



CRISIS INTERVENTION AND PREVENTION SERVICES

2025 REQUEST FOR PROPOSAL (RFP) APPLICATION

Part 1 – Organization Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30pm September 22nd, 2025

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 Crisis Intervention and Prevention (CIP) Service Area in the Community Resources Unit. There are two priority areas in the CIP RFP: *Crisis Intervention Support Services & Prevention Services and Activities*, each of which has two program types. Program types include 24/7 Helpline, Shelter Services, Community-based Individual/Family Support, and Building Community & Stabilization. Organizations can apply for each program type. Please refer to the guidelines for full program type descriptions 1.1.

Priority Areas	Crisis Intervention Support Services	Prevention Services and Activities
Program Types	<u>24/7 Helpline</u> – Organizations who provide gender-based violence crisis assistance via phone, text, online, in person, etc. Programs need to focus on youth and adults experiencing domestic violence, sexual assault, intimate partner violence, and/or human trafficking. Organizations are expected to have established policies and protocols for shelter operations, provide ongoing staff training, and promote practices that support staff well-being and self-care.	<u>Community-Based Individual & Family Support</u> - Organizations who provide trauma-informed, coordinated support that assists individuals and families in meeting short-term basic needs and access services as they recover and work to improve overall personal and family well-being. These services aim to educate, inform, connect, and assist in system navigation.
	<u>Shelter Services</u> - Organizations must operate an existing shelter that serves individuals or households experiencing domestic violence or, in the case of youth, those without safe housing alternatives. Organizations are expected to have established policies and protocols for shelter operations, provide ongoing staff training, and promote practices that support staff well-being and self-care.	<u>Building Community & Stabilization</u> – Organizations who provide community-wide or group-based activities that increase protective factors and reduce the likelihood of crisis, especially for communities disproportionately impacted by poverty and systemic inequity. These services aim to create spaces, educate, inform, and connect individuals to their neighbors and the district they live in.

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: Nancy Saíz, Community Development Specialist nsaiz@cityofmadison.com or Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@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 Nancy Saíz, nsaiz@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 1.1 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:	\$ 125,000
All program(s) connected to your organization:	Program Name: Family Resource Center Amount Requested: \$ 125,000 Applicant Type: Single Agency Application Program Type: Community-Based Individual and Family Support Services List Program Partner(s) (if applicable): N/A		
	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 Nancy Saíz nsaiz@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:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Fiscal Agent <i>(if no)</i>	

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 crisis intervention, prevention, 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. The Family Resource Center, formally known as the Latino Family Resource Center, has been doing resource referral, resource navigation, and case management work for families in the

community for over ten years. Through the original purpose of guiding Latine families to necessary resources and services that were difficult to obtain due to a language barrier, the program has grown to help almost 4,000 individuals gain access to resources such as mental health and medical services, education services, legal support, and more.

- 2. Describe your organization's experience implementing programming aligned with the Crisis Intervention and Prevention RFP Guidelines.** Please include specific examples relevant to the programs proposed in this application. If applicable, list all the current Crisis Intervention and Prevention programs your organization operates, along with their inception dates.

The Family Resource Center (FRC) started in 2010 as the Latino Family Resource Center. Through the original purpose of guiding Latine families to necessary resources and services that were difficult to obtain due to a language barrier, the program has grown to help almost 4,000 individuals gain access to resources such as mental health and medical services, education services, and legal support. Case management services were added to the FRC in 2022 with the addition of individual service plans, goal setting, and follow up plans for 10 families each year.

In 2024, our Family Resource Center at BLW added case management and resource and referral services for older adults. With a larger population of adults over the age of fifty-five in the neighborhood, and with the BLW neighborhood being a target area for the City's Older Adult initiatives, we found our efforts timely.

Now in 2025, our Family Resource Center has the ability to support all of our adult population focuses: emerging adults, parents and older adults.

- 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 is currently hiring for a new Bilingual Community Support Coordinator, formally the Bilingual Family Resources Coordinator. The name of this position changed recently after some community feedback from individuals in the community who lived by themselves, and expressed that by having the word "family" in the title, they did not feel like the program fully represented them as they were not living with a family. With these newer positions, BLW is working hard to strengthen and grow programs and services, especially those that serve emerging adults, parents, and older adults.

