



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:	Bridge Lake Point Waunona Neighborhood Center	Total Amount Requested:	\$ 84,140
All program(s) connected to your organization:	Program Name: BLW High School Program Amount Requested: \$ 84,140 Applicant Type: Single Agency Application Program Type: Youth Employment- Programs & Services List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
	Program Name: Amount Requested: \$ Applicant Type: Choose an item. Program Type: Choose an item. List Program Partner(s) (if applicable):		
	<i>If you are applying for more than four programs, please contact Dominic Davis Ddavis2@cityofmadison.com</i>		
Contact Person for application (Joint Applications - Lead Org):	Richard Jones Jr	Email: richardj@blwcenter.org	

Organization Address:	1917 Lake Point Dr Madison, WI 53713	Telephone:	608-441-6991
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.

- 1. 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).

Since 2004, the mission of Bridge Lake Point Waunona Neighborhood Center (BLW), part of the Vera Court Neighborhood Center, Inc. agency, has been to support its community in addressing the needs identified by its residents. Our goal is to journey with our neighbors—uplifting youth, supporting families, creating spaces of belonging, and empowering communities to grow stronger together. Located on the southeast side of Madison, BLW sits within the old Simpson Street neighborhood, a historically underserved area of the city. It is surrounded by neighborhoods composed of low-income families from diverse backgrounds, with a high ratio of Black and Latinx families who are socioeconomically disadvantaged and often unemployed or underemployed. BLW Center has established legitimacy for offering quality programs and comprehensive services for community residents. Effective management of the organization over the past 20 years has enhanced progress attained through the City of Madison's revitalization efforts in the neighborhood since the late 1990's. BLW Center is a recognized focal point that emphasizes a holistic approach in addressing community needs. Center staff and community members have collaborated to create a future vision for the center and the progress over the years has reflected these goals.

BLW has experience providing relevant services to this proposal through employment resource referral, navigation, and case management through our Family Resource Center program. BLW also has experience through providing youth program services around career exploration and academic support in our elementary and middle school programs. Many middle school students have gained work readiness experience through volunteering at the center, and we've had past program participants who are currently in high school be employed at our center.

- 2. 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.

While BLW does not currently operate a stand alone high school program or specific employment program, we have experience implementing many similar services that will allow us to successfully implement the programs proposed in our application. BLW has experience operating youth programs with focuses on academic support and college and career readiness for elementary students and teens. Currently, elementary students have the opportunity to join different Milestones Explorers clubs where they get to learn about different professional fields including zoology, botany, paleontology, and more by learning what the field is, going on field trips to engage with professionals in those fields, and by having professionals come to the center and do activities with our students. For our middle school students, BLW has designed STEAM programming around career exploration, where for the past couple of years we have implemented similar clubs for students to explore different STEAM careers, but with a lot more emphasis on the goals that need to be set for specific careers. For example, we have clubs such as Photography and 3D printing where students learn the practical applications of using that technology, and additional go on field trips to see how that

technology is used in applicable careers. Students have also been connected with professionals in those fields through workshops and group discussions to learn the steps needed to be taken to make that career a reality. Additionally, middle school youth constantly request and are granted opportunities to volunteer at BLW, especially during our food security program operations like the pantry. Through these volunteer operations, they are able to see what it is like to work in the center and our staff provide guidance and insight about what goes on behind the scenes of programming. We have also provided opportunities for youth in high school who have attended our youth programming to work at BLW. In addition to these career exploration opportunities, BLW also provides youth academic support and tutoring to ensure success in school, as well as occasional workshops focusing on resume building and financial literacy for middle school students. BLW has many students who just graduated from middle school who are passionate about continuing to attend programming at BLW, especially as it relates to college and career readiness.

BLW also has experience employment services for adults through our Family Resource Center and adult program services. Family Resource Center staff provide resource referral, resource navigation, and case management services in many priority areas, including employment. Staff often support community members in researching employment opportunities, filling out employment applications and building resumes, connecting individuals to different career fair opportunities, and more. BLW has also provided opportunities for community members to receive industry recognized training and certifications including food safety training and CPR training. BLW has also hosted financial literacy workshops and other opportunities based on community interest for adults in the community.

- 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."

BLW has experienced a good amount of positive change in the last few years, and anticipates more in the near future. In November of 2022, the agency hired a new Executive Director. In November of 2023, a new Center Director was hired at BLW. In July of 2025, we hired a new Development Director, a staff member who has been with the organization for nearly six years and has naturally grown into this position. BLW also has all new youth program staff compared to two years ago, all of whom are committed to engaging with participants and families with the goal to continuously improve and expand programs and services. With these newer positions, BLW is working hard to strengthen and grow programs and services, especially those that serve youth.

- 4. Describe any anticipated changes or shifts at your agency in the next two years.** Please describe how these changes may impact your agency's ability to provide the proposed services. If there are no changes to the report, write "No Changes."

The Bridge Lake Point Waunona Neighborhood Center will soon undergo a capital campaign, taking the center from two converted apartment buildings to a single, unified building. This project will provide adequate space for all our programming, especially our youth programs. In preparation for this major adjustment, we are planning to hire additional youth staff.

- 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.).

BLW has a strong, 20 year history of listening to the needs of the community and implementing programs and services that meet those needs. There are multiple ways that BLW engages with the community, so that whenever a new idea is suggested, staff can do their best to make it happen. For all BLW staff with direct service responsibilities, program development is a required experience in order to ensure high quality, culturally relevant programs for participants of all

ages. All BLW staff need to be good listeners, have great problem solving abilities, adaptability, and flexibility, be at least 18 years of age (excluding part-time high school staff), and be at least 21 years of age to drive BLW vans.

