



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

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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:	Bayview Youth Leaders in Training and Community Leadership Crew	Total Amount Requested for this Program:	\$ 82,500
Legal Name of Organization:	Bayview Foundation, Inc	Total amount Requested for Lead/Single Applicant	\$ 82,500
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 what's at stake for teenagers in Madison. Recent five-year ACS estimates show median household income near \$43,000 for Black households in Madison and near \$82,000 for White households. Approximately one in five Black and Hispanic students does not graduate from high school within five years, compared with one in twelve White students.

Bayview teens face these gaps directly. Without support, these teens miss out on the professional networks and workplace exposure that lead to career-track jobs. They're also entering a job market where employment outcomes divide sharply by race. Small disadvantages early on snowball into a lifetime of lost wages and lost economic advancement. Bayview also sits inside a Low Employment Priority Area, where the City has documented low employment rates among the adults raising these teens, meaning fewer working models and fewer connections into professional networks close to home. Teens themselves confirm this. In the CDD focus group with By Youth For Youth, teens named the same barriers Bayview sees, including transportation, low household income, and limited prior work experience. They also described wanting paid work, flexible scheduling, real skills, and engaging tasks, all core elements of Bayview's Youth Employment curriculum.

Demand for Bayview's Youth Employment program has outrun its capacity every year. In 2026, 42 teens applied and Bayview turned away 12 of them for lack of capacity. Every teen Bayview turns away is a young person who asked for a job, prepared an application, but could not get that first employment experience.

- 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 Youth Employment program creates a targeted, multi-year pathway that enables BIPOC youth in families with low income to gain the skills to accelerate their economic mobility. Youth who graduate from Bayview's Youth Employment program leave as independent young adults with a work history, a credential, and more options than they had before.

That goal sits at the earliest stage of the City's upward mobility continuum, where CDD has identified early exposure and first work experiences as the priority. Bayview provides paid employment, internships, and leadership development to BIPOC and low-income youth who face barriers to these opportunities. All participants explore careers through paid work and older participants earn an employability certificate that carries high school credit. Bayview pays participants by direct deposit into accounts that many of them open for the first time, linking the first paycheck to financial capability. Participants graduate the program with the ability to describe their career and educational options, demonstrate stronger work-readiness skills, and present their summer work to family and community at a youth-led banquet.

- 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 Youth Employment program serves teenagers who live at Bayview and in the surrounding Triangle neighborhood, an area designated by the City as a Low Employment Priority Area. Most participants are BIPOC youth from families with low income. Bayview sets a minimum goal of 30 participants each year.

Bayview Youth Leaders in Training (BYLiT) enrolls participants in grades 7 through 9. Participants learn key employment, social-emotional, and financial literacy skills in a classroom setting while developing cooperation and job readiness skills by working in an organic garden near Bayview's community center, growing produce that goes back to Bayview's food pantry and community meals. Community Leadership Crew (CLC) enrolls high school students in individualized internships placed across Bayview's programs and operations, hosted at the community center. Some CLC participants are ready, or eager, for something beyond an internal placement, often chasing higher pay or a more specialized field. For these students, Bayview shifts from placement to coaching, and staff work with them on applications, interview preparation, and how to succeed once they're on the job.

Both programs share the same core structure. Every participant sits down with staff to build a personal career development plan, then spends the summer working toward it. Bayview staff and partner organizations lead specialized professional development on specific job skills. Each teenager meets one-on-one with a worksite supervisor and again with program staff, so no one works a summer without an adult paying attention to how it goes. The responsibilities add up to 90 hours of paid work and 20 hours of professional development training, plus financial literacy instruction throughout. Bayview pays participants by direct deposit, and for many, into an account they open for the first time.

The program runs out of Bayview's community center at 103 La Mariposa Lane, steps from Bayview housing and close to the surrounding neighborhood. Bayview staff train and supervise CLC interns on site. Participants finish the program able to talk about their career and educational options and able to show stronger work readiness skills. CLC participants earn high school credit and an employability certificate. Every participant stands up at the Internship Banquet at the end of the summer and presents a summer's work to parents, peers, staff, and neighbors.

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?

