



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

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

JOINT/MULTI-AGENCY APPLICANTS

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

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:	Career Exploration	Total Amount Requested for this Program:	\$89,200
Legal Name of Organization:	Boys & Girls Clubs of Dane County	Total amount Requested for Lead/Single Applicant	\$ 89,200
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.

Madison has a gap at the front end of its youth employment continuum. Students in grades 7 through 10 need structured opportunities to understand local career options and build foundational employment skills before they are expected to pursue internships, youth apprenticeships, or first jobs. This funding request focuses on the portion of Career Exploration that is eligible under the City's youth employment age range, primarily students entering grades 8 through 10. Many students have limited work experience and need opportunities to practice communication, teamwork, time management, positive work habits, digital skills, financial decision-making, and interaction with professionals. They also need guidance connecting their interests to high school coursework, postsecondary education, and realistic career pathways.

In a focus group conducted by the City's Community Development Division, By Youth For Youth teen leaders identified transportation, low household income, limited prior work experience, and disconnection from school as barriers to employment. They emphasized that meaningful opportunities should be paid, flexible, skill-building, and engaging. The RFP also reports that approximately one in five Black and Hispanic MMSD students does not graduate within five years, compared with approximately one in twelve White students, and that the median household income for Black households in Madison is approximately \$43,000 compared with approximately \$82,000 for White households. Madison therefore needs low-barrier career exploration that helps younger teens build career knowledge, employability skills, professional connections, and an education and career plan early enough to prepare them for their next opportunity.

- 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?

Career Exploration's overarching goal is to create an equitable early bridge into Madison's education and employment continuum for students in grades 7 through 10, with City funding supporting approximately 30 grant-eligible students entering grades 8 through 10. The program is designed for young people who have had less access to career exposure, professional networks, and structured summer opportunities. It reaches students before limited exposure begins to limit what they believe is possible, helping them recognize their strengths, discover a broader range of local careers, and understand how their high school choices can connect to future education, training, and employment. By keeping youth engaged in structured learning and skill development during the summer, Career Exploration builds the foundational work-readiness and financial skills they need to move from general awareness toward a clearer sense of direction. The larger goal is to ensure that participants leave the program with expanded possibilities and a meaningful bridge into high school coursework, internships, youth apprenticeships, postsecondary education, and future employment.

This goal directly aligns with the City's youth employment scope, which positions early career exposure and foundational skill-building as important first steps within a broader continuum toward upward mobility. It advances the City's priorities to expand access for BIPOC and low-income youth, provide structured summer programming, broaden career exploration in STEM, health, and media technology, and connect pre-career advising with MMSD coursework and pathways. The City's desired outcomes of increased knowledge of career and educational options and stronger work-readiness skills serve as near-term milestones toward the program's overarching goal of equipping more young people to envision and pursue a viable path forward.

- 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.

Career Exploration is a seven-week, paid summer program that provides approximately 40 Madison students entering grades 7 through 10 with an early bridge into the city's education and employment continuum. This City funding request will support approximately 30 grant-eligible students entering grades 8 through 10, generally ages 14 to 16. The program prioritizes BIPOC and low-income youth who have historically had less access to career exposure, professional networks, and structured summer opportunities. Participants join one of two age-based cohorts, with services delivered through BGCDC-led group learning and weekly visits to local workplaces and postsecondary institutions. Each week centers on a different career cluster, including STEM, health, media, and technology, and combines hands-on activities, career research, small-group conversations with professionals, and direct exposure to education and workplace settings. Youth build a career portfolio connecting their interests and strengths to MMSD coursework, postsecondary education, and future opportunities such as internships, youth apprenticeships, and employment. They also develop positive work habits and foundational communication, teamwork, time-management, goal-setting, digital, and financial skills. Participants may earn up to \$500 for meeting attendance and participation expectations, and eligible students who complete at least 45 hours may earn one-quarter elective credit through MMSD. By the end of the program, participants are expected to have broader knowledge of local career and education pathways, stronger work-readiness skills, greater confidence interacting with professionals, and a clearer understanding of the next steps they can take toward future education and employment.