BLW has a strong commitment to ongoing professional development. All staff participate in culturally relevant programming training. These include restorative justice, trauma informed care, implicit bias training, and more. Additionally, all staff have the opportunity to achieve CPR certification. All staff in the agency meet monthly for relationship building and professional development. Each staff member has a professional development budget to pursue topics of interest to them, and all staff work with their supervisors to follow individualized professional development plans.

Agency leadership collaborate to create professional development pathways for all staff, including agency-wide core competency training, department specific training, and tier specific training. This process will consist of ongoing dialogue with individual staff members and evaluation. We are in the process of developing asynchronous professional development training that staff can take at their own pace and choose training based on their own intrinsic motivations. Staff are also encouraged to attend conferences with focuses relevant to their positions.

Joint/Multi-Agency Qualifications: Fill out if you are **THE LEAD AGENCY** in the Joint/Multi-Agency Application **ONLY**

Program name:

Program type: Choose an item.

List all joint or partner applicants involved in this program and include their website links (for reference to their mission and vision statements)

- 6. Provide an overview of your organization's partnership history with the collaborating agency or agencies.**
When and how did the partnership(s) begin, and what collaborative initiatives or projects have you worked on together in the past?
- 7. Explain the rationale for partnering with the agency or agencies identified in this application.**
What unique strengths or resources does each organization contribute, and how do these assets complement one another in achieving the goals of the proposed program?
- 8. Describe how roles and responsibilities will be divided between your organization and the collaborating agency or agencies in the proposed program.** How will each partner contribute to program design, implementation, and evaluation?
- 9. Outline any anticipated challenges or barriers related to the partnership and describe how you plan to address them collaboratively.**
- 10. If applicable, describe any past collaborations your organization has had with agencies providing Employment Services.** What lessons or insights did you gain from those experiences and how will they inform you in your approach to the current partnership?



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

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30PM August 3rd, 2026

Official submission date and time will be based on the time stamp from the CDD Applications' inbox. Late applications will not be accepted.

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

JOINT/MULTI-AGENCY APPLICANTS

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

Responses to this RFP should be complete but succinct. Materials submitted in addition to **Part 1 - Organization Narrative, Part 2 - Program Narrative(s), and Part 3 - Budget Workbook** **will not be considered in the evaluation of this proposal.**

Do not attempt to unlock/alter this form. The font should be no less than 11 pt.

If you need assistance related to the **content of the application** or are unclear about how to respond to any questions, please contact CDD staff: Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com or Community Development Specialist Dominic Davis ddavis2@cityofmadison.com. We are committed to assisting interested organizations in understanding and working through this application and funding process.

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Madeline Bohrod – mbohrod@cityofmadison.com.

Part 2 - Program Narrative Form

Program Name:	Bridge Lake Point Waunona Neighborhood Center High School Program	Total Amount Requested for this Program:	\$ 84,140
Legal Name of Organization:	Vera Court Neighborhood Center, Inc.	Total amount Requested for Lead/Single Applicant	\$ 84,140
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	Richard Jones	Email: rjones@ veracourt.org	Phone: 608-246-8372
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 Bridge Lake Point Waunona Neighborhood Center (BLW) has an established 22-year history with the community it serves. Community members have always come to the center for support in accessing much needed resources. BLW staff are in constant communication with community members through daily conversations during walk-in hours, community events, community meals, and more. Through these conversations, community members share their individual needs and rising community needs with BLW staff to seek support.

The need for youth employment services in the BLW service area can be seen from multiple sources. First and foremost, the need is being communicated directly from our 9th graders who recently graduated from middle school. We had five middle schoolers this year who were so determined to attend high school programming, that they agreed to be transferred to Vera Court (our sister center) for their high school summer camp, since we do not have one yet at BLW. Students are regularly communicating to staff the desire to learn about different professions, receive guidance on next steps in order to pursue those professions, receive employment skills necessary for first time jobs, and learn more life skills such as financial literacy. Furthermore, a large number of students express interest in volunteering, supporting BLW and the neighborhood, and have even said they want to work at BLW when they are older.

MMSD data echoes the need shared directly from our students. According to the 2024-2025 La Follette High School Report Card from the Department of Public Instruction (the high school the majority of our community attends), 65% of all students are below grade level in English Language Arts, and 66.7% are below grade level in Mathematics, with drastically larger percentages for students of color, English language learners, and students who are economically disadvantaged. This means that over half of students are graduating without the knowledge and skills necessary to enter the workforce and lead successful adult lives. At La Follette High School, only 0.4% of students receive industry-recognized credentials (compared to 5.5% state-wide), and 2.1% of students participate in work-based learning (compared to the 8% statewide), indicating low post-secondary preparation. Additionally, MMSD data from 2023-2024 shows that approximately 30% of Black and 20% of Hispanic students do not graduate high school within four years as compared to 6% of White students, creating ongoing concern for graduation rates.

