



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:	Boys & Girls Clubs of Dane County	Total Amount Requested:	\$ 334,072.00
All program(s) connected to your organization:	Program Name: Career Exploration Amount Requested: \$ 89,200 Applicant Type: Single Agency Application Program Type: Youth Employment- Programs & Services List Program Partner(s) (if applicable):		
	Program Name: High School Internships Amount Requested: \$ 67,777 Applicant Type: Single Agency Application Program Type: Youth Employment- Programs & Services List Program Partner(s) (if applicable):		
	Program Name: College Internships Amount Requested: \$ 68,315 Applicant Type: Single Agency Application Program Type: Young Adult Employment - Programs and Services List Program Partner(s) (if applicable):		
	Program Name: Non-profit Internship Rotation Amount Requested: \$ 45,000 Applicant Type: Single Agency Application Program Type: Young Adult Employment- Programs & Services 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 Applications -Lead Org):	Jennifer Lord	Email: jlord@bgcdc.org	
Organization Address:	5215 Verona Road, Fitchburg WI, 53711	Telephone:	608-205-2606
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).

Founded in South Madison in 1999, Boys & Girls Clubs of Dane County (BGCDC) inspires and empowers all young people, especially those who need us most, to reach their full potential as productive, responsible, and caring adults. BG CDC serves more than 7,500 young people through ten Club and school-based locations across Madison, Fitchburg, and Sun Prairie. More than 80% of the young people served are youth of color, 74% live at or below the federal poverty level, and half live in single-parent households. BG CDC's longstanding presence in South Madison, Allied-Dunn's Marsh, and other historically under-resourced communities has enabled the organization to build trusted relationships with low-income youth, young adults, families, schools, and community partners.

BG CDC has more than 15 years of experience helping youth and young adults prepare for postsecondary education, employment, and family-supporting careers. Through AVID/TOPS, TOPS College Success, Career Exploration, paid high school and college internships, and CareerForce BuildUp! at the McKenzie Regional Workforce Center (MRWC), BG CDC provides career exposure, workplace-readiness training, paid work experience, individualized coaching, financial education, technical training, industry credentials, and connections to employers, unions, apprenticeships, and postsecondary education. This continuum and BG CDC's partnerships with schools, higher education institutions, community organizations, and employers provide the foundation for both the education and skilled-trades programs proposed in this application.

- 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.

BG CDC combines structured learning and paid experience with trusted adult relationships, individualized coaching, employer engagement, and assistance addressing barriers that can affect participation. Its programs serve youth and young adults across multiple stages of the employment continuum, from identifying career interests and practicing foundational workplace skills to earning industry credentials and entering employment, apprenticeships, or postsecondary education.

AVID/TOPS, launched in 2008, now serves nearly 1,300 students annually across Madison's four comprehensive high schools. The program integrates academic support, mentoring, career and college exposure, and relationships that help

students prepare for life after high school. TOPS College Success, established in 2011, extends coaching, career guidance, and internship access into postsecondary education.

Career Exploration began in 2011 and currently provides students entering grades 7 through 10 with a seven-week, 60-hour paid introduction to the workplace. Participants explore career clusters through hands-on activities, interactive conversations with professionals, workplace and postsecondary visits, professional skills development, and a final portfolio. Eligible participants may also earn school credit. BG CDC's High School and College Internship Programs began in 2014 and place participants in paid positions across nonprofit services, healthcare, business, information technology, science, and other fields. Interns receive work-readiness preparation, weekly professional development, individualized support from success coaches, regular check-ins, employer feedback, and assistance addressing transportation or other barriers.

BG CDC also has experience coordinating internships across a large network of community employers. In 2017, the organization provided 75 paid internships through 33 employers and implemented rotational placements in which participants worked across multiple departments. This experience directly informs the proposed Nonprofit Internship Rotation Program and demonstrates BG CDC's ability to coordinate paid placements, prepare participants, support supervisors, monitor progress, and help young adults translate their experience into professional skills, work samples, relationships, and clearer career direction.

BG CDC expanded its employment continuum through skilled-trades programming piloted in 2022 and the opening of the MRWC in 2023. CareerForce BuildUp! is BG CDC's umbrella workforce model, integrating pre-apprenticeship and technical training, entrepreneurship education, and durable workplace-skills development. Its established cohort programs include Youth Pre-Apprenticeship for youth ages 16 to 18 and NextGen Builders Academy for youth and young adults ages 16 to 24. Participants receive hands-on instruction, mentoring, financial education, jobsite and apprenticeship training center visits, industry-recognized credentials, and direct connections to employers, unions, apprenticeships, and continued education.

As of April 2026, MRWC had introduced 6,460 youth to skilled-trades careers and graduated six Youth Pre-Apprenticeship cohorts and four NextGen Builders Academy cohorts with a combined 98% completion rate. Ninety-seven participants completed pre-apprenticeship training, 97 received construction-related certifications, and 63 gained construction-related work experience through internships or summer employment. 43 high school graduates entered a construction-related apprenticeship, college program, or career. These results demonstrate BG CDC's ability to deliver structured occupational training, maintain strong completion rates, coordinate with industry partners, and connect participants to measurable next steps toward stable employment and economic mobility.

Current employment and career-development programs include:

AVID/TOPS, 2008

TOPS College Success, 2011

Career Exploration, 2011

High School Summer Internship Program, 2014

College Summer Internship Program, 2014

CareerForce BuildUp!, 2023, following the 2022 skilled-trades pilot

Youth Pre-Apprenticeship Program, 2023

NextGen Builders Academy, 2023

- 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."

In the past two years, the most significant organizational change was the passing of BG CDC's President and CEO, Michael Johnson. This was a major loss for the organization and the broader community. At the same time, BG CDC has continued to provide programs and services without interruption because the organization's leadership structure already placed significant responsibility with vice presidents and department leaders, who continue to oversee day-to-day operations, program delivery, partnerships, and staff supervision. Taylor Jackson, a longtime BG CDC leader with more than 10 years of experience with the organization, is serving as Interim CEO and provides continuity during the transition. BG CDC has also navigated a changing funding environment, including the loss of significant federal funding, while continuing to pursue diversified public and private funding to sustain core services. These changes do not reduce BG CDC's ability to provide the proposed services; rather, BG CDC's experienced leadership team, established program models, and strong partner network position the organization to continue delivering education, employment, and workforce programs with stability.

- 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."

Over the next two years, BG CDC anticipates completing the transition to permanent CEO leadership who will continue building on the BG CDC mission and vision. The Board of Directors is leading a national search for the next CEO, while Taylor Jackson serves as Interim CEO. BG CDC has also developed a 90-day transition plan to support organizational stability, maintain clear decision-making, and ensure programs and services continue without disruption. The organization's mission, vision, and strategic priorities remain unchanged. BG CDC's executive team, vice presidents, and department leaders will continue managing daily operations and program implementation, ensuring continuity for youth, families, partners, and funders during the leadership transition.

- 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.).