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?

Through this funding request, Career Exploration will serve approximately 30 City of Madison students entering grades 8 through 10, generally ages 14 to 16, as part of the larger Career Exploration program serving students in grades 7 through 10. Participants are recruited from the East, La Follette, Memorial, and West high school attendance areas. The program prioritizes BIPOC and low-income youth, including students living in the City's Employment and Career Development Equity Priority Areas, who have historically had fewer opportunities to explore careers, build relationships with professionals, and participate in structured summer programming. Career Exploration is also designed to be inclusive of LGBTQ+ youth,

including LGBTQ+ youth of color, without requiring students to disclose personal identities in order to receive support. Recruiting across all four comprehensive high school attendance areas provides a citywide pathway to these students, while BG CDC's longstanding partnership with MMSD and established school-based relationships allow staff to reach youth through trusted educators, Multicultural Student Services, and multilingual supports. English proficiency is not used to exclude students, and BG CDC will coordinate with MMSD and families to provide linguistically responsive communication and support as needed.

Current Career Exploration enrollment demonstrates BG CDC's ability to reach the intended population. Ninety-five percent of participants are youth of color, including Black, Asian, American Indian, multiracial, and Hispanic or Latinx students; 42.5% identify as Hispanic or Latinx. The current cohort also includes equal numbers of girls and boys.

Youth voice has shaped Career Exploration throughout its 12 years of implementation. Participants identify their career interests and goals through program applications, and staff use that information to select and refine career clusters, speakers, hands-on activities, and site visits. Staff continue gathering input through direct conversations, career-portfolio reflections, and pre- and post-program surveys. When participants indicated that lecture-style career presentations did not provide enough interaction, BG CDC replaced them with small-group professional roundtables that allow youth to ask questions and explore several career fields. This ongoing cycle of listening, adapting, and evaluating ensures that Career Exploration continues to reflect the interests and experiences of the young people it serves.

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

Race	# of Participants	% of Total Participants
White/Caucasian	2	5
Black/African American	4	10
Asian	8	20
American Indian/Alaskan Native	1	2.5
Native Hawaiian/Other Pacific Islander	0	0
Multi-Racial	8	20
Balance/Other	17	42.5
Total:	40	
Ethnicity		
Hispanic or Latino	17	42.5
Not Hispanic or Latino	23	57.5
Total:	40	
Gender		
Man	20	50
Woman	20	50
Non-binary/GenderQueer	0	0

Prefer Not to Say	0	0
Total:	40	

Comments (optional): Demographic categories reflect available 2024 Career Exploration program records.

- 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.

Applications are available in multiple languages, and staff identify each participant's preferred language during enrollment. Parent and caregiver communications are provided in English and Spanish, including information about schedules, activities, field trips, transportation, and participation expectations. For the proposed program cycle, BG CDC will strengthen this practice by consistently providing program rollout and essential enrollment materials in English, Spanish, and Hmong. Bilingual Spanish/English and Hmong/English staff will be available to answer questions and help families navigate enrollment and participation. BG CDC's relationship-based approach is designed to support students across race, ethnicity, income, language, gender identity, sexual orientation, and family background without requiring students 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.

BG CDC staff conduct in-person program rollouts at the four major high schools and recruit students through relationships with MMSD schools, AVID/TOPS, Club programs, and community partners. Because BG CDC has less direct access to 8th grade middle-school classrooms, school contacts help distribute and present program information so eligible students can apply. Outreach materials clearly explain the program schedule, activities, locations, compensation, transportation support, and academic-credit opportunity.

Career Exploration is open to youth beyond those currently enrolled in a BG CDC program. In 2026, approximately 60% to 70% of participants were not currently enrolled in a BG CDC program, demonstrating the program's ability to reach students outside BG CDC's existing pipeline. School staff may also refer students who would benefit from early career exposure, structured summer engagement, or additional opportunities to build confidence and workplace skills.

