader financial literacy curriculum addressing the range of financial needs adults face as they work to stabilize and advance in their careers.

How do these partnerships enhance this proposal?

Each partner brings expertise and, when possible, delivers it inside the building participants already use. The Employment and Training Association provides one-on-one career coaching. Literacy Network provides ESL instruction taught by trained instructors. English is the barrier that narrows which jobs a participant can reach, and Literacy Network removes it with classes participants attend without leaving the community center. Joining Forces for Families connects participants to Dane County resources that Bayview cannot provide directly, including rent assistance and in-depth case support. The arrangement also closes the referral gap that often causes people to lose momentum or prevents them from completing their employment plans.

What are the decision-making agreements with each partner?

Before a partnership starts, Bayview's program staff meet with potential partners to confirm their values and approach align with Bayview's before any program work begins. The partner who will facilitate programming also spends time with participants beforehand, building rapport and learning their interests, so partners can plan with real knowledge of the group rather than a general curriculum. Participants engage more when they already know the facilitator, which strengthens the program's impact.

Once a partnership is running, Bayview staff constantly review programming and discuss any changes needed to fit Bayview's participants and setting, working through it side by side with the partner rather than dictating changes unilaterally. Bayview provides space, travel support, and whatever else a partner needs to help deliver a strong experience for participants. These relationships run on ongoing dialogue and a shared commitment to participants' advancement, revisited and adjusted as the partnership continues rather than fixed in a written agreement.

- 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?

The Adult Employment program provides participants with a personalized employment plan, one-on-one career coaching, peer group support, ESL instruction, and connection to mental health and/or family support resources. Participants earn wages for the hours they work.

Bayview offers other resources in the community center. Bayview's food pantry runs four days a week and serves the households participants come from. Bayview's Family Support Coordinator connects families to childcare, transportation, benefits, and housing help. The Resident Social Worker carries participants whose situations need more, working a support plan that covers every barrier standing between them and steady work.

The same staff member who referred a participant stays involved throughout, so one adult holds the whole picture rather than handing the participant off between programs. Outside resources come to the participant rather than the other way around. Coaches from the Employment and Training Association meet participants at the center. Literacy Network teaches English at the center. Joining Forces for Families connects participants to Dane County resources, including rent assistance. Staff make the introduction and stay in the conversation.

5. PROGRAM QUALITY, OUTPUTS, OUTCOMES AND MEASUREMENT

- A. Program Outputs – Please tell us how you are measuring your output data such as: unduplicated participants, program hours, program completion etc. Please see Guidelines for more examples.

Unduplicated participant counts come from program management spreadsheets, where staff record each adult who enrolls and the staff member carrying the case. Hours of programming are based on attendance records. Staff log every coaching session, peer connection, and case management contact, and note which participant attended each. Those logs produce total hours and the split between one-on-one and group formats.

Program completion comes from the portfolio of personal employment plans. Staff record when a participant creates a plan and when they finish the steps in it, so Bayview reports both the number of plans started and the number completed. Because adults enter this program at different points and work toward different goals, plan completion, rather than a fixed course length, is what completion means here.

While most participants in this program advance through skills and supports rather than a formal credential, when a participant earns an industry-recognized certificate, Bayview tracks those in credential records spreadsheet.

- B. Program Outcomes

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

Bayview draws its outcome targets directly from the data it already collects on participants. Staff keep attendance records for coaching sessions and peer groups and aligns these with survey data and real world employment results to track impact. The portfolio of personal employment plans shows what each participant set out to do and how far they got. Surveys conducted after participation record what participants report about their career and educational options, their work readiness, and their daily life.

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. Please see the “Measures of Success” section of the RFP guidelines for a list. 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 program participants obtained an industry recognized certificate by end of program.				
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				
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: Participants gain or maintain employment post-program and maintain it after 3, 6, and 9 months				
Performance Standard	Targeted Percent	85%	Targeted Number	30

	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Staff review of progress against employment plans.				
Methodology: Employment placement review from the social worker and family support coordinator records success and tracks continued placement in the quarterly follow-up conversations.				

Outcome Objective #2: Participants increase to full-time employment from part-time or from multiple part-time jobs to a full-time job.				
Performance Standard	Targeted Percent	50%	Targeted Number	18
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Not all individuals come into the adult employment program seeking this specific outcome, but for the small subset that are, employment placement review from the social worker and family support coordinator records success.				
Methodology: If an individual reports placement in a full-time position, success is recorded.				