The BLW High School Program is a bridge to improving graduation rates, post-secondary success, and preparation for an intentional life ahead. As a community center located adjacent to a Low High School Graduation Rates Priority Area and near a Core Area, serving populations who reside in that area as well, the program brings resources to students, their caregivers and families to inspire an interconnected support system in schooling and beyond. Through academic support, tutoring services, exam preparation, guidance for college, job training, career exploration, and social-emotional development, the program is a trusted source for many students who have spent much of their childhood at BLW in other programs, and others who join on their own at a later time. As state-wide pre-college programs like PEOPLE and AVID are recruiting students in Madison, the BLW High School Program will be a valuable resource, especially for students who weren't able to join other pre-college programs or who weren't prepared for the commitment at an earlier time. The BLW High School Program serves the needs of high schoolers in our area, and enhances structured employment opportunities so they can receive the skills necessary to enter the workforce. The structure of the program is founded on community input that mirrors recommendations from the 2025 Community Action Coalition Report, "Young people need low-barrier youth employment programs that provide first work experiences, career exploration, connection to supportive adults, and exposure to multiple career pathways." By introducing an internal internship component to current programming, BLW strengthens opportunities for students to acquire hands-on work experience in a non-profit setting that is familiar, nurturing, and professional.

The BLW High School Program addresses city-wide need for upward mobility through accessible on-site programming with professional staff, tutors, and trusted partners who can extend resources in job exploration, future planning, and networking connections to other organizations in Madison for high school youth.

- 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 BLW High School Program will provide year-round comprehensive programming for high school students that will: (1) improve student reading levels, math proficiency, rates of homework completion, school attendance, and GPA, (2) develop work-readiness, financial, and life skills necessary for cultivating more sustainable futures, and (3) develop social emotional competency and positively influence youth as they develop into adults and become productive citizens in their community. It will be a holistic program that supports positive youth development through a variety of facets. BLW's multi-activity afterschool and summer programs will emphasize academic advancement, college and career readiness, employment training, social emotional learning, and the development of strong relationships between family and community.

The goals of the BLW High School Program align with the RFP Youth Employment Services priority area and supports employment training for youth ages 14-18 who face barriers to gaining work experience. The program will provide services related to employment training including paid internships, career exploration, financial empowerment education, and prepare youth to attain the RFP's desired outcomes in developing transferable and foundational skills, credentials, experience, and support needed for participants to take the next step in their post-secondary and employment journey.

- 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 Bridge Lake Point Waunona Neighborhood Center High School Program is a new addition to our youth-based programs. The program will provide year-long individualized case management for students to achieve a positive high school future. This includes providing significant academic support and discussing job readiness skills, setting long-term goals, connecting students to advancement opportunities within the community, and providing an 8-week long internship experience in the summer. Students ages 14-18 will formally apply to the summer internship program and commit to a total of 20 hours per week as paid interns. They will participate in activities that include (1) an

internship placement within the organization for 5-6 hours a week, (2) workshops related to resume-building, mock interviews, and job readiness training, (3) career-exploration field trips that facilitate interest in potential careers, and (4) financial literacy education classes that enhance their future planning. Interns from BLW will join other interns from our sister center, VCNC, and participate in activities all together on a weekly basis. At the end of the summer, interns will present a project related to their work and share their insight learned from their internship experience. Interns will receive a stipend, a certificate of completion, CPR and Food Safety certifications to add to their resumes, and potential school credit. The program is on-site at BLW located at 1917 Lake Point Drive. Madison, WI 53713.

Key expected outcomes for high school students include (1) demonstrated knowledge on college and career options, (2) improvement toward or proficiency in work-readiness skills, and (3) heightened understanding and demonstrated ability to manage thoughts, emotions, and behaviors that might interfere with employment. BLW will achieve these objectives by providing tutoring, academic, social-development support, providing exposure to jobs, inviting professionals to speak about their career journeys, collaborating with other organizations to provide workshops that enhance job-readiness and upward mobility, and serving as an internship site for students to acquire direct work experience.

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?

This program will serve high school students in ninth through twelfth grade, ages 14-18. Most participants live near the neighborhood center. Participants' racial/ethnic identity will include approximately 20% Black, 40% Latino, and 73% White. Approximately 80% of the participants live in low income households.

This will be the first time BLW will be operating a high school program. It was created directly from middle school youth expressing their desire and need to be in a structured high school program at BLW. BLW has engaged students in the design of the High School Program through a collection of their interests and needs through ongoing conversations and check-ins with them.

- 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	11	73%
Black/African American	3	20%
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Racial	1	7%
Balance/Other		
Total:	15	
Ethnicity		

Hispanic or Latino	6	40%
Not Hispanic or Latino	9	60%
Total:	15	
Gender		
Man	12	80%
Woman	3	20%
Non-binary/GenderQueer		
Prefer Not to Say		
Total:	15	

Comments (optional): BLW is a new applicant and does not have demographic data from 2024, but have provided our best estimates based off of our 2024 Middle School Program data.

- 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.

The BLW High School Program will be culturally relevant through a variety of learning opportunities that are based on participants' cultural backgrounds, such as educational materials and books in multiple languages and representing a variety of ethnicities. Staff will receive training on topics of cultural competency, such as implicit bias. Linguistically-responsive practices will include the utilization of extra-linguistic support, such as pictures and maps, as well as spending time understanding each participant's individual needs and academic experiences. The program will prioritize employing staff and recruiting volunteers from diverse racial and ethnic populations, as well as staff who speak Spanish, as a method of promoting cultural competency within programming. The High School Program will be deliberate in sharing the achievements and expertise of people from different racial or ethnic groups in all areas of programming and include multiple perspectives when talking about current or historical events (especially from traditionally marginalized groups). Participants will be encouraged to draw on their cultural experiences and knowledge to make connections to program activities. Program staff will make learning relevant to what's happening in our participants' lives outside of school and the neighborhood. BLW also makes a conscious effort to expose participants to people in the community who represent them, their identities, and their cultures.