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?

Students may face barriers related to transportation, summer schedules, language access, trust, limited exposure to professional environments, and uncertainty about whether career programming is meant for them. BG CDC reduces transportation barriers by providing free summer bus passes to participating students and helping families plan routes to program locations and field trips. Families receive the full schedule during enrollment and a weekly newsletter with upcoming activities and field-trip information, helping them plan transportation, caregiving, work schedules, and other responsibilities.

BG CDC builds trust through in-person school outreach and existing relationships with students through the Clubs, AVID/TOPS, MMSD, and community partners. Staff use clear, age-appropriate communication so students and caregivers understand participation expectations, stipends, transportation, field trips, and academic-credit requirements before the program begins.

Age-based cohorts, small-group activities, peer support, and consistent staff presence allow students to become comfortable before interacting with unfamiliar professionals. The program also brings together students from different Madison schools, helping participants build relationships beyond their existing peer groups while still receiving support from adults who know the community and understand the barriers students may face.

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).

BGCDC begins recruitment through in-person presentations at Madison high schools and outreach through middle-school partners. Interested students complete a brief application collecting basic information and short responses about their career interests and what they hope to gain from the program. Staff use this information as an initial assessment and enroll participants in age-based cohorts.

Engagement is supported through a varied, youth-centered program design that includes hands-on activities, small-group conversations with professionals, workplace and postsecondary visits, and career portfolio development. Rather than relying primarily on lectures, students actively explore career options, prepare questions, interact with professionals, and reflect on which pathways fit their interests and strengths. There are clear expectations for attendance, communication, and participation. Weekly family newsletters share photographs, activities, upcoming topics, and field-trip information so caregivers can remain connected to the student's experience. Staff also monitor attendance, follow up when students disengage, and help address transportation or other participation barriers.

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.,).

Career Exploration is a seven-week program. Participants meet Tuesday through Thursday. Activities follow a consistent weekly structure:

- Tuesdays focus on hands-on lessons and activities related to a career cluster, such as healthcare, STEM, public service, or arts, media, and design.
- Wednesdays feature interactive roundtables with approximately seven or eight professionals from the featured field. Students review speaker biographies, prepare questions, and rotate through small-group conversations to learn about different occupations, education requirements, and career pathways.
- Thursdays bring both cohorts together for visits to workplaces or postsecondary institutions connected to that week's career cluster.

Throughout the program, participants research careers, complete individual and group activities, practice professional communication, and build a portfolio documenting the careers, organizations, and skills they explored. Eligible students who complete at least 45 hours, required paperwork, and a final project may also earn one-quarter elective credit through MMSD. The program concludes with reflection activities, certificates, and a completion celebration.

- 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 youth living throughout the City's Employment and Career Development Equity Priority Areas. For more than 26 years, BGCDC has maintained a strong presence in communities represented on the map, particularly Allied/Dunn's Marsh and South Madison. Career Exploration is delivered primarily through BGCDC's McKenzie Regional Workforce Center at 5215 Verona Road, near Allied Drive and Verona Road, and the Allied Family Center on Jenewein Road near Allied Drive and Verona Road. BGCDC also maintains school-based relationships at East, La Follette, Vel Phillips Memorial, and West High Schools. Together, these locations and relationships connect BGCDC with students and families across Madison's north, east, south, and southwest sides, including many of the Core, Low High School Graduation, Combined, and Neighborhood Resource Team priority areas highlighted in Appendix A.

Career Exploration is a citywide program and is not limited to students who live near a Club site or participate in AVID/TOPS. BG CDC works with MMSD school contacts, Club staff, former participants, and families to distribute program information and recruit students from across the four comprehensive high school attendance areas. Program activities are anchored at the McKenzie Regional Workforce Center and Allied Family Center, and participants also attend career activities and workplace and postsecondary site visits throughout Madison. This structure allows youth from priority neighborhoods to access trusted community-based program locations and career opportunities beyond their immediate neighborhoods.