- 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 Family Resource Center. In preparation for this major adjustment, we are hiring a part-time staff to help manage a larger caseload. We hope to make this part-time position a full-time position during the campaign, increasing our capacity to support our staff through case management and resource and referral.

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, Adverse Childhood Experiences [ACEs], 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, and be at least 21 years of age to drive BLW vans.

We plan to hire a part-time Community Support Advocate by the end of this year. All staff who are hired need to pass a background check. The Community Support Coordinator, who heads our Family Resource Center, must have a post-high school training of an associate, bachelor, or master in a field related to health and human services and have case management experience. The Community Support Advocate must have a post-high school degree or two to four years related experience, or an equivalent combination of education and experience providing direct service to community and adults. Both these positions should have experience with service coordination, program planning, and program implementation.

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. 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.

The Community Support Coordinator and the Community Support Advocate will be provided professional development opportunities in the areas of case management, program development and design, software training, data usage retention, staff management, healing centered engagement, DEI training, and cultural competency training.

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 crisis intervention or prevention services for youth, individuals, or families at risk of or experiencing crisis due to gender-based violence.** What lessons or insights did you gain from those experiences and how will they inform you in your approach to the current partnership?



CRISIS INTERVENTION AND PREVENTION SERVICES 2025 REQUEST FOR PROPOSAL (RFP) APPLICATION

Part 2 - Program Narrative Form

Submit Application to: cddapplications@cityofmadison.com

Deadline: 4:30pm September 22, 2025

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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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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: Nancy Saíz, Community Development Specialist nsaiz@cityofmadison.com, or Yolanda Shelton-Morris, Community Resources Manager yshelton-morris@cityofmadison.com.

We are committed to assisting interested organizations understand and work through this application and funding process.

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Part 2 - Program Narrative Form

Program Name:	Family Resource Center	Total Amount Requested for this Program:		\$ 125,000
Legal Name of Organization:	Bridge Lake Point Waunona Neighborhood Center	Total amount Requested for Lead/Single Applicant		\$ 125,000
Legal Name of Partner(s) (Joint/Multi-Agency Applicants only):		Total Amount Requested for Partner 1:		\$
		Total Amount Requested for Partner 2:		\$
		Total Amount Requested for Partner 3*:		\$
Program Contact: Lead Organization Contact	Richard Jones Jr	Email:	richardj@blwcenter.org	Phone: 608-441-6991
Program Type: Select ONE Program Type for this form.				
<input type="checkbox"/> Crisis Intervention Support Services: 24/7 Helpline <input type="checkbox"/> Crisis Intervention Support Services: Shelter Services <input checked="" type="checkbox"/> Prevention Services and Activities: Community-Based Individual/Family Support <input type="checkbox"/> Prevention Services and Activities: Building Community and Stabilization <div style="margin-left: 20px;"> <input type="checkbox"/> Adults and Families <input type="checkbox"/> Youth ages 12-18 years old </div>				
<p>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.</p>				

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.

Bridge Lake Point Waunona Neighborhood Center (BLW) has an established 20-year history with the community it serves. 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.

BLW is located in census tract 15.01, which borders a large CDD Equity Priority Area spanning several neighborhoods with very little community support services nearby. These neighborhoods have large populations of Black, Latine, and white community members who have many different concerns, needs, and desires. The CDD Older Adult 2024 Policy Papers stated that "it is paramount that residents have access to accurate information, guidance, and referrals to appropriate services, ranging from healthcare and housing to employment and legal assistance." While this paper focused on the needs of older adults in the Madison community, BLW finds that these needs are also reflected in the general community at large. The EQT by Design, which also focuses on older adults in the City of Madison, states that many Black older adults "expressed the need for transportation and relevant programming," many Latine older adults "sought health education, social activities, transportation options, and language access accommodations," and many white older adults, especially those who are low-income, "faced challenges in transportation and accessing information about available services," all of which we see as needs in the broader community. BLW meets many of these needs through culturally relevant services and partnerships, transportation resources and services, health education opportunities,

Spanish/English translation and interpretation services, and advertising our services in many different accessible ways. When community members in this area of Madison need resources or support, they know they can find a safe, supportive space at BLW.