Outcome Objective #3: Participants report that the programming/services they receive contribute positively to their desired quality of life.				
Performance Standard	Targeted Percent	85%	Targeted Number	30
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Annual Resident Survey scores.				
Methodology: Every resident household fills out a survey upon housing renewal, this question will be added and reviewed throughout the annual survey.				

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?

Demographics: Bayview collects and updates household demographic information through its OneSite Rents housing system, which records household size, languages spoken, income, and special needs. Participation demographics are tracked separately on program management spreadsheets alongside attendance and program hours.

Program Activities: Staff log all interactions, referrals, workshops, and community-building activities in an internal database. Employment plans and social work plans are kept confidentially, with access limited to the Social Worker, Family Support Coordinator, and director-level staff. As Bayview's case management work for adults continues to grow, Bayview is evaluating a confidential, industry-standard case management software solution designed to integrate with its existing systems, including OneSite Rents, so participant information flows across systems rather than living in separate records.

Outcome Measures: Community surveys, conducted on paper and through Google Forms, are consolidated into a single database for reporting.

Expenses: Program expenses are tracked in Excel workbooks maintained by staff, recording program-specific costs and resource allocations. The finance office separately tracks overall organizational finances through QuickBooks. Together, these systems ensure grant-related expenses are documented and available for reporting.

All of these systems are accessible only to Bayview staff. Demographic and case information is kept strictly confidential: staff and volunteers sign the organization's Confidentiality/Non-Disclosure Agreement annually, sensitive conversations happen in private offices and meeting rooms, and information is shared between staff only on a need-to-know basis.

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)
Family Support Coordinator 0.25 FTE		Three to five years of experience and a bachelor's degree in social work, psychology, or a related field. Training in Trauma-informed care.	Bayview Foundation
Family Support Social Worker 0.37 FTE		Bachelor's degree in social work, human services, or a related field, plus at least five years of experience in social services, care coordination, or direct service with families facing housing instability. Training in Trauma-informed care.	Bayview Foundation

- B. Volunteers: Describe your process for screening, training, and supervising volunteers who will have direct contact with program participants.

All volunteers who work directly with Bayview participants go through a structured vetting, training, and supervision process. Each prospective volunteer completes an application reviewed by Bayview staff to ensure their skills, interests, and availability align with program needs. If there is a match, staff conduct a background check and schedule an orientation before placement.

Volunteers receive role-specific training as well as a thorough orientation on cultural competency to prepare them for working in the racially and ethnically diverse community at Bayview. Once active, volunteers sign in and out through an online system that tracks hours, and program staff check in regularly to provide supervision, coaching, and feedback.

- 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.

Bayview's community center, completed in January 2024, gives the Adult Employment program the physical space it needs: private offices for one-on-one coaching, multipurpose rooms for peer connection, and the front desk and facility spaces where participants complete their internships. The teaching kitchen supports nutrition education, and Bayview provides meals to participants during program hours.

Bayview also operates four 15-passenger vans, available to support participants who need transportation to appointments, job interviews, or activities beyond the community center.

These resources are fully in place and sufficient to support the program at its current and planned scale. No additional space, transportation, or equipment investment is needed to deliver this program successfully.

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.



Dane County Department of Human Services Division of Prevention & Early Intervention

**Dane County Executive – Melissa Agard
Director – John Schleuter
Division Administrator – Connie Bettin, LCSW**

**1202 Northport Drive, Madison, WI 53704-2092
PHONE: (608) 242-6200 FAX: (608) 242-6294**

7/30/2026

City of Madison Community Development Division
215 Martin Luther King Jr. Blvd., Suite 300
Madison, WI 53703

To the City of Madison Community Development Division:

I am pleased to offer this letter confirming Joining Forces for Families' ongoing partnership with Bayview Foundation in regards to their adult employment program, as part of Bayview's application for Community Development Division funding.

Joining Forces for Families regularly assists Bayview adults and seniors with specialized resource navigation in English, Hmong, and Spanish. For adults pursuing employment and career advancement, that means help with the circumstances that make steady work difficult to hold, including housing, benefits, child care, transportation, and access to medical and legal services. Bayview's Family Support Coordinator and resident social worker facilitate warm handoffs between individuals and Joining Forces for Families Community Social Workers, which builds the trust the work depends on.

Joining Forces for Families and Bayview are pleased to strengthen our collaboration. We look forward to continuing to support Bayview's adult participants in the coming year.