Transportation assistance is available to every enrolled participant. Career Exploration students can access free summer bus passes, and staff work with students and families to plan routes and address transportation barriers that could affect attendance. BG CDC also considers accessibility when scheduling activities and selecting program locations. Through its established neighborhood presence, districtwide school relationships, citywide outreach, and transportation support, BG CDC can recruit and consistently serve youth living in the equity priority areas without requiring families to find or navigate the program on their own.

- 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): McKenzie Regional Workforce Center and Allied Family Center; Thursday field trip locations vary by weekly career cluster.		
Day of the Week	Start Time	End Time
Monday	Choose an item.	Choose an item.
Tuesday	10:00 AM	12:30 PM
	Hands-on learning day	
Wednesday	10:00 AM	12:30 PM
	Career networking panel	
Thursday	11:00 AM	3:00 PM
	Field trip to local workplaces, colleges, and training settings.	
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***

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:

Career Exploration is primarily anchored at the McKenzie Regional Workforce Center and Allied Family Center. Thursday field trips vary by weekly career cluster and may include local workplaces, colleges, training providers, and community organizations throughout Madison. BG CDC coordinates transportation, student preparation, staff supervision, and site expectations for each visit.

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.

Career Exploration engages youth and families before the program begins and throughout implementation. In their applications, students identify their career interests, personal goals, and what they hope to gain from the program. Staff use these responses, together with feedback from previous participants, to refine career themes, activities, and site visits. Before the summer session begins, students and their parents or caregivers participate in an orientation covering the program schedule, expectations, field trips, stipends, elective-credit requirements, and available support. Parent or caregiver approval is required for participation, and orientation provides families with an opportunity to ask questions and identify accommodations or barriers that could affect a student's participation.

During implementation, youth will continue to shape the program through conversations with staff, career-portfolio reflections, and pre- and post-program surveys. Staff will respond to feedback during the program when possible and use broader themes to strengthen future sessions. Families will receive a weekly newsletter featuring photographs and stories from that week's activities, upcoming career themes, important dates, and field-trip information. These updates help caregivers discuss students' interests and experiences at home and provide a regular opportunity to contact staff about questions, concerns, or barriers such as transportation, scheduling, or other family needs.

BG CDC will assess engagement by reviewing attendance, career-portfolio completion, youth reflections, survey results, and feedback shared by students and families. Staff will use these findings to understand which experiences most effectively engage participants, identify barriers to consistent participation, and make improvements to future programming.

- 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.

Career Exploration has been shaped by BG CDC's longstanding relationships with Madison youth, program alumni, MMSD schools, neighborhood-connected staff, local employers, and postsecondary institutions. The program is anchored at BG CDC's McKenzie Regional Workforce Center, 5215 Verona Road, within one of the City's Employment and Career Development Equity Priority Areas. Youth, families, alumni, and community partners have consistently emphasized the need for paid, structured summer opportunities that keep young people engaged, introduce them to possibilities beyond their existing networks, and help them connect their interests to realistic education and career pathways. This direction is also consistent with City-led community input, including feedback from By Youth For Youth teen leaders that youth opportunities should be paid, flexible, skill-building, and engaging.

Community professionals, employers, and postsecondary institutions have helped shape the program by participating in career roundtables, hosting site visits, and introducing students to occupations, workplace expectations, and education and training pathways. BG CDC alumni, including former Club members now serving on staff, also bring lived knowledge of the program and community and help facilitate activities, mentor students, and translate community feedback into program improvements.

During implementation, school contacts will support outreach and referrals; community professionals will lead small-group career conversations; and employers and postsecondary partners will host experiential visits and hands-on activities. BG CDC will gather feedback from school contacts, speakers, host organizations, alumni, and other community partners regarding participant engagement, access barriers, emerging career interests, and fields that may be missing from the program. Staff will review this input alongside youth and family feedback, attendance, portfolio completion, and survey results to refine future career clusters, partnerships, activities, outreach, scheduling, and transportation support.