One of the significant rising needs is outreach, information, and referral services. Many of the community members in the BLW community face one or more barriers to accessing support or essential resources. Language, transportation, and economic barriers severely limit access to support BLW community members need. BLW addresses these barriers by providing free programs, bilingual (Spanish and English) staff, and having a location in the heart of the community.

- 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 Family Resource Center at Bridge Lake Point Waunona Neighborhood Center (BLW) provides year round case management, resource referral, resource navigation, and information services that provides the support and resources individuals and families need to thrive in their daily lives. This goal aligns with the RFP guidelines by providing services that help “improve housing stability, gain access to health and legal services, enhance educational and employment outcomes, and improve overall personal and family well-being,” and by providing trauma-informed, coordinated support that helps meet short-term and long-term basic needs.

- 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 Family Resource Center provides case management, resource referral, resource navigation, and information services that focus on in-depth and long term support to clients to achieve their goals and create a well-rounded system of support and empowerment. Spanish and English speaking staff will be available to offer support in the areas of health insurance, mental health services, medical care, housing support, legal assistance, translation and interpretation services, and so much more. Through the process of wrap-around services, the Family Resource Center staff will work with individuals and families to seek out culturally and linguistically competent agencies, programs, and services that reflect the cultural, racial, ethnic and linguistic differences of the populations we serve, facilitating access and utilization of appropriate services and supports to eliminate disparities in care and increase confidence in navigating systems to meet personal needs. A team consisting of center staff, community resource providers, and family members will work closely together to develop an individualized care plan that includes intervention, culturally and linguistically relevant services, and progress monitoring.

2. POPULATION SERVED

- A. Proposed Participant Population: Describe the intended service population that will be impacted by this program (e.g., location, ages, race/ethnicities, income ranges, English language proficiency, if applicable etc.) AND how has your org/agency engaged members of this population in designing, informing, developing, implementing the proposed program?

The BLW Family Resource Center serves individuals and families in the immediate and surrounding neighborhoods of the center on the southeast side of Madison. BLW is located in census tract 15.01, located in a CDD Equity Priority Area, and is composed of the following racial demographics: 0.5% American Indian/Alaskan Native, 3.6% Asian, 14% Black, 20% Hispanic/Latinx, 11% Multiracial, and 60% white. There is a large population of Spanish speaking immigrants from countries in Central America, as well as many low-income individuals and families primarily identifying as Black or African American, Hispanic or Latine, Multiracial, and white. This program will address multiple barriers for residents by having bilingual (Spanish and English) staff, being located within or nearby resident neighborhoods with an all ability accessible building, and providing all programming for free.

BLW recruits for its programming through word of mouth, information on the website, monthly e-newsletters, social media, flyers, community events, food pantries, and more. Community members who visit BLW and learn about available programs often share the information with friends and neighbors and invite them to participate or seek support. Visitors of the center are encouraged to take home a physical copy of our monthly calendar which features all the different events and programs that will be offered. BLW is also building relationships with local landlords and apartment management to leave marketing and recruitment information in these spaces.

When a community member comes to BLW seeking support from the Family Resource Center, they first meet with Family Resource Center staff or the Center Director. During this initial meeting, the client will fill out a form indicating the type/s of support they are seeking along with contact and demographic information. The client will then meet with Family Resource Center staff to set short and long term goals, discuss available resources, and create a long term plan.

- 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	20%
Black/African American	0	0
Asian	0	0
American Indian/Alaskan Native	0	0
Native Hawaiian/Other Pacific Islander	0	0
Multi-Racial	0	0
Balance/Other	8	80%%
Total:	10	
Ethnicity		
Hispanic or Latino	9	90%
Not Hispanic or Latino	1	10%
Total:	10	
Gender		
Man	3	30%
Woman	7	70%
Non-binary/GenderQueer	0	0
Prefer Not to Say	0	0
Total:	10	

Comments (optional): In previous years, BLW has only reported case management numbers for city funded programming, which are included in the numbers above. However, with this RFP, we will begin tracking all Family Resource Center numbers in 2026 including those who participate in resource referral and resource navigation services, in addition to case management, which will make this number significantly higher.