BG CDC establishes position-specific education, experience, and training requirements based on each staff member's role, level of responsibility, and direct contact with participants. Education and career-development staff are expected to bring experience in youth and young adult development, career exploration, college and career readiness, program planning, coaching, partnership coordination, and program administration. The Career Program Director position requires experience in teen programming, adolescent development, career exploration, staff oversight, and community partnership coordination. TOPS Coordinators, College Success staff, and related program staff generally have education or experience in education, social work, social sciences, nonprofit services, secondary schools, school districts, or postsecondary settings, along with direct-service experience supporting youth and young adults.

For MRWC and skilled-trades programming, staff and instructors are expected to bring experience in construction, pre-apprenticeship or trades training, worksite safety, employer partnership coordination, cohort-based instruction, and youth and young adult development. Staff supporting credential-based training help maintain curriculum, safety, and

industry-recognized training expectations, including instruction aligned with OSHA-10, NCCER Core, and related construction-readiness credentials where applicable. Across both education and workforce programs, staff must be able to build trusting relationships with participants from diverse racial, cultural, linguistic, and economic backgrounds; provide asset-based support; respond to barriers that may affect participation; and connect youth and young adults to education, employment, apprenticeship, training, and other next steps.

BGCDC also recognizes lived experience as a meaningful staff qualification. Among current AVID/TOPS staff, 76% are alumni of AVID/TOPS or similar college-access programs or were first-generation college students. The Education Department intentionally recruits people who have participated in BGCDC programs, attended similar programs, or share experiences and identities with the young people and young adults served. This combination of professional and lived experience strengthens BGCDC's ability to provide culturally responsive support to BIPOC, low-income, first-generation, and other participants who have historically faced barriers to education and employment opportunities.

Youth-facing staff complete required background checks before beginning work and receive onboarding and training in youth safety, recognizing and responding to abuse, developing supportive mentoring relationships, creating inclusive environments, interrupting racial and cultural bias and microaggressions, and providing asset-based services. Staff assigned to the proposed programs also receive or refresh program-specific training in participant assessment, career-interest exploration, internship matching, durable-skill development, financial empowerment, individualized coaching, resource referral, data collection, employer communication, credential tracking, and follow-up support.

BGCDC supports continued staff development through regular supervision and coaching, cross-program planning, participant and partner feedback, in-person training, online professional development through Boys & Girls Clubs of America, and opportunities for leadership staff to attend regional and national youth-development conferences. Supervisors use program data, staff observations, participant feedback, employer feedback, and training outcomes to identify additional coaching or professional development needs and strengthen service quality throughout implementation.

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?



Part 1 - Organization Narrative Form

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

Legal Name of Organization:	Boys & Girls Clubs of Dane County	Total Amount Requested:	\$ 334,072.00
All program(s) connected to your organization:	Program Name: Workforce Preapprenticeship Amount Requested: \$ 63,780 Applicant Type: Single Agency Application Program Type: Youth Employment- Programs & Services List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: Applicant Type: Program Type: List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: Applicant Type: Program Type: List Program Partner(s) (if applicable): Program Type		
	Program Name: Amount Requested: Applicant Type: Program Type: 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 Applications -Lead Org):	Jennifer Lord	Email: jlord@bgcdc.org	
Organization Address:	5215 Verona Road, Fitchburg WI, 53711	Telephone:	608-205-2606

501 (c) 3 Status:	☒ Yes ☐ No	Fiscal Agent <i>(if no)</i>	
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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.**

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Part 2 - Program Narrative Form

Program Name:	Nonprofit Internship Rotation	Total Amount Requested for this Program:	\$ 45,000.00
Legal Name of Organization:	Boys & Girls Clubs of Dane County	Total amount Requested for Lead/Single Applicant	\$ 45,000.00
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	Jennifer Lord	Email:	jlord@bgcdc.org
		Phone:	608-206-9374
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 Nonprofit Internship Rotation addresses the gap between education and stable, career-connected employment for Madison young adults ages 18 to 26. Some may have recently completed college but struggle to enter career-connected roles. Others may have stopped out or withdrawn from college or may be considering a career change but lack the resources, experience, or direction needed to move forward. Across these circumstances, young adults may lack paid professional experience, relevant work samples, career guidance, and relationships within their desired fields. These barriers can be particularly difficult for young adults from low-income households, who may not be able to accept unpaid internships, sustain a lengthy job search, or pay for additional education or training. Those who are no longer enrolled in school may also lose access to the advising and structured support that previously helped them navigate their education.

The City estimates that approximately 4,000 Dane County young adults ages 18 to 26 were disconnected from education and employment when Young Adult Employment Services were established. Approximately 89% of participants in City-funded young adult programs are low-income. Although these programs reconnected 151 young adults to education or employment in 2025, their overall reach declined from 623 participants in 2024 to 396 in 2025. This proposal focuses on young adults at different points within this gap, including recent graduates, young adults who have stopped out of college, and those seeking a new career direction without a clear or financially accessible pathway forward.

The nonprofit sector represents a meaningful employment pathway. According to the U.S. Bureau of Labor Statistics, nonprofit organizations accounted for 11.4% of Wisconsin's private-sector employment in 2022. It also includes professional functions such as programming, operations, finance, communications, fundraising, and administration that build skills applicable across industries. However, young adults may struggle to enter these roles without relevant experience or professional connections. At the same time, community-based organizations may have meaningful work, experienced supervisors, and professional networks to offer but limited resources to create paid, structured entry-level opportunities.

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

The overarching goal of the Nonprofit Internship Rotation is to help five Madison young adults ages 18 to 26 who are unemployed, underemployed, or disconnected from a stable education or career pathway gain relevant experience, clearer career direction, and a realistic pathway toward stable, well-paying employment. Through 15 weeks of paid and supported work across BG CDC departments, participants will strengthen their communication, teamwork, time management, self-management, and other transferable workplace skills. They will gain practical experience across nonprofit departments and professional functions, build relationships with experienced professionals, and complete a capstone project and portfolio that demonstrate their skills and contributions. By the end of the program, each intern will have identified and begun pursuing a concrete next step toward career-connected employment, an additional internship, a return to education, or further training aligned with their interests and goals. This goal aligns with the City's priorities by combining paid work-based learning, career navigation, mentorship, financial empowerment, and project-based skill development to help disconnected and underemployed young adults advance toward long-term economic mobility and financial stability.

- 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 Nonprofit Internship Rotation is a 15-week, paid work-based learning program for five City of Madison residents ages 18 to 26 who are unemployed, underemployed, disconnected from a stable education or career pathway, or seeking a clearer career direction. The program is designed for young adults who need meaningful experience, professional connections, and greater clarity about where their skills can lead, including recent graduates, young adults who have stopped out of college, and participants considering a career change. Participants will work 20 to 25 hours per week at \$20 per hour, gaining 300 to 375 hours of paid experience through BG CDC's nonprofit departments and Club sites. Core coordination and cohort sessions will be anchored at the McKenzie Regional Workforce Center in the Allied neighborhood, within one of the City's Employment and Career Development Equity Priority Areas.