- 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)?
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Madison Metropolitan School District	School-based recruitment; outreach; work-based learning credit; AVID/TOPS partnership alignment	Langston Hughes	Yes

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

BGCDC's formal school partner is the Madison Metropolitan School District. The partnership is documented through a signed MOU. MMSD supports school-based recruitment and outreach, alignment with AVID/TOPS and school-day pathways, and the process for eligible students to earn work-based learning credit when they complete the required hours, paperwork, and final project.

BGCDC also collaborates with a rotating network of community professionals, local employers, nonprofit organizations, postsecondary institutions, and training providers that support Career Exploration through roundtable conversations, workplace visits, hands-on activities, and exposure to education and career pathways. Specific speakers and host organizations are confirmed annually based on student interests, career clusters, availability, transportation, and scheduling. These partners do not typically operate under standing MOUs. Instead, BGCDC coordinates each activity or visit directly with the host organization, including location, timing, student preparation, staff supervision, safety expectations, accessibility needs, and the career topics or hands-on experiences to be provided.

How do these partnerships enhance this proposal?

BGCDC's longstanding partnership with MMSD creates a trusted, school-based bridge to the students Career Exploration is designed to serve. Through AVID/TOPS, BGCDC has been embedded in MMSD schools since 2007 and has established strong relationships with students, families, teachers, and school staff. MMSD supports outreach and referrals at East, La Follette, Memorial, and West High Schools, and eligible participants may earn work-based learning credit, connecting the program to their academic progress and future high school pathway planning. Community professionals, employers, and postsecondary partners strengthen Career Exploration by helping students connect classroom learning to real people, workplaces, and postsecondary pathways. Speakers and site hosts expose participants to career clusters such as healthcare, STEM, public service, arts, media, design, and technology.

These partners help students practice professional communication, ask questions, understand education and training requirements, and see career possibilities beyond their existing networks. Together, MMSD and BGCDC's community partner network help students build career awareness, work-readiness skills, confidence, and clearer next steps toward high school coursework, internships, youth apprenticeships, postsecondary education, and future employment.

What are the decision-making agreements with each partner?

BGCDC and MMSD have an established written Decision and Role Matrix that defines shared responsibilities and areas of final authority for AVID/TOPS. The partners jointly establish overall program offerings, annual outcomes and goals, selection standards, partnership priorities, funding strategy, promotional materials, and the framework for accessing student data in compliance with FERPA. Within that framework, BGCDC retains

responsibility for Career Exploration program design, career clusters, staffing, recruitment support, student engagement, community partnerships, transportation support, and TOPS-specific implementation. MMSD retains authority over district AVID standards, staffing, student screening, academic progress monitoring, and school-based recruitment, registration, scheduling, and family engagement.

Decisions involving community professionals, employers, postsecondary institutions, and training providers are made activity by activity. BG CDC selects career clusters and identifies potential speakers or host sites based on student interests, program goals, transportation, schedule, and partner capacity. Host organizations confirm the activity, speaker, location, timing, and any safety or access requirements. BG CDC prepares students before each experience, provides staff supervision, coordinates transportation, and gathers feedback afterward. If a concern arises, BG CDC staff work with the partner and students to adjust expectations or supports before the issue affects participation.

- 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?

Career Exploration provides youth with a paid early career experience, free summer bus passes, and structured access to career information, local professionals, employers, and postsecondary institutions. Over seven weeks, participants explore six career clusters or fields through weekly conversations with professionals and visits to workplaces, colleges, and training settings. Each student develops a portfolio documenting the careers, organizations, education and training pathways, and skills they explored. Program staff help participants connect these experiences to their interests, future coursework, and possible next steps.

BG CDC coordinates these resources directly by recruiting speakers and host organizations, arranging site visits, preparing students for each experience, and helping them reflect on what they learned. Staff remain in regular contact with participants and families throughout the program. Families receive weekly newsletters with activity summaries, photos, upcoming career themes, and information about field trips. Staff also provide free summer bus passes and help families plan transportation so that access does not become a barrier to participation.