- 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.

To address language needs of the local population, BLW has multiple staff who are bilingual in English and Spanish. This program will include workshops and events that are implemented either entirely in Spanish, or both Spanish and English. All flyers, brochures, and other materials in the center will be available in English and Spanish. In order to lessen the language barriers in our center, opportunities to learn Spanish will also be provided to the community as programming and to the staff as professional development opportunities.

BLW programming is continuously responsive to the voiced needs of the community gathered through conversations, surveys, as well as data and research performed by the City of Madison. To ensure programs are appropriate, supportive, and responsive to the diverse needs of the community, BLW continuously adapts the Family Resource Center to best support and empower the people in the community. The program can be flexible in communication methods, program offerings, hours of operation, and more.

- D. **Recruitment and Engagement Strategy:**

a. **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 recruits for its programming through word of mouth, information on the website, monthly e-newsletters, social media, flyers, community events, food pantries, and more. Community members

who visit BLW and learn about available programs often share the information with friends and neighbors and invite them to participate or seek support. Visitors of the center are encouraged to take home a physical copy of our monthly calendar which features all the different events and programs that will be offered. BLW is also building relationships with local landlords and apartment management to leave marketing and recruitment information in these spaces, as well as nearby community spaces including libraries, restaurants, and more.

b. 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 and Family Resource Center programming works to address multiple barriers in the Madison community. BLW is located in the heart of the community it serves and thus addresses transportation barriers by being within walking distance of many families and also has bus stops within one block of the center. The Community Support Coordinator position is a bilingual position in English and Spanish and thus meets language barriers for the prominent languages in this area. This program has drop in hours in addition to appointments that can be set and thus addresses any potential scheduling barriers. The Family Resource Center, among other programs and services at BLW, is 100% free and meets socioeconomic barriers. BLW also addresses the barrier of mistrust through having a 20-year history on the southeast side of Madison and building strong relationships within the community, in addition to specific events and activities dedicated to getting to know the people who live in the community.

c. 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).

When a community member comes to BLW seeking support from the Family Resource Center, they first meet with Family Resource Center staff or the Center Director. During this initial meeting, the client will fill out a form indicating the type/s of support they are seeking along with contact and demographic information. The client will then meet with Family Resource Center staff to set short and/or long term goals, discuss available resources, and create a long term plan if needed.

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.,).

BLW has a strong 20-year history on the southeast side of Madison. It is through this history in the same neighborhood that BLW has been able to establish strong relationships built on trust with local community residents. Residents in nearby and surrounding neighborhoods trust the staff at this agency to know their personal and sensitive information, such as immigration status, because of that history of trust. People walk into the community centers and they see friendly, diverse faces who they trust to help them more than social service organizations or even the school districts.

The Family Resource Center has been doing case management, resource referral, resource navigation, and information services for more than ten years, building on those established relationships and sense of trust to support more community members and connect them with essential services and resources. Family Resource Center staff will work with multiple systems together with the client to provide highly individualized plans to meet the unique needs of each person.

The key functions of wrap-around case management that the agency will provide include: assessment, planning, linkage, monitoring, and advocacy. The focus of wrap-around case management used by the agency will be a flexible, person-oriented and comprehensive service. BLW will work with a number of local organizations to provide a holistic program of support. Wrap-around services is a strengths-based intervention that seeks to identify and capitalize on individual assets. Ongoing case management requires frequent, planned contact with the family to assess progress toward goals. One of the main goals of wrap-around case management is to help individuals learn skills so they can function through their own natural supports versus working with a formal system.

Through the process of wrap-around services, the Family Resource Center will work with the individual to seek out culturally and linguistically competent agencies, programs, and services that reflect the cultural, racial, ethnic and linguistic differences of the populations we serve, facilitating access and utilization of appropriate services and supports to eliminate disparities in care. A team consisting of center staff, community resource providers, and family members will work closely together to develop an individualized care plan that includes intervention, culturally and linguistically relevant services, and progress monitoring.