Bayview's community shapes who applies. Among the 415 residents, 96% are BIPOC, with 43% Asian, 37% African or African American, and 16% Hispanic or Latino. 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 parents in those households often speak limited English while their children move between both languages and are typically fluent in English by the time they reach program age. In 2025, 28 teenagers ages 12 through 18 worked in Bayview's Youth Employment program and all of them were BIPOC.

Bayview builds this program with the people it serves. Staff meet individually with each participant at the end of the summer to hear what they learned, what worked, and what they want next, and staff ask parents and other residents what they observed. What Bayview hears in those conversations shapes the following summer's program.

That engagement runs on a foundation of shared experience. Three current board members live at Bayview, and current and former residents work on staff, so the adults who help shape and run the program share the experience of the teenagers in it.

Recruitment builds on relationships as much as outreach. Bayview sends fliers and emails and texts families directly, but most participants come up through Bayview's afterschool programming, so staff have known them and their families for years before the first application arrives. Staff use that history when they help a teenager decide which cohort fits and what to work on.

- 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.

The data below is more recent 2025 data.

Race	# of Participants	% of Total Participants
White/Caucasian	5	18%
Black/African American	10	36%
Asian	13	46%
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
Multi-Racial	0	0
Balance/Other	0	0
Total:	28	
Ethnicity		
Hispanic or Latino	5	18%
Not Hispanic or Latino	23	82%
Total:	28	

Gender		
Man	10	36%
Woman	18	64%
Non-binary/GenderQueer	0	0
Prefer Not to Say	0	0
Total:	28	

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 Youth Employment program adapts to serve a community where many families are immigrants and refugees and many households are bilingual. Many of Bayview's staff are bilingual, with fluency in Spanish, Hmong, and French, and staff demographics reflect the community served. Bayview translates program materials and provides interpretation in Hmong and Spanish at interviews, family meetings, and the Internship Banquet. Cultural sensitivity is woven throughout the program. Staff and supervisors get training in unconscious bias, restorative justice, and trauma-informed care. The multicultural staff reflects the wide range of cultures represented by the program participants.

- 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.

Bayview recruits participants from its own afterschool and teen programming. Staff work with these teenagers most weekdays during the school year and talk with them about summer work well before applications open. Bayview also sends fliers, emails, and texts directly to families. Selection is competitive, and staff give preference to teens who attend regularly and follow through on what they commit to, because the job asks for those habits.

Teenagers who don't get a position in a given summer stay connected to Bayview, with staff coaching them on what to work on to get an internship the following year. Bayview is working to expand the number of internships the program can offer each summer to meet demand as Bayview has consistently had fewer intership spots than applicants.

Bayview also works to place teenagers where they'll get the most out of the summer, even when that means somewhere other than Bayview. Staff refer teenagers to partner organizations like Sustain Dane, Maydm, or CEOs of Tomorrow, organizations Bayview maintains strong relationships with throughout the year, when a different program offers a better match for a teenager's interests or goals. This referral network also helps Bayview manage demand that exceeds its own capacity, connecting teenagers to strong options even when a Bayview slot isn't available.

Families who come to the community center for the food pantry, community meals, or older adult programming also hear about summer employment from staff they know.

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?

Bayview pays every participant for every hour worked, so no teenager has to choose between a high-quality experience and getting paid. A teenager can build a resume and contribute to the household at the same time.

No prior work experience is required. The program exists for teenagers holding a first job, and the application itself is the first lesson. Bayview asks each applicant for a cover letter, a resume, and references, then staff sit with applicants and help them build those documents. A teenager who completes the application has learned something whether or not a position follows.

Bayview works hard to remove language barriers. Bayview translates program materials, provides interpretation in Hmong and Spanish, and staffs the program with bilingual supervisors.

To remove transportation barriers, most internships happen at the community center. Participants can walk to work rather than relying on parents or public transportation.

Bayview schedules internship hours in the afternoon, accommodating both typical teen sleep schedules and the summer school hours some participants need to attend.

Most participants come up through Bayview's programming, and staff have known their families for years before the first application arrives, so trust is already built before a teenager applies. For families new to Bayview, staff hold one-on-one meetings before the program starts, so expectations, questions, and any specific needs are shared on both sides.