Coordinated centrally by BG CDC's Education Department, interns will rotate through departments to understand the different roles that come together to operate a nonprofit organization. Rotations will provide exposure to youth development and programming, fundraising and special events, grant management and compliance, communications and marketing, finance and accounting, operations, administration, and organizational leadership. Each department will provide structured onboarding, meaningful project-based assignments, regular supervision, and feedback using BG CDC's established internship coaching and supervision model. Interns will also participate in paid cohort sessions focused on workplace communication, teamwork, time management, self-management, career navigation, financial empowerment, reflection, and peer connection. Staff will provide ongoing coaching and help participants address transportation, scheduling, and other barriers that could affect completion.

After completing their initial rotations, interns will select a department aligned with their interests and complete an in-depth capstone project. Each participant will develop a portfolio documenting their capstone, accomplishments, skills, and professional growth and present their work and recommendations to BG CDC leadership. By the end of the program, participants are expected to have broader knowledge of nonprofit career options, stronger work-readiness skills, relationships with experienced nonprofit professionals, a clearer career direction, and concrete experience they can use to pursue stable employment, additional training, a return to education, or another career-building opportunity.

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 Nonprofit Internship Rotation will serve five City of Madison residents ages 18 to 26 who are unemployed, underemployed, or disconnected from a stable education or career pathway. Participants may include recent college graduates struggling to enter career-connected employment, young adults who stopped out of or withdrew from college, and those seeking a new career direction but lacking the experience, guidance, or resources needed to move forward. BG CDC will prioritize qualified Club and AVID/TOPS alumni while keeping the opportunity open to other eligible young adults. Outreach will particularly seek to reach Black, Latinx, Hmong, multiracial, first-generation, and low- to moderate-income residents, including those living in the City's Employment and Career Development Equity Priority Areas. Multilingual participants and English language learners will be eligible, with support available from BG CDC's Spanish- and Hmong-speaking staff members.

BG CDC has engaged Madison youth and families from these communities for more than 26 years. Through Club programming, AVID/TOPS, College Success, paid internships, and alumni outreach, BG CDC often remains connected with participants from high school through college and into early adulthood. Staff continue sharing professional resources, job openings, internships, and other opportunities with alumni. Many former Club members and AVID/TOPS participants have returned to work at BG CDC, bringing valuable lived experience and knowledge of the communities the organization serves. These relationships have helped BG CDC recognize that young adults may struggle to reach stable employment after graduating, leaving college, or beginning a career transition, particularly when they lack paid experience or established professional connections.

The Nonprofit Internship Rotation is a new pilot, but former Club members and AVID/TOPS alumni on staff are actively contributing to its design and implementation. Their experiences are informing the program's paid structure, department rotations, coaching, projects, and participant supports. The first cohort will further shape the model through regular reflection sessions, feedback following each rotation, and recommendations included in their capstone presentations. BG CDC will use this input to refine future rotations, projects, coaching, scheduling, and participant supports.

- 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 Nonprofit Internship Rotation is a new pilot. Demographic categories reflect related 2024 BG CDC paid internship program records and will be tracked separately for this pilot during the funding cycle.

Race	# of Participants	% of Total Participants
White/Caucasian	1	2.78
Black/African American	3	8.33
Asian	7	19.44
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
Multi-Racial	4	11.11
Balance/Other	21	58.3
Total:	36	

Ethnicity		
Hispanic or Latino	13	36.11
Not Hispanic or Latino	23	63.89
Total:	36	
Gender		
Man	14	38.89
Woman	22	61.11
Non-binary/GenderQueer	0	0
Prefer Not to Say	0	0
Total:	36	

Comments (optional):

- 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.

BGCDC will ensure language is not a barrier to participation. Spanish- and Hmong-speaking staff will be available to assist young adults with the application, orientation, payroll, scheduling, transportation planning, and ongoing communication. Staff will ensure that participants understand workplace expectations, rotation schedules, wages, available supports, and how to request help or accommodations. Program staff will use each participant's preferred communication method and language needs to guide regular check-ins and address concerns before they interfere with completion. BGCDC's relationship-based approach is designed to support young adults across race, ethnicity, income, language, gender identity, sexual orientation, education history, and family background without requiring participants to disclose personal identities in order to receive support.

- 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.

BGCDC will recruit City of Madison residents ages 18 to 26 who are unemployed, underemployed, or disconnected from a stable education or career pathway. This may include recent college graduates struggling to enter career-connected roles, young adults who stopped out or withdrew from college, and those considering a career change but unable to afford additional education or training. Outreach will present the rotation as a paid, entry-level opportunity to build experience across nonprofit programming, operations, finance, communications, fundraising, administration, and other transferable professional functions. Prior nonprofit experience or professional connections will not be required, and participants will not need to have already identified nonprofit work as their intended career.

BGCDC will recruit first through its established Club network, including AVID/TOPS, College Success, paid internship, Club, and McKenzie Regional Workforce Center participants and alumni. Staff will conduct direct outreach through email, phone, social media, Club sites, and existing relationships with young adults and families. Because BGCDC often remains connected with participants from adolescence through college and early adulthood, staff can personally reach young adults who may no longer use campus career services or know where to seek career support.

BGCDC will also build on existing relationships with Madison College and UW-Madison to share the opportunity through career services, job boards, alumni networks, and channels serving students who have stopped out or are considering returning to school. Local nonprofits, businesses, and community organizations within BGCDC's broader network will be invited to refer eligible young adults. These

relationships will also allow BG CDC to offer coffee chats, informational conversations, and networking opportunities that connect participants with professionals across multiple fields. Recruitment materials will clearly state the program's pay, schedule, location, eligibility requirements, transportation assistance, and available participant supports. During application and intake, BG CDC will assess each candidate's employment and education status, interests, goals, barriers, and connection to the City's Equity Priority Areas. Staff will prioritize eligible applicants who have limited access to paid professional experience, career guidance, and professional networks and will provide individual follow-up when applicants need help navigating the process.

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 may face barriers related to transportation, income, scheduling, confidence, limited professional networks, inconsistent prior work experience, caregiving or family responsibilities, language access, and uncertainty about how to navigate a professional workplace. BG CDC addresses these barriers by making the rotation paid at \$20 per hour, offering bus passes or other transportation assistance upon request, and establishing a clear schedule and support plan before the participant begins. The program generally operates Monday through Friday between 10:00 a.m. and 4:00 p.m., with participants working 20 to 25 hours per week. Final schedules will be confirmed through an agreement between the intern, BG CDC program staff, and department supervisors so that expectations, responsibilities, transportation or parking needs, communication practices, and support needs are clear from the beginning.

Because this is an internal BG CDC rotation, participants will not have to navigate multiple outside employers on their own. Core coordination, cohort sessions, and many rotations will be anchored at the McKenzie Regional Workforce Center, while some department rotations or project work may take place at BG CDC Club sites. Program staff will help participants plan reliable transportation between sites when needed. Each participant will complete an individualized service plan, receive orientation, participate in weekly coaching, and have access to department supervisors who provide clear assignments and feedback. Spanish- and Hmong-speaking staff will be available for multilingual participants. Staff will monitor attendance, engagement, transportation concerns, and workplace challenges throughout the 15-week program so barriers can be addressed early rather than becoming reasons participants leave the program.

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).