This first meeting includes putting together a detailed written plan to help manage any critical situations the client may be facing. Part of the planning process includes identification and authorization of services that will help the client recognize and effectively handle stressful moments and events.

Within the first month in the program, the Community Support Coordinator will begin the process of developing a “plan of care” which includes identifying strengths and needs. The plan will also include putting together detailed steps to help manage critical situations. Part of the planning process includes the identification and authorization of services that will help the individual meet the needs that have been identified in the plan of care. Families will work closely with the Family Resource Center and agency staff for as long as needed to address each item in the plan of care. The Community Support Coordinator will be in consistent communication with families until this happens.

Once the plan of care has been completed, the participants will have a sense of self-efficacy surrounding their now natural support systems and they will no longer be facing the instabilities they needed assistance with. The Community Support Coordinator will follow up with participants afterwards in one, six, and twelve month intervals to assess goal achievements and inquire about any new challenges they may be experiencing.

In addition to wrap around case management services, BLW also implements resource navigation and referral services to community members. There will be drop in hours available for community members to come in with questions and support requests, as well as opportunities for participants to make an appointment to discuss their situation. The Family Resource Center will provide support in the areas of health insurance, mental health services, medical care, housing support, legal assistance, translation and interpretation services, and so much more.

The Family Resource Center will also provide any necessary transportation support to referred organizations in the form of bus passes, taxi rides, gas cards, referred transportation services, and in rare cases, by staff in BLW vans.

Also, the Family Resource Center will provide monthly workshops with community partners that address topics identified by participants including housing stability, financial literacy, workforce development, academic skills, nutrition, and more. At these monthly workshops, there will be provided food, childcare, and door prizes.

B. Use of Evidence-Based or Promising Practices:

Please identify any evidence-based or evidence-informed models, practices, or curricula used, including sources or documentation of their effectiveness. If your program does not use a formal evidence-based model, describe the rationale for your approach and how it aligns with the goals of crisis intervention and prevention.

The Family Resource Center uses the evidence-based model of Trauma-Informed Care Principles and the practice of community-based resource navigation to implement case management in a culturally responsive way. These practices align with the goals of crisis intervention and prevention by ensuring that individuals and families receive timely, personalized support, reducing barriers to essential services, and addressing immediate needs while building long-term resilience.

The key functions of wrap-around case management that BLW will provide include: assessment, planning, linkage, monitoring, and advocacy. The focus of wrap-around case management used by BLW will be a flexible, person-oriented and comprehensive service. BLW will work with a number of local organizations to provide a holistic program of support. Wrap-around services is a strengths-based intervention that seeks to identify and capitalize on individual and family assets. Ongoing case management requires frequent, planned contact with the family to assess progress toward goals. One of the main goals of wrap-around case management is to help individuals learn skills so they can function through their own natural supports versus working with a formal system.

Through the process of wrap-around services, the Family Resource Center will work with the family to seek out culturally and linguistically competent agencies, programs, and services that reflect the cultural, racial, ethnic and linguistic differences of the populations we serve, facilitating access and utilization of appropriate services and supports to eliminate disparities in care. A team consisting of center staff, community resource providers, and family members will work closely together to develop an individualized care plan that includes intervention, culturally and linguistically relevant services, and progress monitoring.

This first meeting includes putting together a detailed written plan to help manage any critical situations the family may be facing. Within the first month in the program, Family Resource Center staff will begin the process of developing a “plan of care” which includes identifying family strengths and needs. The plan will also include putting together detailed plans to help manage critical situations. Part of the planning process includes the identification and authorization of services that will help the family meet the needs that have been identified in the plan of care. Families will work closely with the Family Resource Center and center staff for as long as needed to address each item in the plan of care. The Community Support Coordinator will be in consistent communication with families until this happens.

Once the plan of care has been completed, the participants will have a sense of self-efficacy surrounding their now natural support systems and they will no longer be facing the instabilities they needed assistance with. The Community Support Coordinator will follow up with participants afterwards in one, six, and twelve month intervals to assess goal achievements and inquire about any new challenges they may be experiencing.

By combining trauma-informed approaches with culturally responsive resource navigation, the program not only stabilizes participants in the moment but also helps prevent the escalation of future crises.

