



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 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. 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

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.

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.

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.

Part 2 - Program Narrative Form

Program Name:	Young Adult Employment	Total Amount Requested for this Program:	\$ 61,000
Legal Name of Organization:	Bayview Foundation, Inc	Total amount Requested for Lead/Single Applicant	\$ 61,000
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.

The City's own data shows the scale of the need. Measure of America counts roughly 4,000 young adults between 18 and 26 in Dane County who are disconnected from both education and employment, a number that CDD reports has likely grown since the pandemic. About one in five Black and Hispanic students in MMSD does not graduate from high school within five years, compared with one in twelve White students, leaving many without the credential most employers ask for first. Recent five-year ACS estimates put median household income near \$43,000 for Black households in Madison, against \$82,000 for White households.

The Young Adult Employment program serves young adults ages 18 to 26 who face barriers to steady employment. Some are Bayview Youth Employment alumni now navigating the harder job market that comes after high school, others young parents who moved to Bayview as adults, without years of supportive programming to draw on. Many still need to build basic employment skills, gain a safe space to practice workplace responsibilities, earn a specific credential, or build the kind of resume that opens doors elsewhere. For the young parents in this group, including many of the 55 new families who arrived after Bayview finished construction in December 2024, these barriers come with the added weight of childcare responsibilities that limit which jobs and hours are possible.

- 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 Young Adult Employment program is designed to give Bayview's young adults the support, opportunities, and resources to become independent adults. Young adults who finish the program 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 into the job market for the first time.

The core of the program is resource navigation, connecting young adults to education, employment, and support systems through trusted mentors with lived experience. When staff expertise or mentorship isn't enough to meet a young adult's needs, staff connect them to expert coaches and teachers, peer groups, or mental health resources.

Bayview's design also aligns with CDD's priority for this population: reconnection and credentialing. Participants take internships at the community center, where they hold real responsibilities and answer to a supervisor, working toward the credentials and stability that carry them beyond Bayview. The outcomes match what CDD names for this priority area. Participants finish able to describe their career and educational options, demonstrate stronger work readiness skills, advance into further training, and report that the program improved their daily life.

- 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 program serves young adults between 18 and 26 who live at Bayview and in the surrounding Triangle neighborhood. Young adults arrive at very different starting points, and every participant gets the same foundation of support, built around where they're starting from. Some grew up in the Bayview community and are now navigating the transition to independent adulthood, having struggled to hold consistent work. Others are young parents who moved into Bayview, many of them single young mothers, balancing childcare with the demands of the jobs available to them.

Every participant starts with a personalized employment plan, a map of the skills they need to build, drawn from their own strengths, challenges, and aspirations. Bayview staff and coaches, including staff from the Employment and Training Association, work one-on-one on the specific skills a plan names, alongside universal ones like resume writing and interviewing. Peer mentoring groups put participants alongside others working through the same process, so no one solves the hard parts of starting a job alone. When something outside the plan gets in the way, language, mental health, trouble at home, Bayview meets it directly, connecting participants to free ESL classes through Literacy Network or to on-site resource navigation, so they can get back to the plan instead of falling behind it. When a participant is ready to build a resume and put new skills into practice, Bayview offers paid internships at the community center, working the front desk or helping with facility management, answering to a real supervisor. That supervisor becomes a reference, the responsibilities become resume lines, and the habit of showing up becomes a track record, all of it transferable to a job outside Bayview.

Bayview delivers as much of this as possible from the community center at 103 La Mariposa Lane, steps from where participants live. Participants walk to their internship, to coaching, and to peer groups, and internship hours bend around childcare. Bayview expects to serve 11 participants each year and served 11 in 2025. In 2025, Bayview delivered 141 hours of programming, 76 of them one-on-one. All 11 participants completed an education and employment plan, and ten of eleven attained a job placement. Bayview plans to expand this work with additional in-house internships through the year, giving participants more places to build a resume and practice employment skills.

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 young adults between 18 and 26 who live at Bayview and in the surrounding Triangle neighborhood, inside a City-designated Low Employment Priority Area. Bayview's community shapes who enrolls. Among the 415 residents, 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.

In 2025, 11 young adults took part. Nine were women, most of them single young mothers who had moved to Bayview and struggled to balance caring for young children with the pressures of today's job market. Seven participants were Black or African American, two were Asian, and two identified as Hispanic or Latino. All 11 lived in the City of Madison and came from households with low income. Bayview expects to serve 11 participants again in 2027.

The program has changed over the past five years as Bayview has listened to what participants need, adding peer groups, coaching hours, and staff with lived experience as those needs surfaced. Its current shape reflects the same process. Participants kept telling staff that transportation and inflexible hours put jobs out of reach when childcare comes first, so Bayview is increasing the number of internships available at the community center. These sit steps from participants' front doors and adapt to childcare needs. A participant who works the front desk, for example, builds a resume and skills that carry into larger jobs and careers outside Bayview.