BG CDC will use a structured, individualized process to enroll and engage each participant. Interested young adults will complete a plain-language application that gathers information about their education and employment status, work experience, career interests, availability, transportation, language and accessibility needs, and barriers that could affect participation. Staff assistance will be available for applicants who need help completing the application or preparing for the interview. Selection will be based on eligibility, interest in the program, and need for paid professional experience and career support. Prior nonprofit experience, an extensive work history, or a polished professional network will not be required. Qualified Club and AVID/TOPS alumni and residents of the City's Employment and Career Development Equity Priority Areas will receive priority consideration.

Once selected, each intern will complete an intake meeting and baseline self-assessment with BG CDC's Education Department. Staff and the participant will use this information to develop an individualized service plan outlining the participant's career interests, strengths, development goals, preferred department rotations, support needs, and specific steps for completing the program. This process will recognize that participants may enter with very different levels of education, work experience, confidence, and career clarity. Interns will then complete a paid orientation covering program expectations, workplace communication, payroll, scheduling, supervision, available supports, and how to request assistance or accommodations.

Participants will remain engaged through meaningful paid assignments, weekly individual coaching, department supervision, cohort-based professional development, and structured opportunities for reflection. Staff will review each participant's service plan throughout the 15-week program and adjust

department placements, coaching, goals, or supports as needed. Supervisors will provide clear expectations and regular feedback, while the Education Department will help participants address transportation, scheduling, workplace concerns, and other barriers before they affect participation. Spanish- and Hmong-speaking staff members will be available to support multilingual participants, and staff will connect interns to additional education, training, employment, or community resources when appropriate. The small cohort will allow staff to build consistent relationships with each participant and create space for peer support, choice, and honest feedback. Interns will reflect after each rotation, help identify the professional functions they want to explore more deeply, and shape their final capstone projects around their interests and goals. Progress will be documented through service-plan reviews, supervisor feedback, work samples, skill self-assessments, attendance, and completion of the participant's portfolio and capstone presentation. Participant feedback will also be used to strengthen future cohorts of the pilot.

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.,).

BGCDC will provide five Madison residents ages 18 to 26 with a 15-week paid internship consisting of three five-week rotations across BGCDC departments. Participants will work 20 to 25 hours per week at \$20 per hour and gain experience with functions such as program delivery, community engagement, communications and marketing, development and fundraising, operations, and administration. Core coordination and cohort sessions will be anchored at the McKenzie Regional Workforce Center, while some rotations or project work may occur at BGCDC Club sites depending on department activities and participant assignments. The program will serve young adults at different stages of their education and employment journeys, including current students, recent graduates, young adults who have stopped out of school, those who are unemployed or underemployed, and those seeking a career change.

Each intern will complete an intake assessment, develop an individualized service plan, and participate in an orientation covering workplace expectations, communication, scheduling, payroll, and available supports. During each rotation, interns will complete meaningful assignments under department supervision, receive weekly coaching, participate in structured reflection, and receive feedback on their work-readiness skills. Cohort-based professional development will address communication, teamwork, time management, problem-solving, networking, resume development, interviewing, and financial empowerment.

Throughout the program, participants will collect work samples, document skills and professional relationships, and explore career and educational pathways connected to their rotations. Each intern will conclude the experience with a career portfolio, capstone presentation, and individualized transition plan identifying next steps toward employment, another internship, education, or training.

Primary program and rotation sites may include:

Allied Family Center - 4619 Jenewein Rd, Fitchburg, WI 53711

Fleming Club - 2001 Taft St, Madison, WI 53713

McKenzie Regional Workforce Center - 5215 Verona Rd, Fitchburg, WI 53711

- 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?

BGCDC is well positioned to serve young adults living in the City's Employment and Career Development Equity Priority Areas, even though the Nonprofit Internship Rotation is a new program. Core coordination and cohort sessions will be anchored at BGCDC's McKenzie Regional Workforce Center (MRWC), 5215 Verona Road, near Allied Drive and Verona Road and within a highlighted priority area. Some department rotations or project work may also occur at BGCDC Club sites, including Allied Family Center near Allied Drive and Verona Road, the Erica and Anthony Fleming Club near South Park Street and the Beltline. BGCDC has served Madison youth and families for more than 26 years and maintains strong relationships with residents of Allied/Dunn's Marsh, South

Madison, and other communities represented on the map. Many young adults reached through AVID/TOPS, College Success, Club programming, internships, workforce training, and community events remain connected to BG CDC as alumni and community members.

BG CDC will recruit citywide while intentionally targeting recent graduates living in the equity priority areas. The opportunity will be shared through BG CDC's alumni and participant networks, Club and workforce program contacts, email and social media, community events, and existing relationships with UW-Madison and Madison College. The application and intake process will collect each candidate's street address, neighborhood, graduation date, employment status, and support needs. Staff will compare applicant addresses with Appendix A and give priority consideration to otherwise qualified applicants who live in the highlighted areas. Because the program will enroll only five interns, staff can also conduct individualized outreach and follow-up rather than relying only on broad public advertising.

Core coordination, cohort sessions, coaching, and capstone support will be anchored at the MRWC, providing participants with a consistent home base. Rotations and project work may also take place at BG CDC Club sites when those locations best align with the department assignment. BG CDC will assess transportation needs during intake, provide bus passes or other transportation assistance when needed, and help participants plan reliable routes to MRWC and any assigned Club site. Through its established neighborhood presence, targeted outreach, address-based intake process, and transportation support, BG CDC can intentionally recruit and consistently serve young adults living in the City's equity priority areas.

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

Table 1:

PROGRAM LOCATION(s):		
Allied Family Center - 4619 Jenewein Rd, Fitchburg, WI 53711		
Fleming Club - 2001 Taft St, Madison, WI 53713		
McKenzie Regional Workforce Center - 5215 Verona Rd, Fitchburg, WI 53711		
Day of the Week	Start Time	End Time
Monday	10:00 AM	4:00 PM
	BG CDC Headquarters, 5215 Verona Road, Fitchburg, WI 53711 and Club sites	
Tuesday	10:00 AM	4:00 PM

	BGDCD Headquarters, 5215 Verona Road, Fitchburg, WI 53711 and Club sites	
Wednesday	10:00 AM	4:00 PM
	BGDCD Headquarters, 5215 Verona Road, Fitchburg, WI 53711 and Club sites	
Thursday	10:00 AM	4:00 PM
	BGDCD Headquarters, 5215 Verona Road, Fitchburg, WI 53711 and Club sites	
Friday	10:00 AM	4:00 PM
	BGDCD Headquarters, 5215 Verona Road, Fitchburg, WI 53711 and Club sites	
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.

Because the program serves young adults ages 18 to 26, its development centers participant and alumni perspectives rather than traditional parent engagement. The design draws on feedback from BG CDC's high school and college interns and alumni, including former participants now employed by BG CDC who have helped shape program activities and supports. During implementation, interns will identify goals and preferred rotations through their individualized service plans, reflect after each five-week rotation, and provide feedback through weekly coaching, supervisor evaluations, and an end-of-program assessment. Staff will use this input alongside attendance, completion, portfolio, and capstone data to refine future cohorts. Family or household involvement will be participant-directed. When requested by the participant, BG CDC can help connect interns and their households to youth programming for their children or siblings, skilled trades career exploration, wraparound resources, community events, and other supports that may affect the participant's ability to complete the program.