- 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	9:00 AM	7:00 PM
Tuesday	9:00 AM	7:00 PM
Wednesday	9:00 AM	7:00 PM
Thursday	9:00 AM	5:00 PM
Friday	9:00 AM	5:00 PM
Saturday	Choose an item.	Choose an item.

Sunday	Choose an item.	Choose an item.

****If hours are different than those listed, please use rows below drop-down list***

Table 2: (Optional/if needed)

PROGRAM LOCATION(s):		
Day of the Week	Start Time	End Time
Monday	Choose an item.	Choose an item.
Tuesday	Choose an item.	Choose an item.
Wednesday	Choose an item.	Choose an item.
Thursday	Choose an item.	Choose an item.
Friday	Choose an item.	Choose an item.
Saturday	Choose an item.	Choose an item.
Sunday	Choose an item.	Choose an item.

****If hours are different than those listed, please use rows below drop-down list***

If applicable, please list the third and any subsequent service locations. Include the specific program schedule(s) differences as compared to the programs included in the tables above:

4. ENGAGEMENT COORDINATION AND COLLABORATION

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

The Family Resource Center works with the family members of the client with the client's permission. If the established plan of care involves communicating with or supporting client family members, staff will engage in frequent dialogue to ensure the program and services are responsive to needs. Family members will also be invited to participate in quarterly surveys and other program assessment tools to share positive aspects of the program or ideas for improvement.

- 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.

As a result of community feedback gathered through partnerships including the UW Madison School of Medicine and Public Health, City of Madison, and the State of Wisconsin, as well as ongoing discussions directly with community members, BLW develops activities and goals that are reflective of community needs, concerns, and interests. We address racial equity and social justice by engaging in regular conversations with our community, gathering data from quarterly community surveys, and hosting community feedback meetings.

In addition, we encourage input from all our participants, as it is their ideas that keep our program exciting, relevant, and aligned with interests and needs.

- 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)?
Joining Forces for Families	Bilingual services, housing, bus tickets, and employment services	Laurie Meulemans	No
Black Men Coalition	Housing, financial literacy, transportation, education.	Sedrick Paige	No
Goodwill Inc	Housing, employment, clothing	Doug Rozak	No
Anesis Therapy	Group therapy, mental health services, and classes	Myra McNair	Yes
Voces de la Frontera	Immigration, advocacy, workshops	Luis Vasquez	No
Briarpatch Youth Services	Parent Support, group sessions, wrap around services for families	Jill Pfeiffer	No

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

Second Harvest Foodbank of Southern Wisconsin provides food pantry supplies to address food security needs in the community. Contact is Joanne Marquez. Yes, there is a signed MOU

How do these partnerships enhance this proposal?

These partnerships strengthen the Family Resource Center in numerous ways. Our partnership with Second Harvest Foodbank of Southern Wisconsin helps bring fresh, healthy, and culturally relevant food to our food pantries that meet an identified need of food security resources in the BLW community. Our partnership with Joining Forces for Families enables us to connect our clients with additional case management services that focus on housing and employment needs with bilingual staff, and also supplies BLW with transportation resources including bus tickets to give away to community members. Our partnership with Black Men Coalition allows us to refer clients to resources regarding housing, financial literacy, transportation, and education services. Our partnership with Goodwill Inc allows us to refer clients to housing and employment services in addition to basic needs such as clothing. Our partnership with Anesis Therapy promotes resources surrounding group therapy, mental health services, and mental health classes both at BLW as center programming and as referral services. Our partnership with Voces de la Frontera allows us to refer clients to access immigration and advocacy resources, as well as implement workshops here at BLW. Our partnership with Briarpatch Youth Services allows us to refer clients to resources surrounding parent support, additional wrap around services for families, and to implement group sessions here at BLW.

What are the decision-making agreements with each partner?

BLW has an MOU or contract with the organizations indicated above. These contracts are reviewed with the partner on an annual basis. For partners who do not have a formal MOU, the Center Director and Community Support Coordinator 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?