- 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 Young Adult Employment program.

Race	# of Participants	% of Total Participants
White/Caucasian	2	18%
Black/African American	7	64%
Asian	2	18%
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
Multi-Racial	0	0
Balance/Other	0	0
Total:	11	
Ethnicity		
Hispanic or Latino	2	18%
Not Hispanic or Latino	9	82%
Total:	11	
Gender		
Man	2	18%
Woman	9	82%
Non-binary/GenderQueer	0	0
Prefer Not to Say	0	0
Total:	11	

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 Young 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 Bayview's 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 Young Adult Employment program through Bayview's own community. Because every pathway starts with someone Bayview already knows, staff can match a young adult to the right level of support from day one, rather than starting cold. Youth staff refer teenagers who grew up at Bayview and need support after they graduate into adulthood. The Youth Programs Manager works with them as both peer mentor and resource navigator, connecting them to coaches and opportunities that move them forward. The Family Support Coordinator refers young adults who move into Bayview and need lighter employment support. They build the personalized employment plan with them and connects them to the rest of the program. The Resident Social Worker takes on the participants who need more intensive support or resource navigation.

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 to help keep children safe and engaged in school while parents work.

If a young adult's employment plan includes one of the internship placements at Bayview throughout the year to build practical experience and a history of recent employment, the participant's managing staff member refers them to the Program Director. The Program Director interviews participants for practice and assigns them a relevant on-site internship.

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?

Young adults at Bayview face several barriers that discourage them from looking for work or make holding a job untenable. Bayview addresses each barrier directly, so a young adult has the best chance at building confidence and employment skills that carry beyond Bayview.

Transportation barriers often prevent a young adult from building a consistent work habit. Jobs available to young adults usually sit outside the Triangle neighborhood, and a missed bus becomes a missed shift, undermining the reliability a young adult is trying to build. Bayview holds internships, coaching sessions, and peer groups at the community center, steps from where participants live, removing that barrier while a participant builds the track record needed to hold a job.

Childcare and scheduling barriers decide which jobs a young parent can take at all. The majority of participants are single young mothers whose work hours have to match the hours someone else can watch their children, and a rigid schedule puts a job out of reach. Participants told Bayview this directly, and Bayview built the internship schedule to bend around childcare instead of against it, giving a young mother room to build work experience now so a rigid schedule doesn't shut her out of a job later. Bayview's Family Support Coordinator can help connect families to childcare when a participant needs it to work at all.

Language barriers narrow which jobs a young adult can reach and hold. Applications, interviews, and training all happen in English, so a capable worker gets sorted out before anyone sees what they can do. Bayview offers free 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 young adults away from work and away from the search for it. 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.

Economic barriers close off the unpaid work that would build a resume. Young adults without a work history cannot afford an unpaid internship, because their time has to generate income now. Bayview pays its interns wages that support sustained consistency and build a resume that opens doors beyond Bayview.

Trust is less of a barrier here than for a program reaching new participants cold. Because every participant arrives through someone at Bayview already knows, a coach, a coordinator, a social worker, the relationship exists before the first day of work.

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 refers a participant, the two of them build a personalized employment plan together. That plan is the tool 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, which peer group fits, and which partner handles the skill building. All 11 participants completed a plan in 2025.

Every participant works one-on-one with a coach, and the staff member who referred them stays involved rather than handing them off. Participants join peer groups with others in the same position, and single young mothers meet as the Young Ma's group, where the difficulty of holding a job while raising young children is the shared starting point rather than something to explain.

The program conforms to the participant's needs. Bayview adds peer group hours when participants need that support and adds coaching hours when a participant needs a trusted adult, a mental health professional, or someone who can teach a specific skill. Internship hours flex around childcare. 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.,).

The Bayview Young Adult Employment Program operates continuously all year long. Bayview's Young Adult Employment program combines career navigation, one-on-one coaching, workshops, and paid work-based learning. Bayview delivers all of it at the community center, individually and in small groups. Every participant starts by building a personalized employment plan with the staff member who referred them. The plan names the participant's strengths, the barriers in their way, the skills they want to build, and the steps that reach them. Staff and participants return to the plan as circumstances change.

One-on-one coaching carries most of the work. Coaches from the Employment and Training Association meet participants at the center and work on the skills each participant named in the plan, along with the general ones that make any applicant competitive, including resume writing and interview practice. In 2025, Bayview delivered 141 hours of programming, 76 of them one-on-one.

Peer groups meet participants who are working through the same problems at the same time. Single young mothers meet as the Young Ma's group, which combines peer support with group training. Participants use these sessions to work through the difficulty of starting and holding a job before it turns into another lost position.