Sincerely,

Liliana Loera
Community Social Worker / Trabajadora Social Comunitaria
Joining Forces for Families – South Side of Madison
2450 Rimrock Rd. Ste 301, Madison, WI 53713
Cell: 608-622-1193 (call/text) | Fax: (608) 283-2996

Xee Lee
Community Social Worker
Joining Forces for Families – North Side of Madison & Hmong support
9 Straubel Ct. # 404, Madison, WI 53704
Cell: 608-575-4470



Mission: Literacy Network helps adults in Dane County build skills, reach goals, and connect communities.

701 Dane Street
Madison, WI 53713
608-244-3911
www.litnetwork.org

July 29, 2026

City of Madison Community Development Division
215 Martin Luther King Jr. Blvd., Suite 300
Madison, WI 53703

To the City of Madison Community Development Division:

I am pleased to provide this letter confirming Literacy Network's commitment to partner with Bayview Foundation to offer English as a Second Language (ESL) instruction to participants in Bayview's adult employment program in 2027 and beyond, as part of their application for Community Development Division funding.

Literacy Network provides English classes in partnership with community organizations so that English-language-learning adults and young adults can engage in the community and support their families. The classes focus on practical English skills essential for workplace communication including interviewing, training, and collaborating with coworkers. In this partnership, ongoing since Fall 2023, Bayview provides in-kind space for two weekly classes at different levels, assists with participant recruitment efforts, and provides concurrent childcare. Bayview also partially supports the cost of instruction each semester. Literacy Network develops curriculum and lessons that are tailored to participants' goals and needs and provides English language instruction toward those goals. As a result, 95% of surveyed participants report feeling more comfortable and confident communicating at work and in their community.

Literacy Network and Bayview are pleased to strengthen our collaboration and provide programming to Madison community members. We are proud to support English-language-learning adults as they build their skills and progress towards their goals. We look forward to continuing to collaborate and provide these services to the community in the coming year!

Bex Fabrizio, Director of ESL Group Class Instruction
bex@litnetwork.org
Literacy Network
701 Dane Street | Madison, WI 53713
Office: 608.244.3911 | Direct: 608.268.6425

APPLICATION FOR 2026 EMPLOYMENT AND CAREER DEVELOPMENT SERVICES PROGRAMS**1. ORGANIZATION CONTACT INFORMATION**

Legal Name of Organization	Bayview Foundation Inc
Mailing Address	103 La Mariposa Lane, Madison, WI 53715
Telephone	608-256-7808
FAX	
Director	Alexis London
Email Address	alexislondon@bayviewfoundation.org
Additional Contact	Nate Schorr
Email Address	nateschorr@bayviewfoundation.org
Legal Status	Private: Non-Profit
Federal EIN:	39-6092644

2. PROPOSED PROGRAMS		2027	If currently City funded	
Program Name:	Letter	Amount Requested	2026 Allocation	Joint/Multi Application - SELECT Y/N
Bayview Youth Leaders in Training and Community Leadership Crew	A	\$82,500	\$65,000	No
Contact:				
Young Adult Employment	B	\$61,000	\$35,000	No
Contact:				
Adult Employment	C	\$25,000	\$0	No
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$168,500		

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 costs.

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		100%		100%			
GENDER							
MAN	3	27%	9	35%			
WOMAN	8	73%	15	58%			
NON-BINARY/GENDERQUEER	0	0%	2	8%			
PREFER NOT TO SAY	0	0%		0%			
TOTAL GENDER	11	100%	26	100%			
AGE							
LESS THAN 18 YRS	0	0%	0	0%			
18-59 YRS	8	73%	25	96%			
60 AND OLDER	3	27%	1	4%			
TOTAL AGE	11	100%	26	100%			
RACE							
WHITE/CAUCASIAN	8	73%	11	42%	80%	67%	16%
BLACK/AFRICAN AMERICAN	2	18%	5	19%	7%	15%	39%
ASIAN	1	9%	6	23%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%		0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%		0%	0%	0%	0%
MULTI-RACIAL	0	0%		0%	3%	4%	26%
BALANCE/OTHER	0	0%	4	15%	1%	2%	28%
TOTAL RACE	11	100%	26	100%			
ETHNICITY							
HISPANIC OR LATINO	0	0%	2	8%	7%	9%	26%
NOT HISPANIC OR LATINO	11	100%	24	92%	93%	81%	74%
TOTAL ETHNICITY	11	100%	26	100%			
PERSONS WITH DISABILITIES	0	0%	1	4%			

*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)

Yes. Bayview is committed to ensure that the staff and the board represent the community, including the three board members who are current Bayview residents.