- 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.

BLW will recruit high school participants through regular communication with La Follette High School and attendance at their resource fairs, clubs, and other engaging spaces so staff can create relationships with students and recruit based on trust. BLW will also reach out to the BLW Middle School Program graduates who show interest in transitioning to the high school program. BLW will communicate with other neighborhood residents and their families, advertise the program, and obtain referrals from other programs and services offered at BLW.

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?

BLW anticipates transportation barriers, as we already know high school students, especially those who do not yet have drivers license or access to a vehicle, prefer transportation to and back home after programming. Although we cannot provide transportation to and from the program, we can offer transportation for any offsite activities during program hours. BLW is also located right on a bus route, which helps with transportation accessibility for participants. Another potential barrier includes high school students' schedules, as they are oftentimes busy with other extracurricular activities. In response to fluctuating schedules, BLW can be flexible with programming days according to their availability during the school year. Any language barriers between staff,

students and families can be mediated through our bilingual staff. There is high priority for hiring bilingual staff throughout our agency so we can maximize communication with all community members and provide translation services as needed. Trust between staff and participants for high schoolers can be cultivated through our wrap-around support BLW provides to them, their families, and their schools so students know we are committed to their success. BLW has been an established organization in the neighborhood for over twenty years, creating a deep history of trust with residents in the community.

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).

The BLW High School Program for students ages 14-18 will require participants to fill out a registration packet and follow an intake procedure for each participant which includes a baseline academic assessment led by the Academic Team. Participants' reading and math levels will be regularly assessed thereafter by trained tutors and the Academic Program Coordinator during each tutoring session. All City-funded School Age child and youth programs must create an account and input program information into the Madison Out-of-School Time (MOST) program finder at mostmadison.org.

BLW will use the MOST Information System (MIS) to track enrollment and attendance for youth participants in the High School Program. BLW will utilize culturally responsive practices to enhance engagement for youths, and will use the DESSA assessment to best support social and emotional development. We welcome participant surveys and self-assessments on increased work-readiness knowledge and skills.

3. PROGRAM LOCATION, DESCRIPTION, AND STRUCTURE

- A. Activities: Describe your proposed program activities. Please be sure to specify your program type, i.e. shelter services, workshops, helplines, classes, etc.).

The BLW High School Program will provide youth with resources to achieve a positive post-high school future. Throughout the year, the program will provide students between the ages of 14-18 years old with transportation and meals, tutoring and academic support, preparation for ACT and SAT exams, and individualized case management for each student to set long-term goals, create benchmarks, and continuously discuss job readiness skills, potential careers, and post-secondary options. In addition to providing connections to internships, employment, mentorship, and volunteer opportunities within the community, BLW will engage with high school youth in social-emotional learning and discussions on developing one's identity, financial empowerment, bullying, racism, LGBTQ, gang and gun violence. BLW prioritizes wrap-around support for each student by communicating with their schools, parents, and caregivers to ensure academic and personal success.

During the summer, the High School Program will implement an 8-week long internship program for students between the ages of 14-18 years old. Interns will apply and commit to a total of 20 hours per week interning, participating in workshops, attending career-exploration field trips and financial literacy classes.

- Summer internship placement: Interns will be placed in programs within either of the two community centers of the agency, or in agency-wide departments. At BLW or VCNC, interns can be placed in programs such as the Family Resource Center, where they can learn how to assist individuals and families with much-need resources; the Nutrition Program, where they can learn about pantry initiatives and food security administration; the Older Adults Program, where they can learn about curating programming for 55+ adults centered around health, education, and social connection; or Youth Programs, where they can learn about best practices for facilitating academic and personal development. Agency-wide, interns can be placed in the development department, assisting with fundraising efforts, or the operations department, where they can gain insight on best practices for non-profit management. Interns will contractually commit to spending 5-6 hours every week at their internship placement. They will receive access to a laptop, a regular stipend, guidance from respective staff, and the work space to explore a project that will be presented at the end of the summer. Upon successful program completion, interns will receive a certificate of completion from the agency, potential school credit through MMSD, and CPR and Food Safety certifications to bolster their resumes. The internships placements will be assigned according to individual student interest and will provide direct employment training in a supportive environment.

- **Career-readiness workshops:** Interns will participate in workshops related to resume-building, mock interviews, job and skill-specific training. Some workshops may be led by staff, others will be led by trusted partners including East Madison Community Center, Arts for All Wisconsin, Second Harvest Foodbank of Southern Wisconsin, and more. These workshops will provide direct access to academic pathways, career guidance, and strengthened connections between youth and other significant organizations in the Madison area.
- **Career-exploration field trips:** Interns will attend career-exploration field trips that align with their interests. Each student will fill out a survey in the beginning of the internship program to determine interests and staff will determine weekly field trips from that feedback. For example, if students gravitate towards the medical field, staff will prioritize trips to the UW Hospital, Epic, or the Morgridge Institute for Research. These field trips will help students envision themselves in these careers or institutions and learn about day to day operations within those fields.
- **Financial literacy education classes:** Interns will attend financial literacy education classes with the Southwest Madison Employment Center to enhance their future planning. Other classes will be conducted by Summit Credit Union for banking and budgeting guidance and Zimbrick Honda for essential vehicle purchases. These classes will expose interns to responsible financial management, especially as many of them will be receiving stipends for the first time.