- 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.

Because the first cohort is intentionally being conducted within BG CDC, external nonprofits and neighborhood residents were not asked to co-design the initial pilot. Instead, BG CDC staff across participating departments, including program alumni and employees with lived experience similar to the population served, helped identify appropriate rotations, assignments, supports, and skill-building opportunities. These staff will supervise interns, provide feedback, and help assess each rotation, while participants will engage with BG CDC's wider community through department projects, Club activities, community events, and service initiatives that support youth and families. Participant capstones may also generate recommendations that strengthen BG CDC programs, operations, communications, or community engagement. Participant feedback and pilot results will be used to refine the model and inform future engagement with nonprofit and community partners if BG CDC expands rotations beyond its own organization.

- 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)?
Edgewood College	Postsecondary outreach/referral pathway; TOP Success partnership supporting AVID/TOPS alumni persistence, coaching, and connection to campus resources.	Richard Sims	Yes
Madison Area Technical College	Postsecondary outreach/referral pathway; TOP Success partnership supporting AVID/TOPS alumni	Janine Wilson	Yes

	persistence, coaching, and connection to campus resources.		

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

The first Nonprofit Internship Rotation cohort will be conducted entirely within BG CDC. BG CDC will be responsible for recruitment, participant selection, hiring, department placements, payroll, supervision, coaching, participant supports, and evaluation. BG CDC's alumni network will also support direct outreach to former Club and AVID/TOPS participants, but it is not a separate external partner requiring an MOU.

How do these partnerships enhance this proposal?

BG CDC's relationships with Madison College, Edgewood College, and UW-Madison provide trusted pathways for reaching current students, recent graduates, former students, and AVID/TOPS alumni who may benefit from paid professional experience. The Madison College and Edgewood College partnerships also connect participants pursuing postsecondary education with established coaching and persistence supports. UW-Madison is not a formal program partner for this pilot, but BG CDC may use existing campus and alumni relationships to share the opportunity where appropriate. BG CDC's broader alumni network extends recruitment to young adults who may no longer be connected to a college or campus career office. These relationships strengthen recruitment and participants' transitions after the internship, while BG CDC's in-house model provides consistent rotations, supervision, coaching, and assessment during the pilot.

What are the decision-making agreements with each partner?

There is no shared decision-making agreement with an external partner specific to the initial Nonprofit Internship Rotation pilot. BG CDC retains final responsibility for program design, eligibility, participant selection, hiring, department assignments, scheduling, supervision, payroll, participant supports, and evaluation. Madison College and Edgewood College may determine how they share the opportunity and refer interested individuals through their own channels, but referrals do not guarantee selection or give the institutions authority over program operations. The existing Madison College and Edgewood College MOAs govern their respective TOP Success partnerships, not this internship. UW-Madison does not have a written decision-making agreement for this pilot. Any expanded external role in a future cohort would be established through a separate 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?

Participants will receive paid work experience, individualized coaching, department supervision, transportation assistance when needed, career planning, financial empowerment, résumé and interview support, professional networking opportunities, and referrals to education, training, employment, and community resources. BG CDC will coordinate these resources through the individualized service plan developed at intake and reviewed throughout the 15-week rotation. Program staff will help each participant identify barriers, set goals, access bus passes or transportation planning support, prepare application materials, connect with department supervisors and nonprofit professionals, and build a career portfolio. Before completion, each intern will develop an individualized transition plan that identifies next

steps toward employment, another internship, education, training, or career advancement. BG CDC will provide follow-up after program completion to document next steps into employment, apprenticeship, postsecondary training, or continued education, with additional follow-up for up to 12 months when participants remain connected to BG CDC staff or can be reached through program contact information.

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.

Each participant will have one program record and will be counted only once, regardless of the number of rotations, coaching sessions, or activities completed. A participant will be counted as served after completing enrollment and beginning the first paid rotation. BG CDC will track department rotations, scheduled and completed hours, wages, coaching and professional-development participation, completed assignments, and program completion. Hours and wages will be verified through timekeeping and payroll records. Completion will be defined as completing the three five-week rotations through the agreed-upon end date, fulfilling assigned responsibilities, participating in required coaching and evaluations, and completing the career portfolio, capstone presentation, and individualized transition plan. Output data will be reviewed after each rotation and reconciled at program completion.

- B. Program Outcomes

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

BG CDC selected its outcome objectives using the City’s Employment and Career Development Measurements of Success, participant and alumni feedback, and BG CDC’s experience operating internship, College Success, and workforce programming. These sources support measuring work-readiness growth or proficiency, increased knowledge of career and educational pathways, and concrete advancement following program completion. Because this is a new pilot, no historical outcome data are available. Based on the five-person cohort and the program’s intensive rotations, supervision, coaching, and transition support, BG CDC established targets of 80%, or four of five participants, for the first two objectives and 60%, or three of five participants, for employment or education advancement within 90 days. Results will establish baseline data for future cohorts.

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: At least 80% of participants will demonstrate improvement toward or proficiency in at least three work-readiness skills, including communication, teamwork, time management, self-management, adaptability, problem-solving, and professional behavior.

Performance Standard	Targeted Percent	80%	Targeted Number	4 of 5
	Actual Percent		Actual Number	

Measurement Tool(s) and Comments: Beginning- and end-of-program work-readiness self-assessments, standardized department supervisor evaluations, individualized service-plan reviews, weekly coaching records, work samples, and capstone rubric. Because this is a pilot, BG CDC will use one shared rubric across departments to establish consistent baseline data for future cohorts.

Methodology: Each participant will complete a baseline work-readiness assessment during intake and establish related development goals within their individualized service plan. Department supervisors will use a common rubric to evaluate demonstrated skills during each five-week rotation. Participants will also reflect on their growth, challenges, and supervisor feedback after each rotation. At program completion, interns will repeat the self-assessment, and BG CDC staff will review the results alongside supervisor evaluations, coaching records, and completed work. A participant will meet the outcome by improving by at least one rating level in three or more skills or receiving a final rating of proficient in at least three skills. Supervisor evaluations and work products will be used to substantiate self-reported growth.

Outcome Objective #2: At least 80% of participants will demonstrate increased knowledge of career and educational options by identifying professional functions and related career pathways, assessing how those options align with their interests and skills, and identifying at least one realistic next step.

Performance Standard	Targeted Percent	80%	Targeted Number	4 of 5
	Actual Percent		Actual Number	

Measurement Tool(s) and Comments: Beginning- and end-of-program career knowledge assessments, individualized service plans, rotation reflection forms, informational interview and networking records, participant portfolios, and capstone presentation rubric.

Methodology: During intake, participants will document their career interests, existing knowledge of professional roles, education and training history, and current career direction. After each rotation, interns will complete a structured reflection describing the department's functions, positions they encountered, skills required, related career and educational pathways, and whether the work aligned with their interests. Participants will incorporate these findings into their portfolios and capstone presentations. A participant will meet the outcome by demonstrating increased knowledge from baseline or meeting the program's final proficiency standard by identifying at least three professional functions, related career options in nonprofit or other sectors, relevant education or training pathways, and one next step aligned with their interests and goals.