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2025

How many Board meetings has your governing body or Board of Directors scheduled for 2025?

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

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

Name	Mary Berryman Agard, President			
Home Address	133 S. Brittingham Place, Madison WI 53715			
Occupation	Consultant in arts and cultural planning, non-profit management, and education			
Representing				
Term of Office		From:	01/2022	To:
Name	Salli Martyniak, Vice President			
Home Address	2631 University Ave. #106, Madison, WI 53705			
Occupation	Retired, Mission-focused economic development			
Representing				
Term of Office		From:	01/2025	To:
Name	Craig Schmidt, Treasurer			
Home Address	108 North Main St., Verona, WI 53598			
Occupation	Vice President Business Relationship Manager			
Representing				
Term of Office		From:	1/2023	To:
Name	Jean Berg, Co-Secretary			
Home Address	4817 Onyx Lane, Madison WI 53714			
Occupation	Retired teacher and community volunteer			
Representing				
Term of Office		From:	01/2022	To:
Name	Assita Diarra, Co-Secretary			
Home Address	113 La Mariposa Ln, Madison WI 53715			
Occupation	Bayview Resident and Health Care Professional			
Representing				
Term of Office		From:	01/2022	To:
Name	Davun Ou, Member			
Home Address	113 La Mariposa Lane, Madison WI 53715			
Occupation	Bayview Resident and Social Worker			
Representing				
Term of Office		From:	02/2026	To:
Name	Nitoya Barnes, Member			
Home Address	750 W Washington, Madison WI 53715			
Occupation	Bayview Resident and Certified Nursing Assistant			
Representing				
Term of Office		From:	02/2026	To:
Name	Tag Evers, Member			
Home Address	2329 Keyes Ave Madison WI 53711			
Occupation	District 13 Alder Madison Common Council; live music promoter			
Representing	*term coincides with elected office appointment			
Term of Office		From:	04/2018	To:

9
9
12

12/2027
12/2027
12/2026
12/2026
12/2027
12/2029
12/2029
length of elected office

AGENCY GOVERNING BODY cont.

Name	Amy Keelty			
Home Address	6000 American Parkway, Madison WI 53783			
Occupation	IT Internal Audit Director			
Representing				
Term of Office		From:	02/2026	To: 12/2029
Name	Amy Meyer, Member			
Home Address	135 Glenway, Madison, WI 53705			
Occupation	Asset Manager, Wisconsin Housing Trust Fund			
Representing				
Term of Office		From:	1/2024	To: 07/2027
Name	Dean Mosiman, Member			
Home Address	882 Jean Cir, Oregon, WI 53575			
Occupation	Retired, journalist			
Representing				
Term of Office		From:	1/2024	To: 07/2027
Name	Emmerson Mirus, Legal Counsel (non voting)			
Home Address	1 S. Pinckney Madiosn WI 53701			
Occupation	Attorney, Boardman Clark			
Representing				
Term of Office		From:	2026	To: ongoing
Name	Mai Chao Chang, Legal Counsel (non voting)			
Home Address	1 S. Pinckney Madiosn WI 53701			
Occupation	Attorney, Boardman Clark			
Representing				
Term of Office		From:	2022	To: ongoing
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:		To:
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:		To:
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