- 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?

Bridge Lake Point Waunona Neighborhood Center is located at 1917 Lake Point Dr (the youth building is across the street located at 1910 Lake Point Dr) on the southeast side of Madison, located adjacent to a Low High School Graduation Rates Priority Area and a Core Priority Area and serves populations who reside in those areas as well. A majority of participants will live within walking distance of the center, and BLW is located near bus lines in case further transportation is needed.

- 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):		
Day of the Week	Start Time	End Time

Monday	4:30 PM	8:00 PM
	Services will take place at BLW.	Services will take place at BLW.
Tuesday	Choose an item.	Choose an item.
Wednesday	4:30 PM	8:00 PM
	Services will take place at BLW.	Services will take place at BLW..
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***

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:

The schedule listed above is for the BLW High School Program, year-round for ages 14-18.

The following schedule is for BLW High School Program, Summer Internship for ages 14-18:

4. ENGAGEMENT COORDINATION AND COLLABORATION

- A. Family Engagement: Describe how your program engaged youth, individuals, and families in the development of this proposal, and how they will be involved in the implementation and assessment of the program activities.

The BLW High School Program was born from the request of families in the neighborhoods we serve who wanted a dedicated space for their high school students to acquire academic and post-secondary support. BLW operates youth-based programs for elementary and middle school with community support, cultivating a path based on community trust to form a high school program as well. Program participants and their families will be engaged in the implementation of this program by: (1) encouraging input from all high school participants through surveys and discussions, (2) gathering feedback and concerns from families to respond to the needs of the program, and (3) celebrating a variety of cultures and languages based on students' interests and cultural backgrounds and by utilizing extra-linguistic support when needed. BLW will also host family workshops on topics that bring learning into the household and topics that equip parents to better advocate for their children in school. Interests and needs of the program participants will guide programming for activities such as ACT and SAT preparation, career-exploration field trips, guest speaker presentations on college and career options, and skills training that provides practical knowledge on job applications, banking fundamentals, etc. This program will engage in extensive contact with participants' schools and families, ensuring all relevant stakeholders in each student's education are in communication with one another.

- 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.

The BLW High School Program derived from community interest for a dedicated space for high school students to acquire academic and post-secondary support. BLW will continually encourage input and feedback from participants and their caregivers and families through surveys and discussions. BLW will acquire input from La Follette High School, where our high schoolers attend, by staying connected with counselors, Bilingual Resource Specialists, teachers, and other staff. This communication will help BLW best assess what students need more academic or developmental support and in what areas, so program activities can align with student needs and interests. BLW can also provide in-school tutoring services and classroom support. By engaging with diverse community stakeholders including participants, their families, and their schools, BLW commits to a level of wrap-around support that is vital for student success.

- 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)?
Arts for All Wisconsin	High School Program Partner - will provide year-round workshops on print-	Jennie Mullins Director of Arts Education	Letter of Support

	making, art accessibility, careers in art	jennie@artsforallwi.org	
Each One Teach One, LLC	High School Program Partner - will provide year-round workshops on living independently, SEL trauma-informed care training, and peer-mentoring services.	Tara Wilhelmi Founding CEO EOTO.tribelife@gmail.com	Letter of Support
East Madison Community Center	High School Program Partner Program Partner - will provide workshops on career exploration at Madison College, financial literacy; bring private sector employers to share insights on first jobs, succeeding in the job, higher education benefits	Regina McConnell Executive Director rmcconnell@eastmadisoncc.org	MOU & Letter of Support
Summit Credit Union	High School Program Summer Internship Partner - will provide financial literacy classes on banking management and budgeting best practices.	Paola Paulino Bilingual Education Specialist paola.paulina@summitcreditunion.com	Letter of Support
Take Action CPR	High School Program Partner for CPR Certification	Robert McNellis Owner barb@takeactioncpr.com	Letter of Support
Second Harvest of Southern Wisconsin	High School Program Partner Program Partner for Food Safety Certification	Angel Cuezzi Youth and Family Initiatives Coordinator Angel.Cuezzi@secondharvestsw.org	Letter of Support

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

UW-Madison Office of Financial Aid (Federal Work Study Program)

Role: providing personnel for High School Program

Contact: Kristina Rittel, Student Employment Manager, kristina.rittel@wisc.edu

Yes signed MOU

CEOs of Tomorrow

Role: provide Teen Business Incubator program, where students can learn to turn ideas into entrepreneurial revenue streams

Contact person: Katie Krueger, Interim Executive Director, kkrueger@ceosoftomorrow.org

No signed MOU

Urban League

Role: provide job readiness, resume building, and mock interview training

Contact person: Trista Whitehorse, Director of Workforce Development, twhitehorse@ulgm.org

No signed MOU

Operation Fresh Start

Role: provide job readiness, driver's license training

Contact person: Jasmine Banks, Deputy Director for Empowerment & Strategic Initiatives, jbanks@operationfreshstart.org

No signed MOU

Briarpatch

Role: provide youth/young adult job training and workshops on independent life skills

Contact person: Jay Kiefer, Program Director, jay.kiefer@briarpatch.org

No signed MOU

Junior Achievement of Wisconsin

Role: provide financial literacy, entrepreneurial insight, and work readiness

Contact person: Christine Meyers, Education Manager, cmeyers@jawisc.org

No signed MOU

UW Credit Union

Role: provide banking 101 classes

Contact person: Kelsey Michels, Community Impact Program Manager, kmichels@uwcu.org

No signed MOU

UW-Madison School of Education

Role: providing personnel for High School Program

Contact: Kristina Rittel, Student Employment Manager, kristina.rittel@wisc.edu

UW-Madison School of Human Ecology

Role: providing personnel for High School Program

Contact: Kristina Rittel, Student Employment Manager, kristina.rittel@wisc.edu

Zimbrick Honda

Role: provide guidance on vehicle purchases

Contact person: Johnny Herndon

No signed MOU

How do these partnerships enhance this proposal?