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).

Enrollment opens in May. Each applicant submits a cover letter, a resume, and references, then interviews with staff. Staff help applicants build those documents, so the process teaches the skill it asks for. The interview works as a strengths-based conversation. Staff ask what a teenager is already good at, what they are curious about, and what they want the summer to give them, and the answers shape which cohort and which placement fit. When applications exceed the positions Bayview can fund, staff select participants on the strength of the application and the interview. Enrollment materials and the interview itself are available in participants' home languages, with interpretation on hand as needed.

What staff hear in that conversation becomes the participant's personal career development plan. The plan starts from what the participant brings rather than from what they lack. It names their goals and the action steps that reach them, and staff and participants return to it across the summer instead of filing it after the first week.

During their internship, each participant meets weekly one-on-one with their supervisor and separately, periodically, with the program manager. A supervisor onboarding process trains supervisors on the program's goals, how to connect with teenage employees, how to redirect behavior and coach through mistakes, and how to navigate common challenges. This is so every placement is safe and supportive for a teenager's first summer of work. Participants attend weekly professional development sessions with their cohort, so they learn alongside peers. Participants track their own progress against the plan and work with their supervisor to close their gaps. At the end of the program, participants have exit conversations with staff and complete program surveys, and what they say in those conversations shapes the following summer.

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 runs the Youth Employment program for teens to engage them in accessible, supportive, and community-focused employment experiences that increase their comfort, motivation, and interest in employment and prepare them for employment in the future. Bayview's efforts are centered around two summer cohorts, Bayview Youth Leaders in Training and Community Leadership Crew. Recruitment for this program continues Bayview's existing practices, built on long-standing relationships Bayview staff already hold within the community and a natural progression from Bayview's afterschool programming during the school year.

Application and selection begin in May, when all participants submit a cover letter, resume, and references before sitting down for an interview. If the program reaches capacity, participants are selected based on the strength of their applications and interviews.

Beginning in mid-June, participants in grades 7 through 9 work in Bayview Youth Leaders in Training, where group-based work centers on food justice. The program runs over a 10-week period in the summer. Facilitators lead lecture-style lessons on employment skills, getting-to-know-yourself activities for stronger personal advocacy, and sessions on food systems and food justice, covering topics like what a food desert is and how communities access quality food. Participants then put those lessons into practice working together on an organic garden, growing produce for Bayview's food access programs.

Also beginning in mid-June, high school participants work in Community Leadership Crew, a summer program with internships placed across Bayview's programs and operations, where they receive mentoring, income, and high school credit while giving back to the Bayview community. This program also runs over a 10-week period in the summer, with the option to continue through fall and winter depending on funding and participant availability. Two hours each week are dedicated to personal and professional development workshops covering topics like workplace professionalism, resume writing, and navigating bias and self-advocacy in the workplace. Participants create individual development plans with action steps to build the skills they need to reach their professional goals. The expectation is that a participant's first year interning happens at Bayview, where support is high, project leaders are familiar, and there's room to make mistakes and grow among people who can help correct course.

Each program culminates in an Internship Banquet at the end of the summer, where youth present their work and accomplishments to peers, parents, staff, community members, and other program stakeholders. This gives participants a chance to codify what they've learned, reflect on challenges, and practice public speaking and presentation skills.

Throughout the program, subjective measurements, made by both staff and participants, track progress toward self-determined goals around confidence, knowledge of career options, and employability skills. Participants give feedback on their experience during an exit meeting with staff, and staff ask parents and other residents to share their observations of the program. Participants reflect on the skills they learned and how their post-high-school plans took shape during the program

- 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 squarely inside one of the City of Madison's Low Employment Priority Areas. The community center stands at 103 La Mariposa Lane in the Triangle neighborhood, bounded by Park Street, Regent Street, and West Washington Avenue, directly across from UnityPoint Health Meriter. Bayview offers employment services steps from where residents live, so youth in this Low Employment Priority Area reach opportunity and skill-building without leaving the neighborhood. Because the community center is part of the neighborhood it serves, transportation is not a barrier to participation.