****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 2027	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0	0	0	0			
UNITED WAY DANE CO	0	0	0	0			
CITY CDD (This Application)	168,500	82,500	61,000	25,000			
City CDD (Not this Application)	0	0	0	0			
OTHER GOVT*	0	0	0	0			
FUNDRAISING DONATIONS**	201,000	60,000	56,000	85,000			
USER FEES	0						
TOTAL REVENUE	369,500	142,500	117,000	110,000	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 2025	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	175,734	110,000	62,505	45,000	61,808	45,000	51,421	20,000					
Taxes/Benefits	46,806	22,500	14,688	7,500	17,718	10,000	14,400	5,000					
Subtotal A.	222,540	132,500	77,193	52,500	79,526	55,000	65,821	25,000	0	0	0	0	0
B. OTHER OPERATING													
Insurance	3,900	0	1,300		1,300		1,300						
Professional Fees/Audit	42,000	0	14,000		14,000		14,000						
Postage/Office & Program	300	0	100		100		100						
Supplies/Printing/Photocopy	14,500	0	10,000		2,250		2,250						
Equipment/Furnishings/Depr.	2,700	0	900		900		900						
Telephone	1,050	0	350		350		350						
Training/Conferences	1,125	0	375		375		375						
Food/Household Supplies	900	0	300		300		300						
Travel	0	0											
Vehicle Costs/Depreciation	1,500	0	500		500		500						
Other	0	0											
Subtotal B.	67,975	0	27,825	0	20,075	0	20,075	0	0	0	0	0	0
C. SPACE													
Rent/Utilities/Maintenance	0	0											
Mortgage Principal/Interest	0	0											
Depreciation/Taxes	14,100	0	4,700		4,700		4,700						
Subtotal C.	14,100	0	4,700	0	4,700	0	4,700	0	0	0	0	0	0
D. SPECIAL COSTS													
Assistance to Individuals	15,000	0					15,000	0					
Partner/Joint Agency/Agencies	0	0											
Contractors/Subcontractors	0	0											
Pymt to Affiliate Orgs	0	0											
Other	42,000	36,000	30,000	30,000	12,000	6,000							
Subtotal D.	57,000	36,000	30,000	30,000	12,000	6,000	15,000	0	0	0	0	0	0
TOTAL (A.-D.)	361,615	168,500	139,718	82,500	116,301	61,000	105,596	25,000	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.**

Title of Staff Position*	2027 Program A FTE**	2027 Program B FTE**	2027 Program C FTE**	2027 Program D FTE**	2027 Program E FTE**	2027 Total FTE	2027 Annualized Salary	2027 Payroll Taxes and Fringe Benefits	2027 Total Amount	2027 Hourly Wage***	2027 Amount Requested from the City of Madison
Associate Director	0.02	0.02	0.02			0.06	46,800	10,859	57,659	45.00	\$2,022
Finance Director	0.02	0.02	0.02			0.06	85,446	18,324	103,770	41.08	\$3,650
Teen Program Coordinator	0.25	0.00	0.00			0.25	51,484	20,485	71,969	24.75	\$11,846
Youth Programs Manager	0.20	0.10	0.00			0.30	62,732	21,877	84,609	30.16	\$17,019
Program Director	0.10	0.10	0.07			0.27	82,160	30,132	112,292	39.50	\$18,052
Operations Director	0.05	0.05	0.05			0.15	85,221	20,471	105,692	40.97	\$9,256
Summer Employment Specialist	0.16	0.00	0.00			0.16	7,322	1,200	8,522	22.00	\$5,351
Summer Employment Specialist	0.16	0.00	0.00			0.16	7,322	1,200	8,522	22.00	\$5,354
Summer Employment Specialist	0.16	0.00	0.00			0.16	7,322	1,200	8,522	22.00	\$5,354
Family Support Coordinator	0.00	0.25	0.25			0.50	63,013	9,150	72,163	30.29	\$19,624
Family Support Social Worker	0.00	0.38	0.37			0.75	64,896	22,693	87,589	31.20	\$34,973
						0.00			0	0.00	
						0.00			0	0.00	
						0.00			0	0.00	
						0.00			0	0.00	
						0.00			0	0.00	
						0.00			0	0.00	
						0.00			0	0.00	
						0.00			0	0.00	
						0.00			0	0.00	
						0.00			0	0.00	
						0.00			0	0.00	
						0.00			0	0.00	
						0.00			0	0.00	
SUBTOTAL/TOTAL:	1.12	0.92	0.78	0.00	0.00	2.82	\$563,718	\$157,591	\$721,309	\$349	\$132,500

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.**

Title of Staff Position*	2026 FTE**	2026 FTE**	2026 FTE**	2026 FTE**	2026 FTE**	2026 Total FTE	2026 Salary	2026 Taxes and	2026 Amount	2026 Wage***	2026 Requested
						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
						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:	1.12	0.92	0.78	0.00	0.00	2.82	563718.00	157591.00	721309.00	348.95	132500.00

*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	Bayview Youth Leaders in Training and Community Leadership Crew	PERSONNEL	52,500
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	30,000
		TOTAL	82,500
B	Young Adult Employment	PERSONNEL	55,000
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	6,000
		TOTAL	61,000
C	Adult Employment	PERSONNEL	25,000
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	25,000
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			168,500