Participants and families remain connected to BG CDC after the seven-week program ends. Through direct staff contact, email updates, social media, and community events, they continue receiving information about opportunities and resources available across the Club's continuum of services. As participants are eligible, staff can connect them to AVID/TOPS academic and college-readiness supports, paid high school and college internships, and career training available through the McKenzie Regional Workforce Center. Families also receive information about school-supply distributions, holiday events, and other Club and community resources. When a need falls outside BG CDC's services, staff coordinate with school and community partners to help families identify and access an appropriate resource.

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 student will have one participant record and will be counted only once, regardless of the number of sessions, workplace visits, or activities attended. A student will be counted as served after completing enrollment and attending at least one program session. Staff will record attendance at each session and calculate the total program hours completed by each participant. Program completion will be defined as completing at least 45 hours, required reflection and portfolio activities, and the final Career Exploration project and showcase. BG CDC will also track the number of eligible participants who complete MMSD requirements and earn one-quarter elective credit. Output data will be reviewed weekly and at the end of the seven-week program.

- B. Program Outcomes

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

BGCDC selected its outcome objectives using the City’s Youth Employment Services Measurements of Success, the planned Career Exploration curriculum and completion requirements, and the projected grant-eligible cohort of 30 participants within the larger 40-student program. The City’s measures emphasize knowledge of career and educational options, improvement or proficiency in work-readiness skills, and completion of a youth-led end-of-summer presentation. These measures align directly with the program’s workplace visits, guest speakers, hands-on activities, weekly reflections, portfolio, and final project. Based on BGCDC’s established program experience and history of participation, BGCDC established a target of 90%, or at least 27 of 30 grant-eligible participants, for each of the three outcomes.

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 90% of grant-eligible participants will demonstrate increased knowledge of career and educational options by identifying multiple career fields or clusters, related occupations, and at least one education or training pathway connected to their interests and skills.				
Performance Standard	Targeted Percent	90%	Targeted Number	27 of 30
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Beginning- and end-of-program career interest and knowledge assessments, weekly reflections, participant portfolios, and final project rubric.				
Methodology: Participants will complete a short, age-appropriate career interest and knowledge assessment at the beginning of the program. Weekly reflections will document what participants learn from hands-on activities, guest speakers, workplace visits, and postsecondary visits. At the end of the program, participants will complete a corresponding assessment and a final portfolio project. A participant will meet the outcome when the results demonstrate increased knowledge or when the participant meets the established proficiency standard by identifying at least three career fields or clusters, related occupations, and an education or training pathway that aligns with their identified interests or skills.				

Outcome Objective #2: At least 90% of grant-eligible participants will demonstrate improvement toward or proficiency in at least three work-readiness skills, including communication, teamwork, time management, self-management, and professional behavior.				
Performance Standard	Targeted Percent	90%	Targeted Number	27 of 30
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Beginning- and end-of-program work-readiness self-assessments, staff observation rubric, attendance and participation records, and weekly participant reflections.				
Methodology: Participants will assess their work-readiness skills during the first and final weeks of the program using the same rating scale. Program staff will also complete an observation rubric based on each student's participation in group projects, professional conversations, workplace visits, presentations, and other career activities. A participant will meet the outcome by demonstrating improvement in at least three skills between the beginning and end of the program or by demonstrating proficiency in at least three skills at program completion. Staff and participant assessments will be reviewed together to document progress and identify areas for continued development.				