Paid internships at the community center give participants a place to practice. Interns staff the front desk or help with facility management, hold real responsibilities, and answer to a supervisor. The hours flex around childcare, and the experience becomes a resume line and a reference a participant can use for work outside Bayview.

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

- 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.

Residents of Bayview and the surrounding Triangle neighborhood can walk to the community center, removing the transportation barrier entirely for the population the program serves most. For young adults coming from elsewhere in Madison, 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	7:00 PM
	Bayview Community Center	
Tuesday	10:00 AM	7:00 PM
	Bayview Community Center	
Wednesday	10:00 AM	7:00 PM

	Bayview Community Center	
Thursday	10:00 AM	7:00 PM
	Bayview Community Center	
Friday	10:00 AM	7:00 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.

The program has changed repeatedly over the past five years in direct response to what participants tell staff. Each time a young adult surfaces a barrier to employment, Bayview reviews what it can do to support that individual and adapts programming to support others facing the same barrier. Bayview has added peer group hours when participants needed that kind of support, and added coaching hours when a participant needs a trusted mentor, a

mental health professional, or someone who could teach a specific skill. The program's current expansion came directly from this process. Participants kept telling staff that transportation and inflexible hours put jobs out of reach once childcare entered the picture, so Bayview is increasing the number of in-house internships available at the community center, positions built around childcare from the start rather than adjusted for it after the fact.

Assessment runs through the same relationships that shape the program. Participants review progress against the plans they built and say what changed, for better or worse. Staff carry what they hear into the next iteration of the program, the same process that has driven every change over the past five years.

- 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.

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 rather than checking in only when asked.

- 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 is also expanding financial education through partnerships with local banks and credit unions. Summit Credit Union frequently serves as the bank of choice for young adults opening a first account through the program. Park Bank and UW Credit Union are in early conversations with Bayview to help design a broader financial literacy curriculum addressing the range of financial needs young adults face as they enter the workforce; these partnerships are not yet formalized.

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 from people who work the local labor market every day. 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 usually loses people or prevents them from completing their employment plans.

What are the decision-making agreements with each partner?

Decision-making with each partner starts before the partnership does. Bayview's Program Manager and Program Coordinators meet with potential partners to confirm their values and approach align with Bayview's before any program work begins. The staff member 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 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 program provides participants with a personalized employment plan, one-on-one career coaching, peer group support, paid internships at the community center, 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 participants come from program management spreadsheets, where staff record each young adult who enrolls. Program hours come from attendance records for coaching sessions, peer groups, and internships. Staff log each session and note who attended, producing total hours and the split between one-on-one and group formats. Program completion comes from the portfolio of personal employment plans, where staff record when a participant builds a plan and when they complete the steps in it. Internship hours come from intern time records, confirmed against payroll; Bayview reports total hours worked, the number of participants who held an internship, and the wages paid from City funds. Industry certificates and GED or HSED completions come from credential records, where staff note which credential a participant pursues, which partner delivers the training, and whether the participant completes it. Job reconnection results come from coach records, where staff log each job application, interview, and offer a participant receives, along with confirmed start dates and any retention check-ins that follow.

- B. Program Outcomes

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

Staff keep attendance records for coaching sessions, peer groups, and internship hours on program management spreadsheets. Staff then aligns these attendance results 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. Bayview conducts surveys after program participation record what participants report about their career and educational options, their work readiness, and their daily life. Credential records show which participants pursued a certification and which completed one. Supervisor feedback forms track performance improvement for participants working internships at the community center. Bayview uses historical data, especially the previous year's reports, to set goals for the year ahead.

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 demonstrate improvement toward or proficiency in work readiness skills.				
Performance Standard	Targeted Percent	85%	Targeted Number	9
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Staff review of progress against employment plans.				
Methodology: Participants work 1:1 with program staff, supervisors, and mentors to track and review progress towards personalized readiness goals.				

Outcome Objective #2: Participants show increased understanding and demonstrate ability to manage thoughts, emotions and behavior that might interfere with employment.				
Performance Standard	Targeted Percent	85%	Targeted Number	9
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Staff observe and score participants' growth.				
Methodology: Young adult employment staff consult with supervisors to score each participant.				

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	9
	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?

Bayview tracks the data this program needs across four systems.

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 MOST and 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 0.38 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
Youth Programs Manager 0.1 FTE		Bachelor's degree, trauma-informed care training, CPR certification, experience working with youth, restorative justice training.	Bayview Foundation
Program Director 0.1 FTE		Bachelor's degree, trauma-informed care training, CPR certification, experience working with youth, restorative justice training.	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 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 Young 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.



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 young 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



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

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 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:

ff costs.

t,

.s.

ng

ies.

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

9

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

9

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

12

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: 12/2027
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: 12/2027
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: 12/2026
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: 12/2026
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: 12/2027
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: 12/2029
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: 12/2029
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: 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:	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
						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