Outcome Objective #3: Within 90 days of program completion, at least 60% of participants will advance along an individualized career or education pathway by obtaining career-connected employment or another paid internship, enrolling in education or work training, or securing meaningful advancement in existing employment.

Performance Standard	Targeted Percent	60%	Targeted Number	3 of 5
	Actual Percent		Actual Number	

Measurement Tool(s) and Comments: Individualized transition plans, employment and education referral records, application tracker, 30-, 60-, and 90-day follow-up records, and available employer, internship, or enrollment verification. BG CDC will separately track applications and interviews as progress indicators, but they will not independently count as achieving the outcome.

Methodology: Before completing the program, each participant will develop an individualized transition plan identifying a primary next step, required actions, deadlines, professional contacts, and any support needed from BG CDC. Staff will help participants prepare application materials, make professional connections, and pursue employment, internship, education, or training opportunities aligned with that plan. BG CDC will follow up at approximately 30, 60, and 90 days after program completion through phone, email, text, or an in-person meeting. A participant will meet the outcome after accepting or beginning career-connected employment or another paid internship, enrolling in an education or work-training program, or documenting advancement in an existing position through increased responsibility, compensation, hours, or career alignment. Results and barriers will be analyzed as pilot data and used to refine future recruitment, rotations, coaching, and transition support.

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?

BGCDC will use MyClubHub and a pilot-specific internship tracker to document enrollment, unduplicated participants, demographic information, residence and equity-area status, education and employment status, department assignments, scheduled and completed hours, wages, attendance, coaching, individualized service-plan reviews, rotation completion, financial empowerment participation, supervisor feedback, work samples, portfolio completion, capstone presentation, transition planning, and program completion. Each intern will have one participant record and will be counted only once, regardless of the number of departments, projects, coaching sessions, or professional-development activities completed. A participant will be counted as served after completing enrollment, intake, and the individualized service plan and beginning the first paid rotation. BGCDC will verify hours and wages through timekeeping and payroll records and will reconcile program records with payroll and finance records for City reporting. Outcome data will be collected through baseline and final assessments, common department supervisor rubrics, rotation reflection forms, coaching records, capstone rubrics, transition plans, and follow-up documentation. Expense data will be tracked through BGCDC's finance system, payroll records, invoices, and grant-specific budget monitoring to ensure wages, staff time, transportation support, materials, and other approved costs are documented accurately. BGCDC will provide follow-up after program completion to document next steps into employment, apprenticeship, postsecondary training, or continued education, with additional follow-up for up to 12 months.

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)
Assistant Vice President of Education	0.13 FTE	Bachelor's degree or equivalent experience in education, social work, human development, social sciences, or related field. Minimum five years of experience in a school, postsecondary, nonprofit, or community-based youth-serving setting. At least two years of team leadership or supervision experience. Experience managing programs with defined goals and outcomes, collaborating across teams, supporting diverse young people, and using equity-centered youth development practices.	McKenzie Regional Workforce Center - 5215 Verona Rd, Fitchburg, WI 53711; BGCDC Club sites as assigned

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

Volunteers are not used to implement or supervise the Nonprofit Internship Rotation. Participants are hired, supervised, coached, and evaluated by BG CDC staff and department supervisors through BG CDC's established personnel, onboarding, supervision, and management practices. Because rotations occur within BG CDC, participants may interact with volunteers who are already part of BG CDC programs or events. All BG CDC volunteers who have direct contact with youth or program participants are screened through BG CDC's standard volunteer process, which includes application review, background screening as required, orientation, and staff supervision while on site. Volunteers will not be responsible for intern supervision, evaluation, payroll, coaching, or final decision-making. BG CDC staff will remain responsible for participant safety, expectations, communication, feedback, and support throughout the rotation.

- 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.

Program resources include BG CDC program space, department workspaces, computers or workstations as available, supervisor time across participating departments, cohort meeting space, orientation materials, individualized service-plan templates, rotation reflection forms, supervisor rubrics, capstone and portfolio tools, payroll and timekeeping systems, MyClubHub, the pilot internship tracker, transportation support including bus passes when needed, and staff time for coaching, coordination, follow-up, and grant reporting. Most resources are already in place through BG CDC's Education Department, McKenzie Regional Workforce Center, Club sites, finance systems, and existing internship infrastructure. City funds will support intern wages, staff coordination and supervision, transportation assistance, professional-development materials, and other approved costs needed to implement the pilot and collect data for future refinement.

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.

N/A

B. Disclosure of Contract Failures, Litigations

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

N/A

APPLICATION FOR 2026 EMPLOYMENT AND CAREER DEVELOPMENT SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Boys & Girls Clubs of Dane County
Mailing Address	5215 Verona Rd
Telephone	
FAX	
Director	Blair Karlsson-Ellifson
Email Address	bellifson@bgcdc.org
Additional Contact	Michelle Young
Email Address	myoung@bgcdc.org
Legal Status	Private: Non-Profit
Federal EIN:	39-1925617

2. PROPOSED PROGRAMS		2027	If currently City funded	
Program Name:	Letter	Amount Requested	2026 Allocation	Joint/Multi Application - SELECT Y/N
Career Exploration	A	\$89,200		No
Contact:				
High School Internships	B	\$67,777		No
Contact:				
College Internships	C	\$68,315		No
Contact:				
Non-Profit Internship Cohort	D	\$45,000		No
Contact:				
Workforce Preapprenticeship	E	\$63,780		No
Contact:				
TOTAL REQUEST		\$334,072		

DEFINITION OF ACCOUNT CATEGORIES:

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

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

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

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

3. SIGNATURE PAGE**AFFIRMATIVE ACTION**

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

CITY OF MADISON CONTRACTS

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

INSURANCE

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management: Commercial General Liability, Automobile Liability, Worker's Compensation, and Professional Liability. The cost of this coverage can be considered in the request for funding.

4. SIGNATURE

Enter name:

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

DATE

INITIALS:

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5. BOARD-STAFF DEMOGRAPHICS

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

DESCRIPTOR		BOARD		STAFF		MADISON*		
		Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
			100%		100%			
		17	57%	22	27%			
		13	43%	61	73%			
NON-BINARY/GENDERQUEER		0	0%	0	0%			
PREFER NOT TO SAY		0	0%	0	0%			
TOTAL GENDER		30	100%	83	100%			
AGE								
	RS	0	0%	2	2%			
		23	77%	75	90%			
		7	23%	6	7%			
TOTAL AGE		30	100%	83	100%			
WHITE/CAUCASIAN		23	77%	37	45%	80%	67%	16%
BLACK/AFRICAN AMERICAN		6	20%	20	24%	7%	15%	39%
ASIAN		1	3%	4	5%	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%	22	27%	3%	4%	26%
BALANCE/OTHER			0%		0%	1%	2%	28%
TOTAL RACE		30	100%	83	100%			
ETHNICITY								
HISPANIC OR LATINO		1	3%	13	16%	7%	9%	26%
NOT HISPANIC OR LATINO		29	97%	70	84%	93%	81%	74%
TOTAL ETHNICITY		30	100%	83	100%			
PERSONS WITH DISABILITIES		0	0%		0%			