As a part of the BLW High School Program, these partnerships will offer a wide range of workshops in upward mobility related to job-readiness, career exploration, resume credentials, financial planning and other life skills for youth at BLW. These partnerships complement and enhance the program by extending resources in job exploration, future planning, and networking connections to other organizations in Madison.

What are the decision-making agreements with each partner?

For partners who do not have a formal MOU, the Center Director and Youth Program Manager are in regular communication with partner leaders to ensure provided services and programs meet the identified need.

- 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?

BLW will emphasize the importance of safety, support, and wellbeing for youth and families by making connections with resources and support in the following ways:

- BLW's Family Resource Center will provide outreach, information, and referral services in the areas of health insurance, mental health services, medical care, housing support, legal assistance, and more.
- BLW will connect individuals with consistent and reliable access to healthy food through food pantries, community meals, and daily snacks and meals for children in programming
- BLW continuously works to build strong partnerships and relationships with various organizations and resources, establishing persons of contact for when clients must be referred. These groups will be nearby when possible, culturally responsive, and accessible.
- BLW will identify and engage with current and new partners by connecting with other organizations providing relevant resources, attending information and networking events, and participating in City-facilitated community provider workshops.

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.

Number of Youth Participants

Hours of youth programming

Number of youth who complete program

Educational credit and Industry recognized certificates earned

- B. Program Outcomes

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

Outcomes were chosen by the list presented in the RFP guidelines.

For outcome measurements listed, BLW will use DESSA to track the outcome of regularly attending participants showing increased understanding and demonstrating the ability to manage thoughts, emotions and behavior

that might interfere with employment. BLW will have high school students implement a summer internship project to track the outcome of demonstrating improvement toward or proficiency in work readiness skills, and will also create surveys to track the outcome of demonstrating knowledge of career/educational options.

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: 75% of program participants demonstrate knowledge of career/educational options				
Performance Standard	Targeted Percent	75%	Targeted Number	12 of 15 participants
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: High school students 14-18 years and regularly-attending young adults 18-21 will take pre and post surveys that demonstrate greater knowledge in career and educational options.				
Methodology: Pre and post surveys, open-ended and multiple-choice prompts				

Outcome Objective #2: 75% of participants demonstrate improvement toward or proficiency in Work Readiness Skills				
Performance Standard	Targeted Percent	75%	Targeted Number	12 of 15 participants
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: High school students 14-18 will demonstrate improvement toward or proficiency in work readiness skills through completion of an internship project due at the end of the summer, and a survey during the year.				
Methodology: Completion of internship project; survey. All data will be stored in MIS.				

Outcome Objective #3: 75% of regularly attending participants show increased understanding and demonstrate ability to manage thoughts, emotions and behavior that might interfere with employment.				
Performance Standard	Targeted Percent	75%	Targeted Number	12 of 15 participants
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: High school students 14-18 will take DESSA assessments.				
Methodology: DESSA (research-based assessment)				

To add additional outcome objectives, please copy and paste the table below as needed.

- C. **Data Tracking:** What data tracking systems are in place or will be in place to capture the information needed to document demographics, program activities, outcome measures, and expenses?

All youth participants' families will complete an information form during program registration that includes demographic information. Participants who attend the program will be recorded each day, and reading and math assessments will be conducted regularly (at least twice per year). Participant information will not be released to the general public, and names will be omitted from any surveys that are conducted. All programs funded by the City of Madison Community Development Division for School-age Child or Youth Services must begin to utilize the MOST MIS system to track attendance, participant data, and program. Data entered into the MOST MIS system will automatically be summarized using MIS reports, which programs will subsequently submit via upload to the City Provider Gateway URL system as part of the required quarterly service reports. All programs must use the MOST MIS system and continue to use the MOST MIS for all subsequent quarterly service reports. All school-age year-round or school year programs funded by the Community Development Division serving children or youth in 9th-12th grade age will be required to administer one tool from the National Institute of Out-of-School Time (NIOS) A Program Assessment Process System (APAS), the Survey of Academic and Youth Outcomes – Youth version (SAYO-Y). The SAYO-Y must be completed by a minimum of ten participants in each funded program each Fall and Spring.

For outcome measurements listed above, BLW will use DESSA to track the outcome of regularly attending participants showing increased understanding and demonstrating the ability to manage thoughts, emotions and behavior that might interfere with employment. BLW will have high school students implement a summer internship project to track the outcome of demonstrating improvement toward or proficiency in work readiness skills, and will implement a survey to track during the school year. BLW will also create surveys to track the outcome of demonstrating knowledge of career/educational options.

BLW will track program expenses using Quickbooks. Numbers are reconciled by an accountant once a month, and all of our financials are audited on an annual basis.