- 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	9:00 AM	6:00 PM
	Bayview Community Center	
Tuesday	9:00 AM	6:00 PM
	Bayview Community Center	
Wednesday	9:00 AM	6:00 PM
	Bayview Community Center	
Thursday	9:00 AM	6:00 PM
	Bayview Community Center	
Friday	9:00 AM	6:00 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.

Youth and family input already shapes this proposal directly. Bayview adjusts schedules and placements to align with a family's needs – like supporting a sibling in the elementary program or covering for a parent attending ESL classes – so a teenager's internship works with the rest of their household's schedule rather than against it. Teenagers and parents share what they need across multiple channels. Every participant sits down with staff at the end of the summer to say what they learned, what worked, and what the summer didn't give them. Staff check in with teens throughout the school year in afterschool and teen programming. Parents talk with staff at community meals, housing meetings, and community events, since the community center is where families already spend their time.

Families stay involved once the program runs. Participants build their own career development plans and track their own progress against them. Parents attend the Internship Banquet and watch their teenagers present a summer's work. Because Bayview staff often speak the languages families speak at home, parents can call or stop by anytime during the summer and be understood without needing an interpreter.

Participants and parents assess the program at the end of each summer and say what changed for them. Bayview is partnering with UW to develop evaluation tools that capture what youth and families report, in a form Bayview can share with funders and the community.

- 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 Youth 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 Youth Employment. Three current board members live at Bayview, so neighborhood perspective is also present at the governance level. The Youth Employment program reflects both the unofficial and official channels.

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 at the end of each summer.

- 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)?
UnityPoint Health Meriter	Provides access to its giving garden as a worksite for participants and wage support for those positions. Bayview staff supervise participants at the site.	Corinda Rainey-Moore Community Engagement Manager	No
Henry Vilas Zoo	Zoo staff lead skills training sessions for participants on horticulture and native environments.	Jess Thompson Conservation and Education Curator	No
Edgewood University	Edgewood University Places student interns who coach and mentor participants alongside Bayview staff.	Richard A. Sims, Ed.D. Assistant Vice President for Diversity, Equity & Inclusion	Yes

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

We are also working with several local banks and credit unions to expand financial education. While Summit Credit Union often serves as a bank of choice for youth's first bank accounts, Capital Bank teaches youth financial literacy classes. Park Bank and UW Credit Union are also in conversation with Bayview to design a larger financial literacy curriculum to support different financial needs of youth as they start to enter the job market.

How do these partnerships enhance this proposal?

Each partner gives participants something Bayview cannot supply on its own. UnityPoint Health Meriter provides the garden space and stipend funding that makes BYLiT's horticulture work possible. Henry Vilas Zoo staff teach horticulture to BYLiT participants and lead storytelling training across both programs, bringing professional expertise participants wouldn't otherwise access. Edgewood University provides tutors and supportive staff across all programs, including student interns who coach participants only five or six years younger than themselves, putting college within conversational reach of teenagers deciding whether it's for them.

Together, these three partners let a program with limited staff offer expertise across several fields. Bayview does not hire specialists to teach horticulture or lead storytelling training. Bayview brings in people who already do that work.

What are the decision-making agreements with each partner?

Decision-making with each partner starts before the partnership does. Bayview staff 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 review lesson plans 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 deliver a strong experience for participants.

Bayview formalizes this relationship where the scope calls for it. Edgewood University's partnership runs under a signed MOU defining roles and expectations for its tutors and support staff. Meriter and the Zoo operate on the same foundation of shared values, co-designed programming, and ongoing dialogue, without a written agreement, revisited and adjusted as the partnership continues.

- 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 pays participants for every hour they work, by direct deposit into an account, often opened for the first time at the credit union across the street with support from program staff. Participants receive 20 hours of professional development, financial literacy instruction, a personal career development plan built with staff, and one-on-one mentorship from both a worksite supervisor and program staff. High school participants earn high school credit and an employability certificate. Every participant has access to meals during the program through Bayview's food access resources.

Mental health support is woven into the program itself, not held in reserve for a crisis. Through Bayview's Youth Advocacy and Support (YAAS) program, every participant has weekly access to restorative justice circles, one-on-one mental health support, and identity-based affinity groups, built into the summer alongside their work.