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

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

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

composition and staff of your agency represent the racial and cultural diversity of the residents

, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2025

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

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

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

Name	Greg Albert			
Home Address	323 Merchants Ave., Fort Atkinson, WI 53538			
Occupation	VP of Professional Services, Naviant, Inc.			
Representing				
Term of Office		From:	01/2021	To: Present
Name	Amy Best			
Home Address	4902 North Biltmore Lane, Madison, WI 53718			
Occupation	SVP & CHRO of Alliant Energy			
Representing				
Term of Office		From:	07/2025	To: Present
Name				
		From:	mm/yyyy	To: mm/yyyy
Name	Matida Bojang			
Home Address	Madison, WI			
Occupation	OBGYN, University of Wisconsin-Madison			
Representing				
Term of Office		From:	07/2025	To: Present
Name	Salvador Carranza			
Home Address	301 Harbour Town Dr. #225, Madison, WI 53717			
Occupation	Retired			
Representing	Chairman Emeritus			
Term of Office		From:	01/2017	To: Present
Name	Muldred Coby			
Home Address	4225 W Rovers Edge Cir., #24, Brown Beer, WI 53709			
Occupation	Employ Milwaukee, Inc., Community Engagement and Agency Impact			
Representing				
Term of Office		From:	03/2022	To: Present
Name	Anthony Cooper			
Home Address	2820 Walton Commons La., #136 Madison, WI 53718			
Occupation	President & CEO Focused Interruption			
Representing				
Term of Office		From:	01/2023	To: Present
Name	Christopher Fortune			
Home Address	2118 Waunona Way, Madison, WI 53713			
Occupation	Retired			
Representing	Chairman of the Board			
Term of Office		From:	12/2024	To: Present

AGENCY GOVERNING BODY cont.

Name	Peter Gray				
Home Address	5042 Marathon Dr., Madison, WI 53705				
Occupation	Peter Gray Executive Search				
Representing					
Term of Office		From:	01/2021	To:	Present
Name	Richard Heinemann				
Home Address	1722 Chadbourne Ave., Madison, WI 53715				
Occupation	Partner, Boardman & Clark, LLP				
Representing	Board Secretary				
Term of Office		From:	01/2019	To:	Present
Name	Malorie Hepner				
Home Address	1716 Kendall Ave., Madison, WI 53726				
Occupation	Project Architect, OPN Architects				
Representing	Chair of Safety & Facilities Committee				
Term of Office		From:	03/2022	To:	Present
Name	Tanner Jean-Louis				
Home Address	2830 Moland Street, Madison, WI 53704				
Occupation	Attorney, Boardman & Clark				
Representing	Chairman of Associate Board				
Term of Office		From:	01/2023	To:	Present
Name	Kelly Kloepping				
Home Address	6538 Appleglen Lane, Madison, WI 53719				
Occupation	Marketing & Business Development Director, JSD Professional Services				
Representing	Chair of Program Committee				
Term of Office		From:	01/2024	To:	Present
Name	Elizabeth Kmiec				
Home Address	1187 Celebration Blvd., Sun Prairie, WI 53590				
Occupation	SVP, Director of Fiduciary Services, First Business Bank				
Representing					
Term of Office		From:	07/2025	To:	Present
Name	Sean LaBorde				
Home Address	3579 Hills Court, Verona, WI 53590				
Occupation	President, M3Insurance				
Representing					
Term of Office		From:	07/2022	To:	Present
Name	Jason Loewi				
Home Address	5505 Lake Mendota Dr., Madison, WI 53705				
Occupation	VP, Staffing at the QTI Group				
Representing					
Term of Office		From:	05/2025	To:	Present
Name	Ross Lytle				
Home Address	9619 Ancient Oak Ln., #306, Verona, WI 53593				
Occupation	Marketing & Creative Services Director with News 3 Now, WISC-TV)				
Representing	Chair of Marketing & Development Committee				
Term of Office		From:	05/2022	To:	Present

****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	0	0	0
UNITED WAY DANE CO	70,000	0	0	0	0	0	70,000
CITY CDD (This Application)	334,072	89,200	67,777	68,315	45,000	63,780	
City CDD (Not this Application)	398,000						398,000
OTHER GOVT*	0						
FUNDRAISING DONATIONS**	0						
USER FEES	0						
TOTAL REVENUE	802,072	89,200	67,777	68,315	45,000	63,780	468,000

*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 column

****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	4,382,706	143,492	47,177	47,177	14,923	14,923	15,374	15,374	16,018	16,018	239,000	50,000	4,050,214
Taxes/Benefits	914,565	30,680	9,023	9,023	2,854	2,854	2,941	2,941	2,082	2,082	45,635	13,780	852,031
Subtotal A.	5,297,272	174,172	56,200	56,200	17,777	17,777	18,315	18,315	18,100	18,100	284,635	63,780	4,902,245
B. OTHER OPERATING													
Insurance	112,555	0											112,555
Professional Fees/Audit	804,723	0											804,723
Postage/Office & Program	199,288	23,000	29,735	23,000									169,553
Supplies/Printing/Photocopy	81,074	0											81,074
Equipment/Furnishings/Depr.	24,793	0											24,793
Telephone	26,534	0											26,534
Training/Conferences	33,690	0											33,690
Food/Household Supplies	108,811	0											108,811
Travel	7,450	0											7,450
Vehicle Costs/Depreciation	29,405	0											29,405
Other	56,900	136,900	30,000	10,000	0	50,000	0	50,000	26,900	26,900			
Subtotal B.	1,485,223	159,900	59,735	33,000	0	50,000	0	50,000	26,900	26,900	0	0	1,398,588
C. SPACE													
Rent/Utilities/Maintenance	904,781	0											904,781
Mortgage Principal/Interest	0	0											0
Depreciation/Taxes	0	0											0
Subtotal C.	904,781	0	0	0	0	0	0	0	0	0	0	0	904,781
D. SPECIAL COSTS													
Assistance to Individuals	0	0											
Partner/Joint Agency/Agencies	0	0											
Contractors/Subcontractors	0	0											
Pymt to Affiliate Orgs	0	0											
Other	0	0											
Subtotal D.	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (A.-D.)	7,687,276	334,072	115,935	89,200	17,777	67,777	18,315	68,315	45,000	45,000	284,635	63,780	7,205,614