Outcome Objective #3: At least 90% of grant-eligible participants will complete Career Exploration by participating in at least 45 program hours, completing required weekly reflections and portfolio activities, and presenting or showcasing a final project that reflects the career fields and career clusters explored during the program.				
Performance Standard	Targeted Percent	90%	Targeted Number	27 of 30
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Daily attendance and program-hour records, weekly reflection and portfolio checklist, final project rubric, end-of-summer showcase participation record, and MMSD credit documentation for eligible students.				
Methodology: Staff will record attendance at each program session and calculate cumulative hours for every participant. Weekly reflections and portfolio activities will be reviewed throughout the seven-week program so staff can identify missing work and provide support before the final week. Final projects will be assessed using a standard rubric that considers the range of careers explored, connections to the participant's interests and skills, understanding of related education or training pathways, and completion of the end-of-summer showcase. Participants who complete at least 45 hours and all required program components will be recorded as program completers. BG CDC will separately document which eligible students complete MMSD paperwork and earn one-quarter elective credit.				

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?

BG CDC will use MyClubHub and a program-specific Career Exploration tracker to document enrollment, demographics, unduplicated participants, attendance, completed program hours, stipend eligibility, field

trips, guest speakers, portfolio completion, final projects, MMSD credit completion, outcome measures, and follow-up information. Each participant will have one record and will be counted only once. Staff will record attendance at each session and use weekly tracking tools to monitor participation, transportation needs, completion of reflections and portfolio activities, and progress toward the 45-hour completion requirement. Pre- and post-program assessments, staff observation rubrics, participant portfolios, final project rubrics, and survey results will be used to measure career knowledge, work-readiness skill growth, and program completion. BG CDC will provide follow-up after program completion to document next steps into higher education, with follow-up from 3 to 12+ months when participants remain connected to BG CDC staff or can be reached through program contact information. BG CDC will also track expenses through payroll, finance records, stipend documentation, transportation support, supply purchases, and grant-budget reconciliation to ensure costs are documented accurately for City reporting.

6. PROGRAM STAFFING AND RESOURCES:

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

Position Title	FTE	Required Certifications and Training	Location(s)
Career & Leadership Program Director	0.2 FTE	At least 21 years of age High School Diploma/GED/HSED Associate Degree in Human Services or related field preferred (equivalent work experience considered) Minimum of two to four years experience in teen programming, adolescent development, or career exploration and readiness Demonstrated experience in staff oversight, program planning, and administrative skills Experience collaborating with multiple teams or working in a community partnership model Reliable transportation and the ability to travel throughout Dane County. Must have a valid driver's license and insurance if using a personal vehicle.	McKenzie Regional Workforce Center - 5215 Verona Rd, Fitchburg, WI 53711

TOPS Coordinator	0.8 FTE	Bachelor's degree in education, social work, social sciences, or related field preferred A minimum of 2 years experience working in a non-profit organization, high school, school district, post-secondary institution 2 years direct service experience with youth in a non-profit or educational setting, preferably at the high school level.	McKenzie Regional Workforce Center - 5215 Verona Rd, Fitchburg, WI 53711

- 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 Career Exploration. Participants are supported and supervised by BG CDC staff, who are screened, trained, and supervised through established organizational hiring, onboarding, and management practices. Community professionals, employer representatives, and postsecondary partners may participate as guest speakers or host site-visit activities, but they do not serve as program volunteers and are not responsible for supervising participants. BG CDC staff remain present during roundtables, field trips, and other activities, set expectations with speakers and hosts in advance, and ensure student safety, engagement, and appropriate interaction throughout the program. Host organizations are responsible for screening their own employees through their established hiring and personnel policies.

- 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 at the McKenzie Regional Workforce Center and Allied Family Center, transportation support including summer bus passes, field trip coordination, site hosts, guest speakers, career-exploration materials, portfolio materials, participant stipends, MyClubHub, program tracking files, survey tools, and staff time for planning, facilitation, family communication, supervision, and evaluation. These resources are currently in place through BG CDC's AVID/TOPS infrastructure, MMSD partnership, community partner network, finance systems, and program staff. City funds will help sustain paid participation, transportation support, staffing, supplies, and related program costs.

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	POVERTY	R/POV**
			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 Enrichment)		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]

[illegible]

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

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

Program Summary

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

Pgm Letter	Program Name	Program Expenses	2026 City Request
A	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