When a participant or their family needs something beyond what the program and YAAS provide directly, help navigating a housing issue, a benefits question, or another need affecting the whole household, Youth Employment staff coordinate with Bayview's on-site Family Support Coordinator. Where YAAS works one-on-one with the participant on mental health, the Family Support Coordinator works at the level of the whole family, documenting needs in a confidential system and coordinating services on-site whenever possible.

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.

Bayview measures participation with weekly time cards. Every participant records the hours and sessions they attend each week, and staff total the cards at the end of the summer. Those totals produce the unduplicated participant count, the total hours of programming, and the completion rate for each cohort.

Bayview reports the wages paid to participants from City funds, the number of participants paid by direct deposit into a newly opened account, and the number who completed financial literacy instruction. Bayview also reports how many high school participants sat for the employability exam and how many earned the certificate.

Bayview enters participant attendance into the Madison Out of School Time database. Because Bayview holds a data-sharing agreement with MMSD, that record lets Bayview compare participation in this program against school attendance and academic performance during the following school year. Few summer employment programs can follow participants into the classroom, and Bayview reports that connection rather than inferring it.

After the program concludes, Bayview tracks how many participants apply to private sector employment opportunities or apply to youth apprenticeship or postsecondary education programs.

B. Program Outcomes

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

Staff keep attendance records on program management spreadsheets, which produce participant counts, program hours, and completion rates for each cohort. The portfolio of personal career development plans shows what each participant set out to build and what they finished. Surveys conducted after the program record what participants report about their career knowledge and their readiness for work. Credential records show how many participants sat for the employability exam and how many completed the certificate. Supervisor feedback forms track each participant's performance across the summer, which is how Bayview measures improvement in work readiness rather than relying on self-report alone. Bayview uses historical data, especially the previous year's reports, to set targets 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 complete youth-led end of summer presentation.				
Performance Standard	Targeted Percent	85%	Targeted Number	25
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Participation and training for end of summer youth banquet.				
Methodology: All youth are asked to prepare and participate in the banquet.				

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	25
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Staff observation scores				
Methodology: Youth employment staff consult with supervisors to score each participant.				

Outcome Objective #3: Participants demonstrate improvement toward or proficiency in Work Readiness Skills.				
Performance Standard	Targeted Percent	85%	Targeted Number	25
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Staff review of progress against employment plans.				
Methodology: Youth participants work 1:1 with program staff, supervisors, and mentors to track and review progress towards personalized readiness goals.				

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?

All reporting systems, tools, and report documents are only accessible to Bayview staff. Demographic information is kept absolutely confidential, and all staff and volunteers are required to sign the organization's Confidentiality/Non-Disclosure Agreement on an annual basis. Client conversations that include sensitive information are held in private offices and meeting rooms, and information is shared with other staff on a strict, need-to-know basis. Below is the specific data that we collect for the Youth Employment program.

Demographics: Bayview collects and updates household demographic information through its OneSite Rents housing system, which records data on household size, languages spoken, income, and special needs. Participation demographics are documented with program activity attendance in MOST.

Program Activities: Staff log all interactions, referrals, workshops, and community-building activities in an internal database. Attendance at workshops, trainings, and social events is tracked through sign-in sheets or informal counts and uploaded into the MOST Information System.

Outcome Measures: Community surveys conducted on paper and Google Forms are consolidated into a single database to pull results from. MOST Information System (MIS) is used to track program attendance, school attendance, and a few other student statistics.

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

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)
Teen Program Coordinator 0.25 FTE		Bachelor's degree, trauma-informed care training, CPR certification, experience working with youth, restorative justice training.	Bayview Foundation
Youth Programs Manager 0.2 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
Summer Employment Specialist 1 0.16 FTE		High school diploma and CPR Certification, experience working with youth.	Bayview Foundation
Summer Employment Specialist 2 0.16 FTE		High school diploma and CPR Certification, experience working with youth.	Bayview Foundation
Summer Employment Specialist 3 0.16 FTE		High school diploma and CPR Certification, experience working with youth.	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 schedule an orientation and conduct a background check 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 provide close supervision, coaching, and feedback as needed.