6. PROGRAM STAFFING AND RESOURCES:

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

Position Title	FTE	Required Certifications and Training	Location(s)
Center Director		Program development, ability to supervise multiple departments, community minded, problem solving skills	BLW Center: 1917 Lake Point Dr. Madison. WI. 53713.
Youth Program Manager		Post-high school degree or two to four years related experience, or an equivalent combination of education and experience providing direct service to youth	BLW Center: 1917 Lake Point Dr. Madison. WI. 53713.
Academic Coordinator		Post-high school degree or two to four years related experience, or an equivalent combination of education and experience providing direct service to youth	BLW Center: 1917 Lake Point Dr. Madison. WI. 53713.
Leadership Lead		At least one year experience working with youth	BLW Center: 1917 Lake Point Dr. Madison. WI. 53713.
Middle and High School Program Lead		At least one year experience working with youth	BLW Center: 1917 Lake Point Dr. Madison. WI. 53713.

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

All volunteers will fill out an application, complete a background check, and will be supervised by the Youth Program Manager. Orientation will include a review of the schedule, program components, and shadowing. Volunteers will not run programs on their own and are viewed as additional assets to the program, providing mentorship, tutoring, and positive role modeling.

- 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.

BLW currently has three 15-passenger vans that can be used to transport participants on any relevant excursions. BLW also has multiple rooms and spaces within our two buildings available for a range of activities including private meetings and tutoring, group workshops and classes, and other activities.

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	Vera Court Neighborhood Center, Inc. (BLW)
Mailing Address	1917 Lake Point Dr., Madison, WI, 53713
Telephone	(608)441-6991
FAX	
Director	Richard Jones Jr.
Email Address	richardj@veracourt.org
Additional Contact	Michelle McKoy
Email Address	michellem@blwcenter.org
Legal Status	Private: Non-Profit
Federal EIN:	39-1945609

2. PROPOSED PROGRAMS

	2027		If currently City funded	
Program Name:	Letter	Amount Requested	2026 Allocation	Joint/Multi Application - SELECT Y/N
	A	\$84,140	\$0	No
Contact:	Michelle McKoy (michellem@blwcenter.org)			
	B			
Contact:				
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$84,140		

DEFINITION OF ACCOUNT CATEGORIES:

Personnel: Amount reported should include salary, taxes and benefits. Salary includes all permanent, hourly and seasonal staff.

Taxes/benefits include all payroll taxes, unemployment compensation, health insurance, life insurance, retirement benefits, etc.

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

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

Special Costs: Assistance to Individuals - subsidies, allowances, vouchers, and other payments provided to clients.

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

3. SIGNATURE PAGE**AFFIRMATIVE ACTION**

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

CITY OF MADISON CONTRACTS

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

INSURANCE

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

4. SIGNATURE

Enter name:

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

DATE

INITIALS:

f costs.

t,

s.

ng
ies.

5. BOARD-STAFF DEMOGRAPHICS

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

DESCRIPTOR	BOARD		STAFF		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
TOTAL		100%		100%			
GENDER							
MAN	4	57%	9	31%			
WOMAN	3	43%	20	69%			
NON-BINARY/GENDERQUEER		0%		0%			
PREFER NOT TO SAY		0%		0%			
TOTAL GENDER	7	100%	29	100%			
AGE							
LESS THAN 18 YRS		0%		0%			
18-59 YRS	4	57%	28	97%			
60 AND OLDER	3	43%	1	3%			
TOTAL AGE	7	100%	29	100%			
RACE							
WHITE/CAUCASIAN	4	57%	23	79%	80%	67%	16%
BLACK/AFRICAN AMERICAN	3	43%	6	21%	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	7	100%	29	100%			
ETHNICITY							
HISPANIC OR LATINO	1	14%	11	38%	7%	9%	26%
NOT HISPANIC OR LATINO	6	86%	18	62%	93%	81%	74%
TOTAL ETHNICITY	7	100%	29	100%			
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.

6. Does the board composition and staff of your agency represent the racial and cultural diversity of the residents you serve? If not, what is your plan to address this? (to start a new paragraph, hit ALT+ENTER)

Yes.

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2025

12

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

12

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

>5

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

Name	Thomas Qualls			
Home Address	400 Lambole Avenue, Monona, WI, 53716			
Occupation	Community Engagement Director			
Representing	Madison Public Schools Foundation			
Term of Office	Board Chair	From:	01/2025	To: 12/2027
Name	Corinda Rainey-Moore			
Home Address	1306 Glacier Hill Dr, Madison, WI, 53704			
Occupation	Community Engagement Manager			
Representing	Unity Point Health-Meriter			
Term of Office	Vice Chair	From:	01/2024	To: 12/2026
Name	Elsa Floyd			
Home Address				
Occupation	Operations Program Associate			
Representing	State of Wisconsin Department of Health Services			
Term of Office	Secretary	From:	01/2025	To: 12/2027
Name	David Krause			
Home Address	4346 Westport Rd #16, Madison, WI, 53704			
Occupation	Retired Principal			
Representing	MMSD			
Term of Office	Treasurer	From:	01/2024	To: 12/2026
Name	Doug Fath			
Home Address	718 Morningstar Ln, Madison, WI, 53704			
Occupation	Visual Artist			
Representing				
Term of Office		From:	01/2025	To: 12/2027
Name	Jerrod Buckner			
Home Address	2540 Wildcat Dr, Fitchburg, WI, 53711			
Occupation	Community Engagement Manager			
Representing	Morgridge Institute for Research			
Term of Office		From:	01/2025	To: 12/2027
Name	Linda Hoskins			
Home Address	2417 Cypress Way, #107, Madison, WI, 53713			
Occupation	Retired			
Representing	N/A			
Term of Office		From:	01/2024	To: 12/2026
Name				
Home Address				
Occupation				
Representing				
Term of Office		From:	mm/yyyy	To: mm/yyyy

AGENCY GOVERNING BODY cont.