The Family Resource Center will provide resource referral, resource navigation, and case management services in the areas of health insurance, mental health services, medical care, housing support, legal assistance, and more. 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 Youth, Individuals, Families, Community Events, Program Hours, etc. Please see Guidelines 1.1

Number of client intakes completed

Number of cross-system referrals made to external providers or resources

- 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

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. Youth-specific programs are **required** to report on the youth outcomes identified in the RFP. In addition to these required outcomes, 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 clients report services were accessible, inclusive, and responsive to their individual identities and experiences (this is an EXAMPLE ONLY and is NOT REQUIRED).				
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 and open-ended feedback forms				
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: Individuals report increased confidence in navigating systems to meet health, legal, educational, or other personal needs				
Performance Standard	Targeted Percent	80%	Targeted Number	150
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Client exit survey and open-ended feedback forms				
Methodology: The primary measurement tool will be a post survey that uses open-ended and multiple-choice prompts to allow participants to share about their experiences.				

Outcome Objective #2: Percentage of individuals who report that the services received met their cultural, linguistic, psychological, and physical needs.				
Performance Standard	Targeted Percent	80%	Targeted Number	150
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Client exit survey and open-ended feedback forms				
Methodology: The primary measurement tool will be a post survey that uses open-ended and multiple-choice prompts to allow participants to share about their experiences.				

Outcome Objective #3: Percentage of individuals who report improved functioning in one or more life domains (e.g., housing stability, access to health and legal services, education, employment, or family well-being)				
Performance Standard	Targeted Percent	80%	Targeted Number	150
	Actual Percent		Actual Number	
Measurement Tool(s) and Comments: Client exit survey and open-ended feedback forms				
Methodology: The primary measurement tool will be a post survey that uses open-ended and multiple-choice prompts to allow participants to share about their experiences.				

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?
 BLW has purchased case management software that has the ability to also track program activities and information. Only relevant staff members will have access to this software to ensure information is safe, and different staff members will have different levels of access to the information based on relevancy. Within that system BLW will store and track demographics, different program activities, referred resources, and more. This data will be analyzed to make any necessary changes to program activities and services in order to meet program goals and client needs.

Expenses will be tracked using a system consisting of Quickbooks and Google Sheets. Any receipts or invoices will be marked with the program name and type of purchase and then be entered into this system accordingly, while personnel expenses will be automatically split into necessary programs.

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)
Bilingual Community Support Coordinator		Post-high school training in field related to health and human services	1917 Lake Point Dr. Madison, WI 53713
Community Support Advocate		Post-high school degree or two to four years related	1917 Lake Point Dr. Madison, WI 53713

		experience, or an equivalent combination of education and experience providing direct service to community and adults.	
Adult Program Coordinator		Post-high school degree or two to four years related experience, or an equivalent combination of education and experience providing direct service to community and adults.	1917 Lake Point Dr. Madison, WI 53713
Center Director		Program development, ability to supervise multiple departments, community minded, problem solving skills.	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.
People who are interested in volunteering in this program must first fill out a volunteer application, then the Center Director will follow up with that individual and do an initial evaluation. Once they are approved to volunteer, they will go through training specifically for the area they are volunteering in. Volunteers who are in this program more regularly and frequently will have the option and opportunity for more in depth training such as first aid, CPR, and servsafe certification. Volunteers will be supervised primarily by the Center Director with support from BLW staff.
- 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 two 15 passenger vans and a 12 passenger van that can be used to transport participants on any relevant excursions. BLW also has multiple rooms and spaces within our building available for a range of activities including private meetings, group workshops and classes, and resource fairs.

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.
- 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 2025 CRISIS INTERVENTION AND PREVENTION SERVICES PROGRAMS

1. ORGANIZATION CONTACT INFORMATION

Legal Name of Organization	Vera Court Neighborhood Center, Inc.
Mailing Address	1917 Lake Point Dr., Madison, WI, 53704
Telephone	608-441-6991
FAX	
Director	Richard Jones Jr.
Email Address	richardj@veracourt.org
Additional Contact	Dagny Mochalski
Email Address	dagnym@veracourt.org
Legal Status	Private: Non-Profit
Federal EIN:	391945609