****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	2027	2027	2027	2027	2027	2027	2027	2027	2027	2027
	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
Career & Leadership Program Director	0.20					0.20	47,302	9,047	56,349	0.00	11,270
Director of Education (Careers & Community Engagement)		0.10	0.10			0.20	55,373	10,591	65,964	0.00	13,192
Enrollment Coach/Job Coach		0.10				0.10	48,860	9,345	58,205	0.00	5,821
Enrollment Coach/Job Coach		0.10				0.10	45,000	8,607	53,607	0.00	5,361
Success Coach/Job Coach			0.10			0.10	48,528	9,282	57,810	0.00	5,781
Success Coach/Job Coach			0.10			0.10	49,839	9,532	59,371	0.00	5,937
Education Coordinator	0.10					0.10	47,738	9,130	56,868	0.00	5,687
Education Coordinator	0.10					0.10	49,958	9,555	59,513	0.00	5,950
Education Coordinator	0.10					0.10	48,204	9,220	57,424	0.00	5,742
Education Coordinator	0.10					0.10	45,000	8,607	53,607	0.00	5,361
Education Coordinator	0.10					0.10	44,500	8,511	53,011	0.00	5,301
Education Coordinator	0.10					0.10	51,767	9,901	61,668	0.00	6,167
Education Coordinator	0.10					0.10	45,000	8,607	53,607	0.00	5,361
Education Coordinator	0.10					0.10	45,000	8,607	53,607	0.00	5,361
AVP Education				0.13		0.13	83,750	10,888	94,638	0.00	18,100
Program Director					0.40	0.40	77,400	14,729	92,129	0.00	36,851
Training Instructor					0.12	0.12	62,300	11,856	74,156	0.00	8,999
Youth Coordinator					0.15	0.15	49,650	9,448	59,098	0.00	8,965
Youth Coordinator					0.15	0.15	49,650	9,448	59,098	0.00	8,965
						0.00			0		
						0.00			0		
						0.00			0		
SUBTOTAL/TOTAL:	1.00	0.30	0.30	0.13	0.82	2.55	994819.00	184911.70	1179730.70	0.00	174172.00

CONTINUE BELOW IF YOU NEED MORE ROOM FOR STAFF POSITIONS

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

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

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

[illegible]

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
						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:	1.00	0.30	0.30	0.13	0.82	2.55	994819.00	184911.70	1179730.70	0.00	174172.00

*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	Career Exploration	PERSONNEL	56,200
		OTHER OPERATING	33,000
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	89,200
B	High School Internships	PERSONNEL	17,777
		OTHER OPERATING	50,000
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	67,777
C	College Internships	PERSONNEL	18,315
		OTHER OPERATING	50,000
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	68,315
D	Non-Profit Internship Cohort	PERSONNEL	18,100
		OTHER OPERATING	26,900
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	45,000
E	Workforce Preapprenticeship	PERSONNEL	63,780
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	63,780
TOTAL FOR ALL PROGRAMS			334,072

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	
			0%		0%				
			0%		0%				
			0%		0%				
			0%		0%				
NON-BINARY/GENDERQUEER			0%		0%				
PREFER NOT TO SAY			0%		0%				
TOTAL GENDER		0	0%	0	0%				
AGE									
	RS		0%		0%				
			0%		0%				
			0%		0%				
	TOTAL AGE	0	0%	0	0%				
WHITE/CAUCASIAN			0%		0%		80%	67%	16%
BLACK/AFRICAN AMERICAN			0%		0%		7%	15%	39%
ASIAN			0%		0%	8%	11%	28%	
AMERICAN INDIAN/ALASKAN NATIVE			0%		0%	<1%	<1%	32%	
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER			0%		0%	0%	0%	0%	
MULTI-RACIAL			0%		0%	3%	4%	26%	
BALANCE/OTHER			0%		0%	1%	2%	28%	
TOTAL RACE		0	0%	0	0%				
ETHNICITY									
HISPANIC OR LATINO			0%		0%	7%	9%	26%	
NOT HISPANIC OR LATINO		0	0%	0	0%	93%	81%	74%	
TOTAL ETHNICITY		0	0%	0	0%				
PERSONS WITH DISABILITIES			0%		0%				

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

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

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

composition and staff of your agency represent the racial and cultural diversity of the residents

, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)

7. AGENCY GOVERNANCE

How many Board members?

How many Board members?

How many Board members?

List your current Board members:

Name

Home Address

Occupation

Representing

Term of Office

Name

Home Address

Occupation

Representing

Term of Office

Name

Home Address

Occupation

Representing

Term of Office

Name

Home Address

Occupation

Representing

Term of Office

Name

Home Address

Occupation

Representing

Term of Office

Name

Home Address

Occupation

Representing

Term of Office

Name

Home Address

COMMUNITY DEVELOPMENT DIVISION**ORGANIZATION OVERVIEW****CITY OF MADISON****GOVERNING BODY**

Meetings were held in 2025

Meetings has your governing body or Board of Directors scheduled for 2025?

Meetings are indicated in your agency by-laws?

Board of Directors or your agency's governing body.

Dwayne Maddox				
1285 Dolan Dr., Sun Prairie, WI 53590				
Marketing Director, Allianz Life Insurance Company of North America				
	From:	01/2017	To:	Present
Sara Mann				
3727 Cardinal Point Trail, Verona, WI 53593				
VP, Commercial Excellence - Promega				
	From:	07/2025	To:	Present
Joy Matthews				
892 Eddigton Dr., Sun Prairie, WI 53590				
VP, Total Reward and HR at QBE				
	From:	01/2020	To:	Present
John McKenzie				
9622 Watts Rd., Madison, WI				
Owner, McKenzie Apartments				
	From:	01/2012	To:	Present
Dr. Leslie Petty				
1233 Woodridge Trail, Waunakee, WI 53597				
Dean, Madison College				
Chair of Workforce Center				
	From:	01/2016	To:	Present
Scott Resnick				
2205 Van Hise Ave., Madison, WI 53726				
CEO and VP - Harding Design				
	From:	01/2017	To:	Present
Jenny Santek				
3853 Bay Laurel Lane, Verona, WI 53593				

COMMUNITY DEVELOPMENT DIVISION**ORGANIZATION OVERVIEW****CITY OF MADISON**

AGENCY GOVERNING BODY cont.

Name	Neil Stechschulte			
Home Address	439 Clara St., Sun Prairie, WI 53590			
Occupation	City Administrator - City of Monona			
Representing	Chair of Finance Committee			
Term of Office		From:	09/2023	To: Present
Name	Melanie Thiel			
Home Address	5175 Hill Top Rd., Fitchburg, WI 5371			
Occupation	Principle at Madison Metropolitan School District			
Representing	Chair of Education Committee			
Term of Office		From:	03/2022	To: Present
Name	John Tucker			
Home Address	1643 Sky Blue Dr., Sun Prairie, WI 53590			
Occupation	Executive - Findorff			
Representing				
Term of Office		From:	09/2023	To: Present
Name	Kristina Vacarro			
Home Address	6558 Wolff Hollow Rd., Windsor, WI 53598			
Occupation	Director of Operations - Safe Communities			
Representing				
Term of Office		From:	07/2025	To: Present
Name	Nasra Wehelie			
Home Address	3521 Basalt Lane, Madison, WI 53719			
Occupation	Chair of Human Resources			
Representing				
Term of Office		From:	01/2017	To: Present
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name				

Occupation	
Representing	
Term of Office	
Name	
Home Address	
Occupation	
Representing	
Term of Office	

CITY OF MADISON

COMMUNITY DEVELOPMENT DIVISION**ORGANIZATION OVERVIEW****CITY OF MADISON**

Sr. VP - Morgan Stanley				
Chair of Marketing & Development				
	From:	08/2016	To:	Present
Thad Schumacher				
3113 Leyton Lane, Madison, WI 53713				
Owner, Fitchburg Family Pharmacy				
	From:	01/2017	To:	Present

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