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

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

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

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

Home Address

Occupation

Representing

Term of Office

From:

mm/yyyy

To:

mm/yyyy

****Instructions: Complete this workbook in tab order, so the numbers will autofill correctly. Only fill in the yellow cells.**
Only use whole numbers, if using formulas or amounts with cents, convert to whole number before submitting to CDD.

Please fill out all expected revenues for the programs you are requesting funding for in this application.
 All programs not requesting funding in this application, should be combined and entered under NON APP PGMS
 (last column)

REVENUE SOURCE	AGENCY 2027	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	0						
UNITED WAY DANE CO	0						
CITY CDD (This Application)	84,140	84,140					
City CDD (Not this Application)	0						
OTHER GOVT*	0						
FUNDRAISING DONATIONS**	108,360	108,360					
USER FEES	0						
TOTAL REVENUE	192,500	192,500	0	0	0	0	0

*OTHER GOVERNMENT: Includes all Federal and State funds, as well as funds from other counties, other Dane County Departments, and all other Dane County cities, villages, and townships.

**FUNDRAISING: Includes funds received from foundations, corporations, churches, and individuals, as well as those raised from fundraising events.

Enter all expenses for the programs in this application under the PGM A-E columns. Enter the amount you would like the City to pay for with this funding under the CITY SHARE

****Use whole numbers only, please.**

ACCOUNT CATEGORY	AGENCY 2025	TTL CITY REQUEST	PGM A	CITY SHARE	PGM B	CITY SHARE	PGM C	CITY SHARE	PGM D	CITY SHARE	PGM E	CITY SHARE	NON APP PGMS
A. PERSONNEL													
Salary	135,000	60,000	135,000	60,000									
Taxes/Benefits	15,000	5,140	15,000	5,140									
Subtotal A.	150,000	65,140	150,000	65,140	0	0	0	0	0	0	0	0	0
B. OTHER OPERATING													
Insurance	0	0											
Professional Fees/Audit	10,000	5,000	10,000	5,000									
Postage/Office & Program	8,000	2,000	8,000	2,000									
Supplies/Printing/Photocopy	3,000	3,000	3,000	3,000									
Equipment/Furnishings/Depr.	0	0											
Telephone	0	0											
Training/Conferences	10,000	6,000	10,000	6,000									
Food/Household Supplies	7,000	1,000	7,000	1,000									
Travel	0	0											
Vehicle Costs/Depreciation	3,000	2,000	3,000	2,000									
Other	0	0											
Subtotal B.	41,000	19,000	41,000	19,000	0	0	0	0	0	0	0	0	0
C. SPACE													
Rent/Utilities/Maintenance	1,500	0	1,500										
Mortgage Principal/Interest	0	0											
Depreciation/Taxes	0	0											
Subtotal C.	1,500	0	1,500	0	0	0	0	0	0	0	0	0	0
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.)	192,500	84,											

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

Title of Staff Position*	2027 Program A FTE**	2027 Program B FTE**	2027 Program C FTE**	2027 Program D FTE**	2027 Program E FTE**	2027 Total FTE	2027 Annualized Salary	2027 Payroll Taxes and Fringe Benefits	2027 Total Amount	2027 Hourly Wage***	2027 Amount Requested from the City of Madison
Development Director	0.05					0.05	75,000	27,187	102,187	0.00	1,700
Grants Coordinator	0.05					0.05	55,670	15,960	71,630	0.00	1,000
Marketing and Communication Coordinator	0.05					0.05	55,670	15,960	71,630	0.00	1,000
Center Director	0.20					0.20	65,000	17,173	82,173	0.00	7,000
Youth Program Manager	0.25					0.25	57,731	16,228	73,959	0.00	12,000
Academic Coordinator	0.25					0.25	53,316	15,653	68,969	0.00	12,000
Leadership Lead	0.40					0.40	20,047	1,677	21,724	0.00	10,000
Middle and High School Program Lead	0.25					0.25	16,474	1,318	17,792	0.00	4,000
Youth Interns (x6)	0.48					0.48	14,440	0	14,440	0.00	14,440
Middle and High School Program Lead Summer	0.13					0.13	5,054	404	5,458	0.00	2,000
						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
SUBTOTAL/TOTAL:	2.11	0.00	0.00	0.00	0.00	2.11	418401.60	111559.80	529961.40	0.00	65140.00

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.**

Title of Staff Position*	2026 FTE**	2026 FTE**	2026 FTE**	2026 FTE**	2026 FTE**	2026 Total FTE	2026 Salary	2026 Taxes and	2026 Amount	2026 Wage***	2026 Requested
						0.00			0	0.00	0
						0.00			0	0.00	0

Program Summary

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

Pgm Letter	Program Name	Program Expenses	2026 City Request
A	0	PERSONNEL	65,140
		OTHER OPERATING	19,000
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	84,140
B	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
C	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
D	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
E	0	PERSONNEL	0
		OTHER OPERATING	0
		SPACE	0
		SPECIAL COSTS	0
		TOTAL	0
TOTAL FOR ALL PROGRAMS			84,140