2. PROPOSED PROGRAMS

	2025		If currently City funded	
Program Name:	Letter	Amount Requested	2024 Allocation	Joint/Multi Application - SELECT Y/N
BLW Family Resource Center	A	\$125,000	\$22,000	
Contact:	Richard Jones Jr. (richardj@veracourt.org)			
	B			
Contact:				
	C			
Contact:				
	D			
Contact:				
	E			
Contact:				
TOTAL REQUEST		\$125,000		

DEFINITION OF ACCOUNT CATEGORIES:

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

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

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

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

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

3. SIGNATURE PAGE**AFFIRMATIVE ACTION**

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

CITY OF MADISON CONTRACTS

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

INSURANCE

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

4. SIGNATURE

Enter name:

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

DATE:

INITIALS:

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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	2	40%	7	28%			
WOMAN	3	60%	18	72%			
NON-BINARY/GENDERQUEER		0%		0%			
PREFER NOT TO SAY		0%		0%			
TOTAL GENDER	5	100%	25	100%			
AGE							
LESS THAN 18 YRS	0	0%	0	0%			
18-59 YRS	2	40%	22	88%			
60 AND OLDER	3	60%	3	12%			
TOTAL AGE	5	100%	25	100%			
RACE							
WHITE/CAUCASIAN	3	60%	11	44%	80%	67%	16%
BLACK/AFRICAN AMERICAN	2	40%	7	28%	7%	15%	39%
ASIAN		0%		0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE		0%		0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		0%	5	20%	0%	0%	0%
MULTI-RACIAL		0%	2	8%	3%	4%	26%
BALANCE/OTHER		0%		0%	1%	2%	28%
TOTAL RACE	5	100%	25	100%			
ETHNICITY							
HISPANIC OR LATINO	1	20%	9	36%	7%	9%	26%
NOT HISPANIC OR LATINO	4	80%	16	64%	93%	81%	74%
TOTAL ETHNICITY	5	100%	25	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.

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)

7. AGENCY GOVERNING BODY

How many Board meetings were held in 2023

How many Board meetings has your governing body or Board of Directors scheduled for 2024?

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

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

Name	Corinda Rainey-Moore			
Home Address	5421 Esther Beach Rd., Madison, WI, 53713			
Occupation	Community Outreach Coordinator			
Representing	Unity Point Meriter			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	David Krause			
Home Address	5346 West Rd. #16, Madison, WI, 53704			
Occupation	School Principal- Retired			
Representing	Madison Metropolitan School District			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Linda Hoskins			
Home Address	2417 Cypress Way #107, Madison, WI, 53713			
Occupation	Teacher - Retired			
Representing	Bridge Lake Point Neighborhood Association			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Thomas Qualls			
Home Address	400 Lambole Avenue, Monona, WI, 53716			
Occupation	Community Engagement Director			
Representing	Madison Public Schools Foundation			
Term of Office		From:	mm/yyyy	To: mm/yyyy
Name	Elsa Floyd			
Home Address	4 Waunona Woods Court, Apt #105			
Occupation	Operations Program Associate			
Representing	Wisconsin Department of Health Services			
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

AGENCY GOVERNING BODY cont.

Name					
Home Address					
Occupation					
Representing					
Term of Office		From:	mm/yyyy	To:	mm/yyyy
Name					
Home Address					
Occupation					
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Term of Office		From:	mm/yyyy	To:	mm/yyyy
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Term of Office		From:	mm/yyyy	To:	mm/yyyy
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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 2025	PROGRAM A	PROGRAM B	PROGRAM C	PROGRAM D	PROGRAM E	NON APP PGMS
DANE CO HUMAN SVCS	9,704	9,704					
UNITED WAY DANE CO	0	0					
CITY CDD (This Application)	125,000	125,000					
City CDD (Not this Application)	0						
OTHER GOVT*	0						
FUNDRAISING DONATIONS**	78,296	78,296					
USER FEES	0						
TOTAL REVENUE	213,000	213,000	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.

Program Summary

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

Pgm Letter	Program Name	Program Expenses	2025 City Request
A	BLW Family Resource Center	PERSONNEL	62,000
		OTHER OPERATING	52,500
		SPACE	6,000
		SPECIAL COSTS	4,500
		TOTAL	125,000
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			125,000