For students from UW, MATC, or Edgewood University who serve for class credit, Bayview staff also coordinate with faculty to monitor progress and address any issues. This process ensures that

volunteers are both well-prepared and well-supported, while participants receive safe, consistent, and culturally responsive engagement.

- 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 has the physical and material resources in place to fully support program success. The organization operates four 15-passenger vans that provide reliable transportation for field trips, excursions, and community engagement opportunities. In January 2024, Bayview opened its new 11,500-square-foot community center, which includes over 3,000 square feet of classroom space dedicated to upper and lower elementary, middle and high school, early childhood/family education, and multipurpose programming. A teaching kitchen expands opportunities for nutrition education and family engagement. All participants are provided with home-cooked meals for breakfast and lunch.

The center also houses spaces designed to foster creativity and cultural expression, including a Maker Space/STEAM hub, an art classroom, and an Artist Residency Studio. These specialized facilities allow programs to integrate arts, culture, and innovation in meaningful ways. In addition, redeveloped outdoor areas include a basketball court, a new playground, a community lawn, and other gathering spaces, all of which provide flexible environments for recreation, leadership activities, and community-building events.

Together, these resources ensure that Bayview's programs are well-supported with transportation, high-quality facilities, and versatile spaces that can adapt to the community's evolving needs.

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.



EDGEWOOD
UNIVERSITY

DIVISION of
MISSION, VALUES, & INCLUSION

August 3, 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 Edgewood University's commitment to partner with Bayview Foundation on its youth employment program in 2027 and beyond, as part of Bayview's application for Community Development Division funding.

Edgewood University places student interns at Bayview's neighborhood center to coach, mentor, and train the high school students enrolled in the program. Our interns work alongside Bayview staff during weekly professional development sessions and meet one-on-one with participants as they build workplace skills, prepare application materials, and think through their career plans. The placement also gives Edgewood students supervised experience with youth development in a culturally diverse community a short distance from our campus.

Edgewood University and Bayview Foundation are pleased to continue this collaboration. We look forward to supporting Bayview's youth employment participants in the coming year.

Sincerely,

Richard A. Sims, Ed.D.

Assistant Vice President for Diversity, Equity & Inclusion

July 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 Henry Vilas Zoo's commitment to partner with Bayview Foundation on its youth employment program in 2027 and beyond, as part of Bayview's application for Community Development Division funding.

Henry Vilas Zoo has been a proud partner of Bayview since 2020 and a neighbor for much longer. During the pandemic, we hosted Bayview elementary students at Zoo School to help address childcare needs during the virtual learning school year, providing daily classroom care, free meals, and access to technology. During this time, we realized what an incredibly resilient and positive resource Bayview is for both the families that make it a community as well as their larger neighborhood. Over the past few years, we have had the honor of reconnecting with several Zoo School students and Bayview staff in our ongoing conservation programs, events, and workshops, and we never cease to return from these interactions inspired and energized.

Through our collaborative programming, Henry Vilas Zoo provides skills training sessions for Bayview's youth employment participants, led by zoo staff with expertise in horticulture, conservation science, and natural resource management. Sessions cover native plantings, stewardship of circular food systems with composting, habitat restoration, and personal storytelling. Participants apply that instruction directly to the gardens and native plantings on Bayview's own campus, and they meet professionals who make a career in this field.

Henry Vilas Zoo and Bayview Foundation are pleased to continue this collaboration. We greatly look forward to working with Bayview's youth employment participants in the coming year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jess Thompson', with a stylized, flowing script.

Jess Thompson
Conservation and Education Curator
608-438-6490 | thompson.jess@henryvilaszoo.gov

Henry Vilas Zoo
702 S Randall Ave
Madison, WI 53715

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:

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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	POVERTY	R/POV**
					Percent	Percent	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.**

	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027
Title of Staff Position*	Program A FTE**	Program B FTE**	Program C FTE**	Program D FTE**	Program E FTE**	Total FTE	Annualized Salary	Payroll Taxes and Fringe Benefits	Total Amount	Hourly Wage***	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	
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						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.**

[illegible]

*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